

Lancashire County Council

Cabinet

Thursday, 6th February, 2020 at 2.00 pm in Cabinet Room 'B' - The Diamond Jubilee Room, County Hall, Preston

Agenda

Part I (Open to Press and Public)

No. Item

1. Apologies for Absence

2. Disclosure of Pecuniary and Non-Pecuniary Interests

Members are asked to consider any Pecuniary and Non-Pecuniary Interests they may have to disclose to the meeting in relation to matters under consideration on the Agenda.

3. Minutes of the Meeting held on 16 January 2020 (Pages 1 - 10)

Matters for Decision:

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

4. Money Matters 2019/20 Position – Quarter 3 (Pages 11 - 82)

5. Request Approval to Commence Procurement Exercises (Pages 83 - 92)

6. Property Asset Management Strategy (Pages 93 - 108)

7. Corporate Strategy Monitoring - Recommendations of Targets for Key Performance Measures (Pages 109 - 120)

The Deputy Leader of the County Council and Cabinet Member for Highways and Transport - County Councillor Keith Iddon

8. The Introduction of Contraflow Cycling along the Central Section of North Clifton Street, Lytham (Pages 121 - 126)

9. Traffic Calming on Hoyles Lane, Cottam, Preston (Pages 127 - 136)

The Cabinet Member for Children, Young People and Schools - County Councillor Phillippa Williamson

10. **Determination of Admission Arrangements for Community and Voluntary Controlled Primary and Secondary Schools and Sixth Forms for the School Year 2021/2022** (Pages 137 - 190)
11. **Co-ordinated Admissions Scheme 2021/22 - Determination of the Qualifying Scheme** (Pages 191 - 206)
12. **Determination of Home to School Transport Policy - Academic Year 2021/22** (Pages 207 - 238)
13. **Temporary Expansion of Primary Pupil Places in Preston Schools** (Pages 239 - 244)
- Please note that Appendix 'A' to this report is in Part II and appears as Item No. 22 on the Agenda.

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

14. **Mobile Library Review - Final Report** (Pages 245 - 248)

The Cabinet Member for Adult Services - County Councillor Graham Gooch

15. **Adult Social Care Fee Uplifts - 2020/21** (Pages 249 - 256)

Matters for Information:

16. **Urgent Decisions taken by the Leader of the County Council**

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

[Lancashire Enterprise Partnership Limited - Appointment of a Chief Executive Officer](#)

17. Urgent Business

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

18. Date of Next Meeting

The next meeting of Cabinet will be held on Thursday 12 March 2020 at 2.00pm at County Hall, Preston.

19. Notice of Intention to Conduct Business in Private

No representations have been received.

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

20. Exclusion of Press and Public

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

Part II (Not Open to Press and Public)

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

21. Operational Premises - Hyndburn and Ribble Valley Short Breaks Services (Pages 257 - 262)

Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972. The appendix 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 Children, Young People and Schools - County
Councillor Phillippa Williamson**

22. Appendix A to Item 13 - Temporary Expansion of Primary Pupil Places in Preston Schools (Pages 263 - 266)

Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

The appendix 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, 16th January, 2020 at 2.00 pm in Cabinet Room 'B' - The Diamond Jubilee Room, County Hall, Preston

Present:

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

Cabinet Members

County Councillor Keith Iddon
County Councillor Albert Atkinson
County Councillor Michael Green
County Councillor Phillippa Williamson
County Councillor Peter Buckley
County Councillor Graham Gooch
County Councillor Shaun Turner

County Councillor John Fillis was also in attendance under the provisions of Standing Order No. C14(2).

1. Apologies for Absence

Apologies for absence were received from County Councillor Azhar Ali.

2. Disclosure of Pecuniary and Non-Pecuniary Interests

There were no interests declared.

3. Minutes of the Meeting held on 5 December 2019

Resolved: That the minutes of the meeting held on 5 December 2019 be agreed as a correct record and signed by the Chair.

4. Money Matters 2019/20 Position - Quarter 2

Cabinet considered the Money Matters report, setting out an update on the county council's 2019/20 revenue and capital budget position and an updated medium term financial strategy (MTFS) covering the period 2020/21 to 2023/24.

Resolved: That:

- i. the current forecast underspend of £12.135m on the revenue budget in 2019/20 be noted.
- ii. the revised funding gap of £28.438m covering the period 2020/21 to 2023/24 as set out in the revised financial outlook forecast for the Council be noted.

- iii. the budget adjustments for 2020/21, and following years' changes, included in the revised MTFS, be approved.
- iv. the contents of the county council's reserves position be noted.
- v. a re-profiled 2019/20 capital delivery programme of £147.107m as presented within the body of the report be approved.
- vi. the Chief Executive and Director of Resources; the Director of Finance and his staff; and all staff be thanked for their hard work in achieving the improvement in the county council's financial position and the forecast reduced future funding gap.

5. Procurement Report

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

- i. Provision of a Direct Payments Support Service
- ii. Integrated Home Response and Falls Lifting Service.

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

- i. Provision of a Direct Payments Support Service
- ii. Integrated Home Response and Falls Lifting Service.

6. Document Handling Service Replacement Hardware and New Software

Cabinet received a report setting out proposals for the immediate replacement of essential existing Document Handling hardware/software due to some equipment nearing end of life, as well as for the development of longer term initiatives to support the delivery of the Digital First agenda and enhanced services..

Resolved: That a capital investment of £305,274 required to futureproof the Document Handling Service, with one off revenue costs of £22,350 and annual revenue support costs of £65,445 be approved.

7. Adoption of the International Holocaust Remembrance Alliance Definition of Antisemitism

Cabinet considered a report proposing that the county council adopt the International Holocaust Remembrance Alliance working definition of antisemitism.

Resolved: That the International Holocaust Remembrance Alliance working definition of antisemitism be adopted, as recommended by the Secretary of State for Housing, Communities and Local Government.

8. Transport Asset Management Plan Review

Cabinet received an update on the Transport Asset Management Plan, noting progress with the refresh of Phase 1 of the plan and actions being taken in relation to Phase 2, which was due to run from April 2020.

Resolved: That

- i. the update on progress outlined in the Transport Asset Management Plan 2019 Data Refresh as set out in the report be noted.

- ii. the Director of Strategy and Performance, in consultation with the Deputy Leader and Cabinet Member for Highways and Transport, be authorised to approve and publish:
 - a. The Transport Asset Management Plan 2019 data refresh.
 - b. The Transport Asset Management Plan Phase 2 Review.

9. Transforming Cities Fund - Proposed Change to the Transport Capital Programme

Cabinet received a report seeking approval to allocate funding in the Transport Capital Programme to the Transforming Cities Programme.

Resolved: That the allocation of £0.505m funding to the Transforming Cities programme be approved.

10. Proposed Submission to the Department for Transport's Local Pinch Point Fund

Cabinet received a report seeking approval to submit an Expression of Interest to the Department for Transport's Local Pinch Point Fund for funding to improve the efficiency and effectiveness of St Mary's Way including the gyratory in Rawtenstall. The report also sought approval for a local contribution, which is anticipated to be between £1.5m and £2m, depending on the final design, should the submission be successful.

Resolved: That

- i. a bid be submitted to the Department for Transport's Local Pinch Point Fund totalling circa £9.250m to improve the efficiency and effectiveness of St Mary's Way including the gyratory in Rawtenstall.
- ii. Subject to the success of the above, a contribution from the local authority which will be determined in line with financial issues set out in the report be approved in principle.

11. Lancashire County Council (Various Locations, Wyre, Pendle, Rossendale and Fylde Boroughs, and Preston City) (Revocations, Various Restrictions and Electric Vehicle Charging Points (No2)) Order 201*

Cabinet received a report proposing a Traffic Regulation Order be made to introduce restrictions to manage on-street facilities for electric vehicles where charging facilities are installed, designed to create a turnover of vehicles ensuring that the facilities are available for a number of drivers.

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

12. Lancashire County Council (Churchfield, Fairways, Haighton Court, Kennet Drive, Levensgarth Avenue, Southey Close, St Clare's Avenue, St Francis Close, The Paddock and Tower Green, Fulwood, Preston City) (Revocation, Prohibition of Waiting and Restriction of Waiting) Order 201*

Cabinet received a report setting out proposals to introduce parking restrictions on ten streets in the Fulwood area of Preston to assist with the expeditious movement of traffic along the roads around the Royal Preston Hospital.

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

13. Bacup Townscape Heritage Initiative - Experimental Traffic Regulation Order

Cabinet considered a report proposing that an Experimental Traffic Regulation Order for the recent Bacup town centre works be made permanent.

Resolved: That the Experimental Traffic Regulation Order proposals as set out in the report be made permanent

14. Guild Wheel Improvements, Parallel Crossing - Oliver's Place and Pittman Way

Cabinet received a report proposing the creation of two parallel crossings on the Guild Wheel cycle route in Preston.

Resolved: That the proposal to install two parallel crossings as part of the Guild Way cycle route be approved.

15. Broadfield Drive, Leyland - Bus Stop Clearways

Cabinet received a report setting out proposals for two new permanent bus stops and bus stop clearways replacing the existing temporary two-way bus stop on Broadfield Drive, Leyland.

Resolved: That the construction of two new permanent bus stop clearways replacing the existing temporary two-way bus stop on Broadfield Drive, Leyland, be approved.

16. Lancashire Standing Advisory Council on Religious Education - Constitution and Terms of Reference

Cabinet considered a report proposing an update to the Terms of Reference for the Lancashire Standing Advisory Council on Religious Education

Resolved: That the revised Constitution and Terms of Reference for the Lancashire Standing Advisory Council on Religious Education as set out in the report be approved.

17. Schools Budget 2020/21

Cabinet considered a report seeking the authorisation of Cabinet to submit the Schools Block budget pro-forma and requests approval for the Early Years, High Needs and Central Schools Services Block budgets for 2020/21, in accordance with the Government's school funding Regulations and Guidance.

Resolved: That

- i. the report, including the 2020/21 Dedicated Schools Grant allocations, the final budget proposals for each funding block and any comments made by the Lancashire Schools Forum be noted.
- ii. the Head of Service Financial Management (Development and Schools) be authorised to submit the final Schools Block budget pro-forma for 2020/21 to the Education and Skills Funding Agency by 21 January 2020, on the basis set out in this report.
- iii. the 2020/21 budgets for the Early Years, High Needs and Central Schools Services Blocks be approved
- iv. the Dedicated Schools Grant Reserve underwrite the uncertainties around the 2020/21 Schools Budget.
- v. The decision be implemented immediately for the purposes of Standing Order C29 as any delay could adversely affect the execution of the county council's responsibilities. The reason for this was to ensure that the necessary pro-forma could be submitted to the Education and Skills Funding Agency by the required deadline of 21 January 2020.

18. Developing the Approach and Provision for Children and Young People with Special Educational Needs and Disabilities

Cabinet received a report setting out a series of proposals to enable the county council to fulfil its responsibilities for ensuring the sufficiency of provision for children and young people with special educational needs and disabilities over the next five years..

Resolved: That

- i. the Special Educational Needs and Disabilities Sufficiency Strategy 2019-2024 set out at in the report, which sets out a range of medium and longer term actions be approved for wider consultation.
- ii. the commencement of feasibility design work for two proposed capital projects for Broadfield Specialist College, Oswaldtwistle, and Sir Tom Finney Community High School, Preston be approved.
- iii. the commencement of an informal process for seeking expressions of interest from mainstream schools to support the development of special educational needs units in localities in need of additionally resourced mainstream provision be approved.
- iv. the commencement of feasibility design work for the projects at Stepping Stones Short Stay School and on The Haven site in line with the statutory processes be approved.
- v. the proposals identified within these recommendations be implemented where consistent with the priorities with the August Cabinet report and the Sufficiency Strategy.

19. Principles Underpinning Schools Capital Development

Cabinet received a report setting out the main sources of capital funding available to Lancashire County Council through which to commission building works to school premises, and proposing a set of principles to be taken into consideration in the development of new programmes of works.

Resolved: That the principles underpinning schools capital development as set out in the report be approved.

20. Provision of Secondary School Places in Burnley

Cabinet received a report outlining a change to proposals agreed in August 2019 in relation to the provision of additional places at both Unity College and Shuttleworth College in Burnley, due to issues that had arisen with the provision of these places at the Shuttleworth site within the agreed timescale. The proposal was that the provision of all the required permanent places would now be at Unity College.

Resolved: That:

- i. a permanent increase of 30 pupil places in Year 7 starting from September 2021 at Unity College, Burnley, in addition to the permanent expansion of 30 pupil places in Year 7 from September 2020 agreed by Cabinet in August 2019, be approved.
- ii. the decision made by Cabinet in August 2019, to provide permanent accommodation on the Shuttleworth College site, Burnley from September 2020 be rescinded.
- iii. a temporary increase of 30 pupil places at Shuttleworth College, Burnley for September 2020 only, be approved.
- iv. the expenditure listed in the report for the permanent expansion of Unity College, Burnley, be approved.

21. Future Viability of Thomas Whitham Sixth Form

Cabinet considered a report in relation to the future viability of Thomas Whittam Sixth form, Burnley, following the statutory "Stage 1" consultation. In accordance with the statutory process, the authority is now required to consider the responses to the consultation and decide whether to publish a Statutory Notice on a proposal to close the school from 31 August 2020.

Resolved: That

- i. the consultation arrangements that were undertaken and the responses that were received in respect of the authority's proposal be noted.
- ii. the authority publishes a Statutory Notice of its proposal to close Thomas Whitham Sixth Form with implementation commencing from 31 August 2020.

22. Future of Hendon Brook Short Stay School, Nelson

Cabinet received a report on the outcome of the consultation on a proposal to close Hendon Brook Short Stay School, Nelson, with implementation commencing from 31 August 2020.

Resolved: That:

- i. the consultation arrangements that were undertaken and the responses that were received in response to the authority's proposal be noted.
- ii. the authority publishes a Public Notice of its proposal to close Hendon Brook Short Stay School, Nelson, with implementation commencing from 31 August 2020.

23. The Future of Maintained Nursery Schools

Cabinet considered a report on the current viability of Maintained Nursery Schools in Lancashire, any areas of concern and the recommended actions.

Resolved: That:

- i. the commencement of a formal consultation on the future of those maintained nursery schools identified as currently being 'non-financially viable' or those suffering critical financial stress, be approved.
- ii. the Chair of Governors and the Headteachers for those maintained nursery schools identified as being currently 'financially vulnerable' be requested to provide a sustainable financial recovery plan, with assistance from county council officers.
- iii. for those maintained nursery schools identified as being currently 'financially viable', the situation continues to be monitored on a termly basis, to ensure the position does not deteriorate. If any of these maintained nursery schools are identified in the future as being 'financially vulnerable', the Executive Director of Education and Children's Services be authorised to initiate the actions listed under recommendation (ii) above for those nursery schools.
- iv. in the event that the Maintained Nursery School supplementary grant is not extended beyond April 2021, further consideration be given to the long-term viability of maintained nursery schools which would be the subject of a separate Cabinet report.

24. Libraries, Museums and Archives Fees and Charges Review 2019/20

Cabinet received a report presenting proposals relating to fees and charges in the Libraries, Museums, Culture and Archives service, following the annual review, to ensure that they support service objectives, efficiency and effectiveness.

Resolved: That, with effect from 1 April 2020 as set out below:

- i. standardisation of image reproduction charges across the Libraries, Museums, Culture and Archives service be introduced.
- ii. a reduced adult admission rate for the Judges Lodgings from £3 to £2 when adult tickets are bought to visit Lancaster Castle be introduced.

25. Urgent Decisions taken by the Leader of the County Council

The urgent decision taken by the Leader of the County Council was noted.

26. Urgent Business

There was no urgent business.

27. Date of Next Meeting

It was noted that the next meeting of Cabinet would be held at 2pm on Thursday 6 February at 2pm at County Hall, Preston

28. Notice of Intention to Conduct Business in Private

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

29. Exclusion of Press and Public

Resolved: That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item 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.

30. Adult Social Care - Procurement of Core Systems Consultancy Support

Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972. The report 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.

Cabinet received a report on the commencement of a procurement exercise for specialist consultancy support for Adult Social Care Core Systems.

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

31. Adult Social Care: Extending the Duration of the Homecare Framework

Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972. The report 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.

Cabinet received a report seeking approval for an extension to the duration of the Homecare Framework.

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

32. Extra Care in Lancashire

Exempt information as defined in Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972. The report 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.

Cabinet received a report on options for Extra Care provision in Lancashire

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

33. Future of Wennington Hall School

Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972. The report 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.

Cabinet received a report on options for the future of Wennington Hall School.

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

Angie Ridgwell
Chief Executive and
Director of Resources

County Hall
Preston

Report to the Cabinet

Meeting to be held on Thursday, 6 February 2020

Report of the Chief Executive and Director of Resources**Part I**Electoral Divisions affected:
(All Divisions);**Money Matters 2019/20 Position - Quarter 3**

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

Contact for further information:

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

This report provides an update to Cabinet on the county council's 2019/20 revenue and capital financial position, proposed 3 year capital delivery plan as at the end of December 2019, an updated medium term financial strategy (MTFS) covering the period 2020/21 to 2023/24, and a proposed capital strategy.

There is currently an unprecedented amount of uncertainty relating to future funding across local government. Accordingly significant assumptions are required to underpin our forecasts. While these can be made with reasonable confidence in the current year, over the medium term, with limited information, we rely heavily on advice from national bodies and discussion with peers. A number of funding scenarios were assessed in Quarter 2 and the most likely scenario selected remains appropriate and is the basis for this forecast.

The provisional local government finance settlement for 2020/21, announced on the 20 December 2019, was largely in line with the technical consultation that was published in October. It announced the continuation of the revenue support grant and significant additional funding for social care. Based on this position there is not expected to be any requirement for reserves in setting the 2020/21 revenue budget along with £4.045m being available to support the ongoing Improvement Journey work that is currently underway.

The settlement is for one year only and the figures are expected to be confirmed in late January/early February 2020 within the final settlement announcement. The 2020/21 announcement is the first and only year of the Spending Round 2019, with future years' announcements dependent on a number of factors, including: spending review 2020, the outcome of the fair funding review, the business rates retention reset, the move to 75% business rates retention and any reform of the new homes bonus scheme.

Whilst we expect to deliver a budget in 2020/21 without recourse to reserves, forecasting based on the most likely funding scenario indicates a future funding gap of £33.312m by 2023/24. This is due primarily to increased pay costs and service demand pressures. Work continues to build on last years' service challenge work to deliver further efficiencies and close the funding gap. Further reports will follow as firm costed proposals become available.

In summary:

- (i) The 2019/20 revenue forecast outturn is £788.767m, representing a projected underspend of £13.508m (1.68%) of the agreed budget.
- (ii) The MTFS has been updated for our current expectations of increased demand and volume. The revised forecast position has deteriorated slightly in the light of our expectations of future funding levels, the impact of a higher than expected National Living Wage increase on the cost of our commissioned adult social care and an updated forecast on pay and pensions following the completion of the latest triennial pension scheme valuation.
- (iii) At Quarter 2 the MTFS showed a deficit £28.438m to 2023/24 and our most likely scenario now indicates a financial deficit of £33.312m in 2023/24.
- (iv) The council is forecast to hold a General Reserve against unforeseen issues of £23.437m representing circa 3% of net budget, which is unchanged from the previously reported position.
- (v) The council is forecast to hold £147.989m of uncommitted transitional reserve at the end of the financial year. This is sufficient to meet the forecast gap beyond the end of the current MTFS period.

Recommendation

Cabinet is asked to:

- (i) **Note** the current forecast underspend of £13.508m on the revenue budget in 2019/20.
- (ii) **Note** the revised funding gap of £33.312m covering the period 2020/21 to 2023/24 as set out in the revised financial outlook forecast for the council.
- (iii) **Approve** the budget adjustments for 2020/21, and following years' changes, included in the revised MTFS.
- (iv) **Agree** to make recommendations to Full Council on 13 February 2020 a Band D Council Tax for 2020/21 reflecting a 3.99% increase including 2% to be used for adult social care as per the new flexibilities.
- (v) **Note** the contents of the county council's reserves position.

- (vi) **Note** the expected capital expenditure outturn of £132.623m.
- (vii) **Note** the revised 2019/20 capital delivery programme of £151.433m as presented within the body of the report.
- (viii) **Note** the updated 3 year capital delivery programme 2020/21 to 2022/23.
- (ix) **Agree** to make recommendations to Full Council to approve the proposed capital strategy.

Background and Advice

The detailed reports present the Quarter 3 position and are appended as follows:

- Appendix A - the 2019/20 forecast revenue position.
- Appendix B - revised medium term financial strategy for the period 2020/21 to 2023/24, including reserves position.
- Appendix C - the 2019/20 re-profiled capital delivery programme and forecast outturn.
- Appendix D - 3 year capital delivery programme 2020/21 to 2022/23.
- Appendix E - Proposed Capital Strategy 2020 to 2040.

2019/20 Revenue Position as at 31 December 2019 (Appendix A)

A revenue underspend is currently forecast at £13.508m and represents a variance of 1.68% against the overall revenue budget of £802.275m. The forecast outturn position is subject to a number of assumptions around the anticipated profile of expenditure for the rest of the year which, as always, is difficult to predict in some demand led budget areas. The report identifies those areas where forecast pressures exist and will be subject to ongoing detailed review. There are also a number of underspending service areas and where these have been validated as reflecting a level of recurrent underspend these have been picked up as management action savings within the MTFs. The focus will remain on continuing to tightly control and drive down costs wherever possible.

As part of the monthly monitoring process savings that have been agreed to date are reviewed by finance monitoring boards. The position at the end of quarter 3 was that 94.5% of the financial value of all agreed savings were rated as on track, albeit some having to undertake work to mitigate against delays in delivery.

The medium term financial strategy (MTFS) and reserves position (Appendix B)

At Cabinet in January 2020 the MTFs set out a forecast funding gap of £28.438m. The updated funding gap contained within the report has increased to £33.312m by 2023/24 primarily as a result of an updated view of the impact of indexation on our funding, the impact of a higher than expected National Living Wage rate and the impact on staff costs of the output from the latest triennial pension fund valuation. There is a small surplus forecast for 2020/21 which could be used to fund the initiatives generated from the Improvement Journey work which is in progress. The

MTFS position includes additional costs relating to staff pay inflation, transport and demand assumptions, and the impact of some savings that are deemed undeliverable.

The value of the uncommitted transitional reserve is currently forecast to be £147.989m by the end of March 2020. This does not include the impact of any variation as a result of the final 2019/20 outturn position. The value of the uncommitted transitional reserve is currently forecast to be sufficient to meet the identified funding gaps beyond the end of the current MTFS, but the intention is to identify further savings and thereby securing a sustainable financial position for the council.

Capital delivery programme for 2019/20 (Appendix C)

A 2019/20 capital delivery programme of £130.289m was agreed at Full Council in February 2019. This was based on the best forecast available at that point in time with the need to review and update to reflect the impact of the final 2018/19 outturn position and associated slippage and advance delivery, additions to the programme subsequently agreed by Cabinet and an updated assessment of deliverability within the year. The review has resulted in the 2019/20 capital delivery programme increasing to £151.434m and this will be used as the basis for monitoring progress over the rest of the financial year.

Three year capital delivery programme 2020/21 to 2022/23 (Appendix D)

The capital delivery programmes sets out a requirement for capital expenditure of £133.542m in 2020/21 followed by sums of £98.501m and £52.843m in the following two years. This will be funded primarily through grants and borrowing with the remainder being paid for from other contributions.

Grant funding is forecast to be £91.796m for 2020/21 with further grants of £60.508m and £38.932 in 2021/22 and 2022/23 respectively. The expectation is that we will borrow £26.472m in 2020/21 with further borrowing of £35.455m and £12.455m over the following two years. The remainder of the funding for the programme will come from 3rd party contributions.

Capital Strategy 2020-2040 (Appendix E)

The capital strategy has been written to set the long term strategic framework within which the authority will make decisions on capital and investment. It is a requirement of the Chartered Institute of Public Finance and Accountancy (CIPFA)'s Treasury Management Code of Practice and the Prudential Code.

Consultations

Proposals will be subject to appropriate consultation where required. The timing of the consultation has been impacted by the General Election held in December 2019; any responses to the consultation will be reported to Full Council.

Implications:

Risk management

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

The financial risks and opportunities that could affect the position outlined in the report primarily cover the following areas. Many of these risks equally present opportunities:

Level of Future Resources from Central Government

Risks remain in relation to the level of resources the council receives from the government in terms of revenue support grant, social care grant, business rates and the fairer funding settlement yet to be announced. At this point in time there is insufficient detailed information regarding the changes to certain of the funding assumptions within the MTFs, as a result these have been modelled following scenario analysis on the most likely funding scenario. Future funding levels could therefore be higher or lower than currently forecast.

Demand

There is continued pressure on the council's budget, particularly around adult and children's social care, and the most up to date demand forecasts have been included. Any increase in demand above the current forecast will add additional pressure to future years and conversely reductions in demand will create underspends.

Inflation

A significant level of additional resource has been included in the MTFs, primarily on contractual price increases and particularly on social care where there are nationally recognised funding issues in the residential and domiciliary care markets. In addition, the MTFs includes estimates of the cost of increases that would enable independent sector providers to meet the additional costs of the national living wage.

National Living Wage (NLW)

For 2020/21 we have built in the in a 6.21% increase as announced in December 2019, for subsequent we have reverted to our base assumption of 3.06% annual growth. Each 1% increase in the NLW drives a pressure of approximately £2.200m to the cost of commissioned adult care services.

Delivery

The MTFs assumes that agreed savings will be delivered in the period 2020/21 to 2023/24. There are also a significant number of other factors, both internal and external, which may impact upon delivery and these will need to be clearly identified and either minimised or optimised as appropriate.

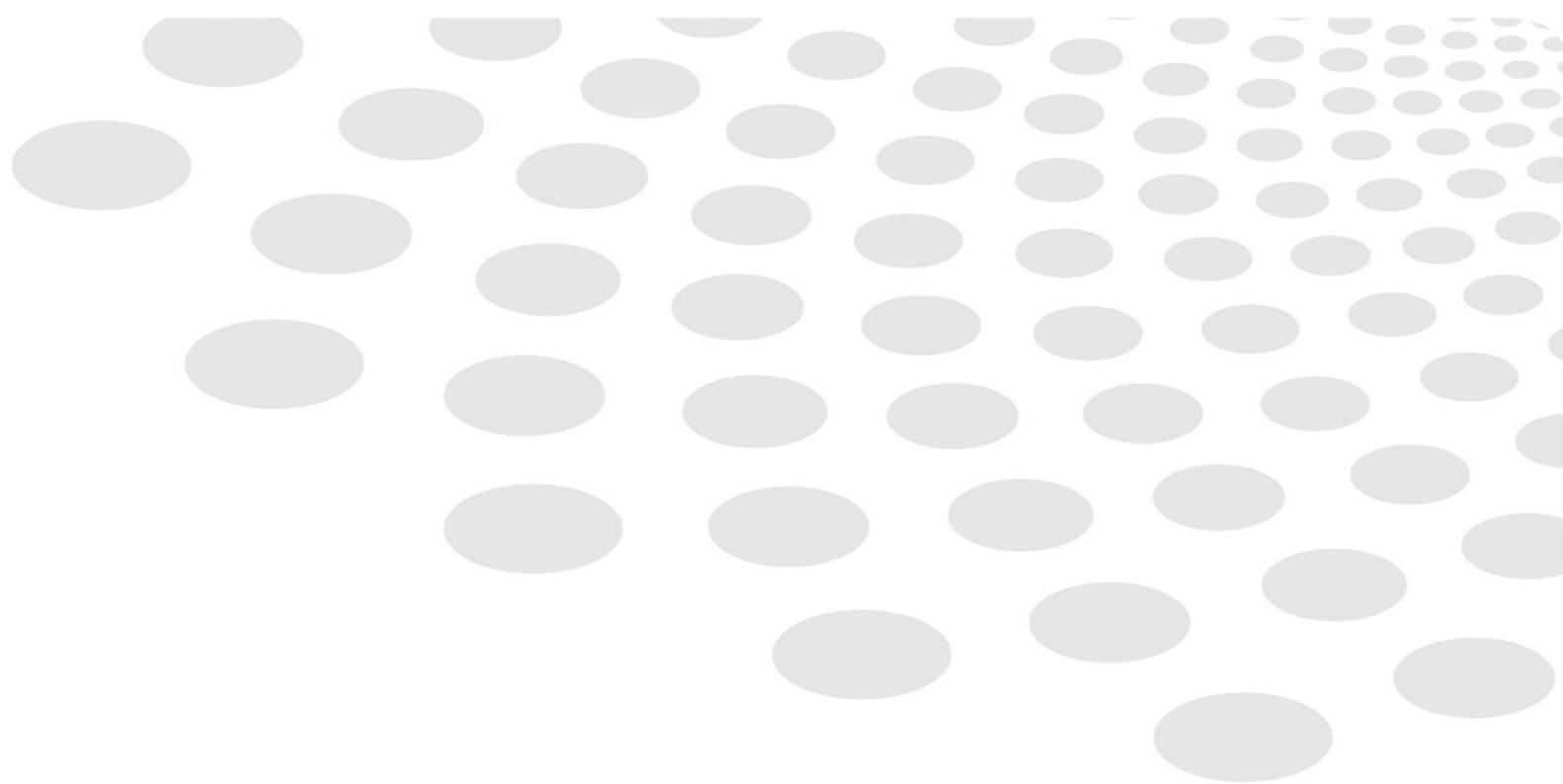
List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A



Money Matters
The County Council's Revenue Financial
Position
2019/20 Quarter 3

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1. Summary Revenue Budget Monitoring Position as at 31st December 2019

Service Area	Approved Expenditure Budget	Current Period Expenditure Forecast Outturn	Current Period Expenditure Forecast Variance	Approved Income Budget	Current Period Income Forecast Outturn	Current Period Income Forecast Variance	Approved Net Budget	Current Period Net Forecast Outturn	Current Period Net Forecast Variance	Current Period Net Forecast Variance	Q2 Variance
	£m	£m	£m	£m	£m	£m	£m	£m	£m	%	£m
ADULTS	555.638	576.369	20.731	-214.933	-225.308	-10.375	340.705	351.061	10.356	3.04%	12.137
ADULT SERVICES AND PUBLIC HEALTH & WELLBEING	8.173	8.283	0.110	-0.757	-0.956	-0.199	7.416	7.327	-0.089	-1.20%	-0.123
PUBLIC HEALTH & WELLBEING	71.294	71.853	0.559	-71.779	-72.416	-0.637	-0.485	-0.563	-0.078	-16.08%	0.201
EDUCATION AND CHILDREN'S SERVICES	237.218	244.305	7.087	-46.683	-50.286	-3.603	190.535	194.019	3.484	1.83%	3.535
GROWTH, ENVIRONMENT & PLANNING	15.310	13.873	-1.437	-11.049	-9.646	1.403	4.261	4.227	-0.034	-0.80%	0.315
HIGHWAYS AND TRANSPORT	232.721	227.643	-5.078	-106.696	-100.400	6.296	126.025	127.243	1.218	0.97%	0.433
FINANCE	61.842	61.326	-0.516	-22.765	-22.799	-0.034	39.077	38.527	-0.550	-1.41%	-0.108
CORPORATE	33.719	34.717	0.998	-14.691	-15.678	-0.987	19.028	19.039	0.011	0.06%	-0.076
STRATEGY AND PERFORMANCE	106.200	106.843	0.643	-75.104	-74.780	0.324	31.096	32.063	0.967	3.11%	0.526
CHIEF EXECUTIVE SERVICES	68.599	64.405	-4.194	-23.982	-48.581	-24.599	44.617	15.824	-28.793	-64.53%	-28.975
TOTAL	1,390.714	1,409.617	18.903	-588.439	-620.850	-32.411	802.275	788.767	-13.508	-1.68%	-12.135

2. Executive Summary

This report provides an update to Cabinet on the county council's 2019/20 revenue financial position as at the end of December 2019. The forecast outturn for 2019/20 is outlined in the table above, with a £13.508m underspend forecast, which by way of context is 1.68% of the county council's net budget.

We are in discussions with health colleagues to collaborate via a risk sharing agreement with the aim of delivering up to £16.000m in financial year 2021/22 for investment in the wider health and social care system. We will be involved in the decisions on where this additional funding will be deployed. To do this we would contribute for a short period spanning financial years 2019/20 and 2020/21 an additional sum of £16.000m in to pooled health and social care funds which would be deployed on services provided within the Better Care Fund arrangements. This share of £16.000m will be repaid in June of 2020 and the authority will receive all of its additional contribution back and a premium for the cost of capital to provide this support. In doing this the council will be assisting the health and social care system to liberate historic surpluses which are currently held centrally in health and thus help to inject funds into the Lancashire health and social care system for the 2021/22 financial year.

The impact of this potential arrangement on the current financial year would be to include up to an extra £16.000m of revenue spend which would impact on our final outturn position. Any agreed additional revenue spend in the current financial year would be reversed to the benefit of 2020/21.

The narrative within this report provides details of key variances and the progress towards the achievement of savings. The revenue position includes a level of support from reserves that has previously been agreed. In 2019/20 reserve funding totals £10.245m, which was authorised primarily to cover the structural funding gap. Returns on the treasury management activities of the council are forecast to significantly outperform the budget, which means that the need to call on reserves for the current year is unlikely. It should be noted however that with the uncertainty that exists in the current economic environment, future investment returns cannot be guaranteed and significant pressure remains within the budget specifically in adult's and children's social care.

The forecast is based on 9 months of actual expenditure and income, combined with budget holder knowledge of anticipated activity over the rest of the year and trends from previous years. It has been produced before the winter period which can lead to fluctuations in demand for services. This means that there is expected to be volatility in the forecast however evidence from prior years indicates that officers are generally prudent in their forecasts at this point in the year.

In order to complete the forecast position at the end of Quarter 3 a detailed analysis of year to date income and expenditure has taken place for each service area in conjunction with a review of activity data and comparison has been made with trends in previous years. The position that is reported reflects our most robust forecast at this stage. However, there are some volatile, primarily demand led, service areas that could see their forecast fluctuate both positively and negatively during the rest of the financial year. Areas such as recycle income, concessionary travel, treasury management, adult social care and children's social care are areas that are particularly closely monitored as fluctuations across these areas are most likely to materially impact the forecast position.

As part of the forecast above, analysis is also completed of some key cross cutting areas within service budgets, particular analysis is undertaken on staffing budgets as they represent approximately half of the council's net budget. Staffing budgets are currently forecast to underspend by £961,000. Services such as mental health and the children, family and wellbeing service currently have relatively high levels of vacancies but continue to undertake recruitment campaigns during 2019/20 and therefore their underspends are not expected to be recurrent. The staffing budgets this year contain savings relating to a vacancy factor and also terms and conditions. The information available at Quarter 3 continues to indicate that the vacancy factor is slightly higher than expected reducing forecast staff costs and offsetting the terms and conditions saving in relation to unpaid annual leave, sickness levels and agency spend, which is not delivering at the anticipated rate. This position will continue to be kept under close review during the remainder of the year.

The savings that have been agreed to date are also closely monitored, with a total of £49.452m forecast to be delivered in 2019/20. The financial position at the end of quarter 3 has an assessment of 94.5% of all agreed savings rated as on track, but some potentially with issues to work through such as delays. The remaining circa 5% are the most challenging to deliver currently, and services continue to work hard to deliver those savings and are regularly reporting progress. Historically in some cases due to changing circumstances some savings have been declared undeliverable and are built back into the budget within the medium term financial strategy from 2020/21 there are no further savings to be added back at this time.

3. Adult Services

ADULTS	Approved Expenditure Budget	Current Period Expenditure Forecast Outturn	Current Period Expenditure Forecast Variance	Approved Income Budget	Current Period Income Forecast Outturn	Current Period Income Forecast Variance	Approved Net Budget	Current Period Net Forecast Outturn	Current Period Net Forecast Variance	Current Period Net Forecast Variance	Q2 Variance
	£m	£m	£m	£m	£m	£m	£m	£m	£m	%	£m
DISABILITY (adults)	34.609	34.115	-0.494	-35.460	-35.406	0.054	-0.851	-1.291	-0.440	-51.70%	-0.576
Learning Disabilities, Autism & Mental Health	196.820	200.293	3.473	-23.964	-28.617	-4.653	172.856	171.676	-1.180	-0.68%	0.471
RESIDENTIAL & DAY CARE SERVICES FOR OLDER PEOPLE	24.431	25.960	1.529	-22.589	-23.432	-0.843	1.842	2.528	0.686	37.24%	0.972
SOCIAL CARE SERVICES (adults)	299.778	316.001	16.223	-132.920	-137.853	-4.933	166.858	178.148	11.290	6.77%	11.270
TOTAL ADULTS	555.638	576.369	20.731	-214.933	-225.308	-10.375	340.705	351.061	10.356	3.04%	12.137

Adult Services – forecast overspend £10.356m

The largest elements of the overall forecast overspend across the Adult Services Directorate relate to the underachievement in Passport to Independence and Sleep-in savings.

The principle aim of the Passport to Independence programme has been to support primarily older adults to retain their independence for longer. The service has been hugely effective in supporting more people home from hospital reducing demand for residential care and helping ease the pressure on the NHS. The activity and financial impacts relating to Passport to Independence have been reviewed and projected forward, this work has highlighted that the actual duration of savings benefits and the values of weekly savings achieved are lower than originally modelled. This is commensurate with what other system partners report about responding

to greater numbers and levels of complexity. This results in a savings under-delivery of £10.009m and the forecast has been reduced to reflect this.

There is also the underachievement of the sleep-ins service challenge saving which aimed to realign the rates paid for sleep in duty to more sustainable and market led levels, following the decision by cabinet in Q1 in relation to new rates being applied this results in a forecast under delivery of £4.600m for the year.

The other most significant variances within the directorate are as follows:

There are staffing and agency variances in Disability with an underspend of £440,000, Residential & Day Care Services for Older People forecasting an overspend of £802,000, and Learning Disabilities, Autism & Mental Health with an expected underspend of £1.217m

Also within Learning Disabilities, Autism & Mental Health there is additional income from joint health claims of £4.832m. The issue of joint funded packages of care is an ongoing challenge which we are working with health colleagues and service users to address.

There has been a significant increase in the number of adults in receipt of Telecare equipment with a cost of £1.148m, which is seen positively, but this is not as yet matched with a reduction in demand for alternative care packages. This is being evaluated in light of national benchmarking data.

Across the remainder of the directorate there are various smaller demand led pressures of £286,000.

4. Policy, Information and Commissioning, Quality, Contracts and Safeguarding Adults Services

ADULT SERVICES AND PUBLIC HEALTH & WELLBEING	Approved Expenditure Budget	Current Period Expenditure Forecast Outturn	Current Period Expenditure Forecast Variance	Approved Income Budget	Current Period Income Forecast Outturn	Current Period Income Forecast Variance	Approved Net Budget	Current Period Net Forecast Outturn	Current Period Net Forecast Variance	Current Period Net Forecast Variance	Q2 Variance
	£m	£m	£m	£m	£m	£m	£m	£m	£m	%	£m
POLICY INFO & COMMISSION AGE WELL	0.730	0.767	0.037	0.000	-0.039	-0.039	0.730	0.728	-0.002	-0.27%	0.001
POLICY INFO & COMMISSION LIVE WELL	0.865	0.814	-0.051	-0.209	-0.209	0.000	0.656	0.605	-0.051	-7.77%	-0.049
SAFEGUARDING & QUALITY IMPROVEMENT SERVICES	6.578	6.702	0.124	-0.548	-0.708	-0.160	6.030	5.994	-0.036	-0.60%	-0.075
TOTAL ADULT SERVICES AND PUBLIC HEALTH & WELLBEING	8.173	8.283	0.110	-0.757	-0.956	-0.199	7.416	7.327	-0.089	-1.20%	-0.123

Policy, Information and Commissioning, Quality, Contracts and Safeguarding Adults Services – forecast underspend £89,000

The underspend position is due to an increased volume of referrals into the safeguarding enquiry service via multi agency safeguarding hub (MASH) which resulted in some additional temporary resource costs to clear the backlog whilst more fundamental changes are made to service processes, this pressure is being offset by a non-recurring staff secondment and the availability of winter pressures money of £177,000.

5. Public Health & Wellbeing

PUBLIC HEALTH & WELLBEING	Approved Expenditure Budget	Current Period Expenditure Forecast Outturn	Current Period Expenditure Forecast Variance	Approved Income Budget	Current Period Income Forecast Outturn	Current Period Income Forecast Variance	Approved Net Budget	Current Period Net Forecast Outturn	Current Period Net Forecast Variance	Current Period Net Forecast Variance	Q2 Variance
	£m	£m	£m	£m	£m	£m	£m	£m	£m	%	£m
PUBLIC HEALTH & WELLBEING	0.767	0.806	0.039	-66.870	-66.872	-0.002	-66.103	-66.066	0.037	0.06%	0.034
HEALTH EQUITY WELFARE & PARTNERSHIPS	63.851	64.230	0.379	-2.082	-2.528	-0.446	61.769	61.702	-0.067	-0.11%	0.197
Health, Safety & Resilience	1.834	1.992	0.158	-1.202	-1.623	-0.421	0.632	0.369	-0.263	-41.61%	-0.228
TRADING STANDARDS & SCIENTIFIC SERVICES	4.842	4.825	-0.017	-1.625	-1.393	0.232	3.217	3.432	0.215	6.68%	0.198
TOTAL PUBLIC HEALTH & WELLBEING	71.294	71.853	0.559	-71.779	-72.416	-0.637	-0.485	-0.563	-0.078	-16.08%	0.201

Public Health and Wellbeing – forecast underspend £78,000

A small underspend position is forecast across the health, equity and welfare & partnerships Team. This forecast position represents a number of variances projected across different elements of the service. A particular area of pressure £450,000 relates to sexual health contracts, as demand continues to increase on tariff based arrangements. There are also additional demand pressures on out of area recharges for sexual health of £300,000. The in-year pressures have been off-set by other service area underspends on contracts and service areas of £517,000. In addition the service is forecast to underspend on staffing by £300,000 due to vacancy levels. Health safety & resilience is forecast to underspend by £263,000 due to overachievement of health and safety income and underspends on operational costs.

There is an overspend forecast trading standards & scientific services of £215,000 largely as a result of cost pressures in scientific services and under achieved income in trading standards.

6. Education and Children's Services

EDUCATION AND CHILDREN'S SERVICES	Approved Expenditure Budget	Current Period Expenditure Forecast Outturn	Current Period Expenditure Forecast Variance	Approved Income Budget	Current Period Income Forecast Outturn	Current Period Income Forecast Variance	Approved Net Budget	Current Period Net Forecast Outturn	Current Period Net Forecast Variance	Current Period Net Forecast Variance	Q2 Variance
	£m	£m	£m	£m	£m	£m	£m	£m	£m	%	£m
CHILDREN SOCIAL CARE LOCALITIES	108.408	112.178	3.770	-6.671	-7.170	-0.499	101.737	105.008	3.271	3.22%	2.921
FOSTERING ADOPTION RESIDENTIAL AND YOT	33.090	35.650	2.560	-2.402	-3.180	-0.778	30.688	32.470	1.782	5.81%	1.807
SAFEGUARDING INSPEC & AUDIT	12.990	12.529	-0.461	-0.997	-1.028	-0.031	11.993	11.501	-0.492	-4.10%	-0.389
CHILDREN AND FAMILY WELLBEING SERVICE	18.888	17.124	-1.764	-3.276	-4.488	-1.212	15.612	12.636	-2.976	-19.06%	-2.917
EDUCATION IMPROVEMENT 0 - 11 YEARS	14.588	14.845	0.257	-11.922	-11.479	0.443	2.666	3.366	0.700	26.26%	0.510
EDUCATION IMPROVEMENT 11+ - 25 YEARS	4.395	3.358	-1.037	-1.534	-0.972	0.562	2.861	2.386	-0.475	-16.60%	-0.255
INCLUSION	22.523	24.562	2.039	-5.830	-5.689	0.141	16.693	18.873	2.180	13.06%	2.485
LIBRARIES MUSEUMS CULTURE & ARCHIVES	17.842	16.744	-1.098	-9.053	-8.308	0.745	8.789	8.436	-0.353	-4.02%	-0.499
POLICY INFO & COMMISSION START WELL	1.524	5.068	3.544	-0.622	-4.136	-3.514	0.902	0.932	0.030	3.33%	0.030
EDUCATION & CHILDREN'S SERVICES CENTRAL COSTS	2.970	2.247	-0.723	-4.376	-3.836	0.540	-1.406	-1.589	-0.183	-13.02%	-0.158
TOTAL EDUCATION AND CHILDRENS SERVICES	237.218	244.305	7.087	-46.683	-50.286	-3.603	190.535	194.019	3.484	1.83%	3.535

Education and Children's Services – forecast overspend £3.484m

Children's Social Care Localities – forecast overspend £3.271m

The forecast variance includes an anticipated overspend of £3.474m related to staffing. The service continues to experience issues with recruitment and retention which results in posts being temporarily filled with agency staff (at extra cost). This position includes the cost of work undertaken by external providers. The service are working hard towards filling these vacancies to reduce this pressure within the financial year.

Agency fostering placements are forecast to overspend by £1.160m. Placements increased from 488 in March 2018 to 524 in March 2019 but decreased to 523 placements in November 2019. Work is continuing as part of the children's services finance monitoring board to review numbers of placements, to estimate likely future demand, including the achievement of agreed savings, in order to identify the impact of this on the county council's budget.

There are forecast underspends within agency placements of £284,000 due to lower forecast demand.

An underspend of £1.093m is forecast within family support payments (which mainly relates to child arrangement orders and regular payments). Special guardianship orders (SGOs) continue to increase however, it is forecast that this will be contained within the budget for 2019/20.

There are other minor overspends across the service.

Fostering, Adoption Residential and Youth Offending Team – forecast overspend £1.782m

The service is forecasting an overspend mainly due to pressures within the residential in-house provision due to staff costs overspends of £912,000 resulting from an increase in complex placements. The use of casual staff to support outreach/edge of care services and welfare checks. In addition the fostering service is forecasting an overspend relating to fostering allowances of £920,000 as a result of increases in placement numbers. These pressures are offset by smaller underspends across other elements of the service.

Safeguarding, Inspection and Audit (SIA) – forecast underspend £492,000

The service is forecasting underspends relating to staff costs across the service as a result of vacancies which are slightly offset by smaller overspends on operational costs within the service.

Children Family and Wellbeing Service (CFW) – forecast underspend £2.976m

The forecast position relates to anticipated staffing underspends of £1.362m due to continuing levels of staff vacancies over and above the vacancy factor level. However, the staffing levels mean the service is having to adapt their level of service delivery accordingly. In addition, in the final year of the troubled families programme the service expect to significantly over achieve the budgeted level of income they receive due to payment by results by £1.259m. There are further minor underspends in aggregate £355,000 across the remainder of the service.

Education Quality and Performance – forecast overspend £225,000

Forecast underspends of £350,000 relate to CLA work placements based on levels of expenditure in 2018/19. This represents early delivery of savings which are due to be made from 2020/21.

Learning excellence is forecast to overspend by £511,000. This is due to a delay in delivery of savings and a decrease in income as a result of a decline in course bookings following changes to course provision locations. Despite the service having explored every alternative to deliver this saving it has not been possible to do so and as a result of this a recurrent pressure of £789,000 has been built into the MTFs as agreed at cabinet in January.

There are further minor overspends of £56,000 across the remainder of the service.

Inclusion – forecast overspend £2.180m

There are overspends of £1.750m forecast in children with disabilities (CwD) placements (which includes residential and fostering placements) CwD family support £238,000 due to increases in demand, aids and adaptations £160,000, and within traded services of £140,000.

There remains a pressure of £400,000 in Lancashire break time pending the review of the short breaks offer which is due in March 2020.

Offsetting these pressures are underspends across staffing costs and operational costs of £508,000.

Libraries, Museums, Culture and Archives (LMCA) – forecast underspend £353,000

The forecast underspend relates predominantly to the library service with an underspend of £698,000 as a result of a combination of lower staffing and supplies and services expenditure. This underspend is non-recurrent. A portion of this underspend is forecast to be transferred to reserves for restocking the Harris library following renovation and for refresh in the larger band A category libraries.

The remainder of the forecast underspend on libraries of c£400,000 relates to a combination of staffing underspends and lower supplies and services expenditure, particularly on ICT spend.

Offsetting this are pressures of £190,000 in 2019/20 within the museums service and the conservation and collections team pending further decisions on the long term future of Queen Street Mill Museum and Helmsore Mills Textile Museum and in outdoor education which is forecast to overspend by £279,000 as a result of undelivered savings from 2017/18 and an increase in supplies and services expenditure.

Education and Children's Services Central Costs – forecast underspend £183,000

The forecast underspend mainly relates to premature retirement costs (PRC) for schools based staff.

7. Growth, Environment and Planning Services

GROWTH, ENVIRONMENT & PLANNING	Approved Expenditure Budget	Current Period Expenditure Forecast Outturn	Current Period Expenditure Forecast Variance	Approved Income Budget	Current Period Income Forecast Outturn	Current Period Income Forecast Variance	Approved Net Budget	Current Period Net Forecast Outturn	Current Period Net Forecast Variance	Current Period Net Forecast Variance	Q2 Variance
	£m	£m	£m	£m	£m	£m	£m	£m	£m	%	£m
LEP COORDINATION	0.434	0.434	0.000	-0.184	-0.184	0.000	0.250	0.250	0.000	0.00%	0.000
BUSINESS GROWTH	6.018	4.299	-1.719	-4.445	-3.006	1.439	1.573	1.293	-0.280	-17.80%	-0.055
PLANNING AND ENVIRONMENT	5.149	5.631	0.482	-3.651	-3.729	-0.078	1.498	1.902	0.404	26.97%	0.495
ESTATES	1.696	1.550	-0.146	-1.165	-1.207	-0.042	0.531	0.343	-0.188	-35.40%	-0.186
STRATEGIC DEVELOPMENT	2.013	1.959	-0.054	-1.604	-1.520	0.084	0.409	0.439	0.030	7.33%	0.061
TOTAL GROWTH, ENVIRONMENT & PLANNING	15.310	13.873	-1.437	-11.049	-9.646	1.403	4.261	4.227	-0.034	-0.80%	0.315

Growth, Environment and Planning Services – underspend £34,000

The underspend relates to a pressure within planning and environment due to an income shortfall from capital on a highways scheme £500,000 and as a result of contributing to the Transforming Cities Bid £200,000 This is however offset by the Eden project being funded from reserves £250,000 lower than forecast expenditure on traveller sites £188,000 with the remainder being from staff underspends across the service.

8. Highways and Transport

HIGHWAYS AND TRANSPORT	Approved Expenditure Budget	Current Period Expenditure Forecast Outturn	Current Period Expenditure Forecast Variance	Approved Income Budget	Current Period Income Forecast Outturn	Current Period Income Forecast Variance	Approved Net Budget	Current Period Net Forecast Outturn	Current Period Net Forecast Variance	Current Period Net Forecast Variance	Q2 Variance
	£m	£m	£m	£m	£m	£m	£m	£m	£m	%	£m
WASTE MGT	78.871	75.403	-3.468	-12.882	-11.334	1.548	65.989	64.069	-1.920	-2.91%	-1.809
HIGHWAYS	51.187	50.544	-0.643	-39.115	-37.927	1.188	12.072	12.617	0.545	4.51%	0.026
PUBLIC & INTEGRATED TRANSPORT	78.774	79.058	0.284	-31.143	-29.872	1.271	47.631	49.186	1.555	3.26%	1.332
CUSTOMER ACCESS	5.683	5.658	-0.025	-2.364	-2.664	-0.300	3.319	2.994	-0.325	-9.79%	-0.325
DESIGN and CONSTRUCTION	18.206	16.980	-1.226	-21.192	-18.603	2.589	-2.986	-1.623	1.363	45.65%	1.209
TOTAL HIGHWAYS AND TRANSPORT	232.721	227.643	-5.078	-106.696	-100.400	6.296	126.025	127.243	1.218	0.97%	0.433

Highways and Transport – forecast overspend £1.218m

Waste Management – forecast underspend £1.920m

The service is forecast to underspend due to a combination of factors. The waste service is expected to deliver an underspend of £3.366m as a result of lower than budgeted waste arisings and waste being diverted from landfill at lower than budgeted prices,

partly due to the use of our own fleet of vehicles to transport waste. Waste arisings are currently forecast to be low but this may change and will continue to be monitored throughout the financial year. There are also lower tonnages of green waste arising.

Partly offsetting the underspends are budget pressures relating to income received for recycled waste, particularly paper and card, resulting in forecast overspends of £1.052m. These markets are volatile so the position is likely to be subject to change throughout the financial year. In addition, a pressure of £702,000 is forecast due to increased insurance costs for the waste sites.

Highways – forecast overspend £545,000

The forecast overspend of £500,000 predominantly relates to plant utilisation. This was a significant pressure in 2018/19 and steps have been taken to reduce this including the sale of some plant that was not sufficiently utilised.

Public and Integrated Transport – Forecast overspend £1.555m

The main overspending area within the service relates to transport costs particularly for children with special educational needs. This is a combination of delayed delivery of savings relating to independent travel training £1.000m and increased inflation and demand over and above what was included in the budget for taxi costs and increases in passenger numbers £700,000. In addition there are forecast income pressures of £1.000m for the tendered public bus network. The budget for this service was increased to £3.000m in 2018/19 with additional routes being introduced, however, fare income is lower than originally anticipated. Work is ongoing to review services to bring spend within budget. A further income pressure of £200,000 is forecast for bus stations. Departure charges are, however, due to rise incrementally over the next 3 years which will reduce this pressure over time.

The above is partly offset by forecast underspends of £1.400m on concessionary travel due to lower demand. This will continue to be monitored throughout 2019/20.

Customer Access – forecast underspend £325,000

The forecast position predominantly relates to additional income.

Design and Construction – forecast Overspend £1.363m

Design and construction property is forecast to overspend by £917,000. Lower than forecast income recovery of £1.692m is expected largely due to a larger number of smaller projects which tends to require a proportionately greater staffing resource. This is partly offset by forecast underspends of £775,000 on staffing and agency costs. Depending on levels of work the service flexes staffing resource, particularly reliance on agency staff, but the mix of projects being delivered in 2019/20 means the staffing underspend is significantly lower than reduced income levels. Design and construction highways is forecast to overspend by £446,000. There are currently several vacancies so whilst there is a significant staffing underspend there is a greater under recovery of income since this is an income generating service.

9. Finance

FINANCE	Approved Expenditure Budget	Current Period Expenditure Forecast Outturn	Current Period Expenditure Forecast Variance	Approved Income Budget	Current Period Income Forecast Outturn	Current Period Income Forecast Variance	Approved Net Budget	Current Period Net Forecast Outturn	Current Period Net Forecast Variance	Current Period Net Forecast Variance	Q2 Variance
	£m	£m	£m	£m	£m	£m	£m	£m	£m	%	£m
BTLS	25.490	25.239	-0.251	-1.834	-1.725	0.109	23.656	23.514	-0.142	-0.60%	-0.149
LANCASHIRE PENSION FUND	0.184	0.252	0.068	-0.184	-0.252	-0.068	0.000	0.000	0.000	0.00%	-0.003
EXCHEQUER SERVICES	5.541	4.917	-0.624	-1.944	-1.777	0.167	3.597	3.140	-0.457	-12.71%	-0.420
FINANCIAL MGT (DEVELOPMENT AND SCHOOLS)	2.279	2.399	0.120	-2.293	-2.331	-0.038	-0.014	0.068	0.082	-	0.095
FINANCIAL MGT (OPERATIONAL)	1.870	1.817	-0.053	-0.201	-0.187	0.014	1.669	1.630	-0.039	-2.34%	0.057
CORPORATE FINANCE	22.700	22.799	0.099	-15.064	-15.229	-0.165	7.636	7.570	-0.066	-0.86%	0.075
INTERNAL AUDIT	0.912	0.916	0.004	-0.193	-0.174	0.019	0.719	0.742	0.023	3.20%	0.023
PROCUREMENT	2.866	2.987	0.121	-1.052	-1.124	-0.072	1.814	1.863	0.049	2.70%	0.214
TOTAL FINANCE	61.842	61.326	-0.516	-22.765	-22.799	-0.034	39.077	38.527	-0.550	-1.41%	-0.108

Finance - forecast underspend £550,000.

The forecast underspend is predominantly due to underspends reported within exchequer services, in relation to employee costs of £660,000 being offset by an overspend on supplies and services and forecast underachievement of income amounting to £199,000. Within BTLS there is an expected over-achievement of savings £90,000 and a non-recurring underspend of £204,000 on support cost. Offset by £145,000 income pressure. The underspends are offset by staffing pressures across financial management and procurement.

10. Corporate Services

CORPORATE SERVICES	Approved Expenditure Budget	Current Period Expenditure Forecast Outturn	Current Period Expenditure Forecast Variance	Approved Income Budget	Current Period Income Forecast Outturn	Current Period Income Forecast Variance	Approved Net Budget	Current Period Net Forecast Outturn	Current Period Net Forecast Variance	Current Period Net Forecast Variance	Q2 Variance
	£m	£m	£m	£m	£m	£m	£m	£m	£m	%	£m
CORONER'S SERVICE	2.729	2.491	-0.238	-0.308	-0.280	0.028	2.421	2.211	-0.210	-8.67%	-0.177
HUMAN RESOURCES	9.884	10.672	0.788	-8.949	-9.878	-0.929	0.935	0.794	-0.141	-15.08%	-0.108
LEGAL, GOVERNANCE AND REGISTRARS	17.500	18.181	0.681	-4.590	-4.706	-0.116	12.910	13.475	0.565	4.38%	0.271
SKILLS LEARNING & DEVELOPMENT	3.606	3.373	-0.233	-0.844	-0.814	0.030	2.762	2.559	-0.203	-7.35%	-0.062
TOTAL CORPORATE SERVICES	33.719	34.717	0.998	-14.691	-15.678	-0.987	19.028	19.039	0.011	0.06%	-0.076

Corporate Services - forecast overspend by £11,000.

The main pressure across the service relates to legal fees £1.020m as demand grows in social care, which is being offset by an under spend on supplies and services of £339,000an underspend of £84,000 in democratic services by underspends anticipated within the coroner's service £210,000 and in human resources £141,000 mainly as a result of additional income. Skills learning and development is forecast to underspend by £203,000 as a result of lower spend on training and supplies budgets.

11. Strategy and Performance

STRATEGY AND PERFORMANCE	Approved Expenditure Budget	Current Period Expenditure Forecast Outturn	Current Period Expenditure Forecast Variance	Approved Income Budget	Current Period Income Forecast Outturn	Current Period Income Forecast Variance	Approved Net Budget	Current Period Net Forecast Outturn	Current Period Net Forecast Variance	Current Period Net Forecast Variance	Q2 Variance
	£m	£m	£m	£m	£m	£m	£m	£m	£m	%	£m
ASSET MGT	38.516	38.397	-0.119	-31.632	-31.844	-0.212	6.884	6.553	-0.331	-4.81%	-0.413
FACILITIES MGT	60.418	61.131	0.713	-43.043	-42.475	0.568	17.375	18.656	1.281	7.37%	0.902
CORE SYSTEMS AND BUSINESS SUPPORT	4.221	4.335	0.114	-0.327	-0.342	-0.015	3.894	3.993	0.099	2.54%	0.088
PROGRAMME OFFICE	1.655	1.599	-0.056	-0.027	0.000	0.027	1.628	1.599	-0.029	-1.78%	0.000
BUSINESS INTELLIGENCE	1.390	1.381	-0.009	-0.075	-0.119	-0.044	1.315	1.262	-0.053	-4.03%	-0.051
TOTAL STRATEGY AND PERFORMANCE	106.200	106.843	0.643	-75.104	-74.780	0.324	31.096	32.063	0.967	3.11%	0.526

Strategy and Performance - forecast overspend £967,000

This mainly relates to the operational property budget for repairs and maintenance which was reduced in 2018/19 by £750,000 and a further £750,000 in 2019/20. Whilst work is underway to carry out condition surveys on properties in order to develop a programme of planned works that will reduce future reactive R&M costs, an overspend of £786,000 is anticipated in 2019/20.

There is also a projected overspend in the schools catering service of £550,000 predominantly as a result of increasing food costs. These overspends are offset by non-recurring underspends relating to fees not being incurred that were anticipated at the end of 2018/19 and the sale of carbon reduction credits which will yield circa £417,000.

12. Chief Executive Services

CHIEF EXECUTIVE SERVICES	Approved Expenditure Budget	Current Period Expenditure Forecast Outturn	Current Period Expenditure Forecast Variance	Approved Income Budget	Current Period Income Forecast Outturn	Current Period Income Forecast Variance	Approved Net Budget	Current Period Net Forecast Outturn	Current Period Net Forecast Variance	Current Period Net Forecast Variance	Q2 Variance
	£m	£m	£m	£m	£m	£m	£m	£m	£m	%	£m
CHIEF EXECUTIVE	3.873	3.892	0.019	-0.454	-0.444	0.010	3.419	3.448	0.029	0.85%	0.054
COMMUNICATIONS	1.124	1.181	0.057	-0.187	-0.162	0.025	0.937	1.019	0.082	8.75%	0.071
CORPORATE BUDGETS (FUNDING AND GRANTS)	3.076	2.119	-0.957	-10.245	-11.502	-1.257	-7.169	-9.383	-2.214	-30.88%	-2.213
CORPORATE BUDGETS (TREASURY MANAGEMENT)	39.142	39.714	0.572	-13.096	-36.473	-23.377	26.046	3.241	-22.805	-87.56%	-23.002
CORPORATE BUDGETS (PENSIONS & APPRENTICESHIP LEVY)	21.384	17.499	-3.885	0.000	0.000	0.000	21.384	17.499	-3.885	-18.17%	-3.885
TOTAL CHIEF EXECUTIVE SERVICES	68.599	64.405	-4.194	-23.982	-48.581	-24.599	44.617	15.824	-28.793	-64.53%	-28.975

Chief Executive Services - forecast underspend £28.793m

This relates to forecast gains across the treasury management budget £22.805m primarily as a result of extra income received through the continuing volatility in the price of gilts and other bonds enabling sales to be made which have generated a significant surplus. Further savings are due to the final year of the pension prepayment £4.403m and additional income from a surplus on the collection fund £1.132m.

Money Matters
Financial Outlook for the County Council
Medium Term Financial Strategy &
Reserves as at 31st December 2019

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1. Executive summary

At cabinet in January 2020 the medium term financial strategy (MTFS) set out a forecast funding gap of £28.438m by the end of the 4 year period (2020/21 – 2023/24).

This report provides an updated position covering the 2020/21 – 2023/24 financial years.

A review of assumptions, relating to both income and expenditure, has been undertaken to reflect the most current information available. Due to the ongoing and unprecedented uncertainty in relation to future local government funding there are a significant number of variables leading to a range of different funding scenarios. These were considered by the Corporate Management Team during Q2 and the most likely scenario was selected. This funding scenario remains the most appropriate and is the basis of this MTFS. The selected scenario is supported by advice from leading experts in local government finance and funding.

The updated funding gap contained within the report is £33.312m by 2023/24 which is an increase of £4.874m from the previously reported position. There is currently a forecast provision of £4.045m in 2020/21 to support the organisational improvement journey review work which is currently underway. The main reasons for the changes to the position are as follows:

- Revised estimates of the effect of indexation on the Revenue Support Grant.
- An update to the forecast of the funding available as a result of our pooling arrangements reverting to the 50% business rates retention scheme following the 75% pilot.
- The reflection of the 6% increase in National Living Wage which has an impact on the cost of provision of commissioned adult social care.
- Updated forecasts on pay and pensions following the completion of the latest triennial pension scheme valuation.
- Following a review of current activity, updated demand and volume assumptions.

The overall position over the 4 year period indicates a structural deficit of £33.312m by 2023/24, which varies over each of the 4 years shown in Table 1. Work is progressing on phase two of the service challenge process which will seek to address the ongoing deficit and is focusing on a number of cross-cutting work streams and areas for investigation identified in the initial phase, but where further work is needed to robustly evidence the scale and form of proposals. In particular, service challenge phase 2 is focused on the complex levers required to create an environment where service configuration and operational practice reflects best in class and supports demand management which is the single biggest driver on our costs. Further saving proposals will come forward for consideration at future cabinet meetings.

In arriving at the revised funding gap it has been necessary to make assumptions about future funding levels and there remains significant uncertainty about this past 2020/21 with changes to be made in respect of business rates retention, the overall funding formula, the anticipated green paper on adult social care and, of course, any government spending review.

The value of the uncommitted transitional reserve is currently forecast to be sufficient to meet the identified funding gaps beyond the period of this MTF5, which provides time to address the structural deficit in a considered and sustainable way. The intention remains to identify continued savings and deliver a financially sustainable position for the council.

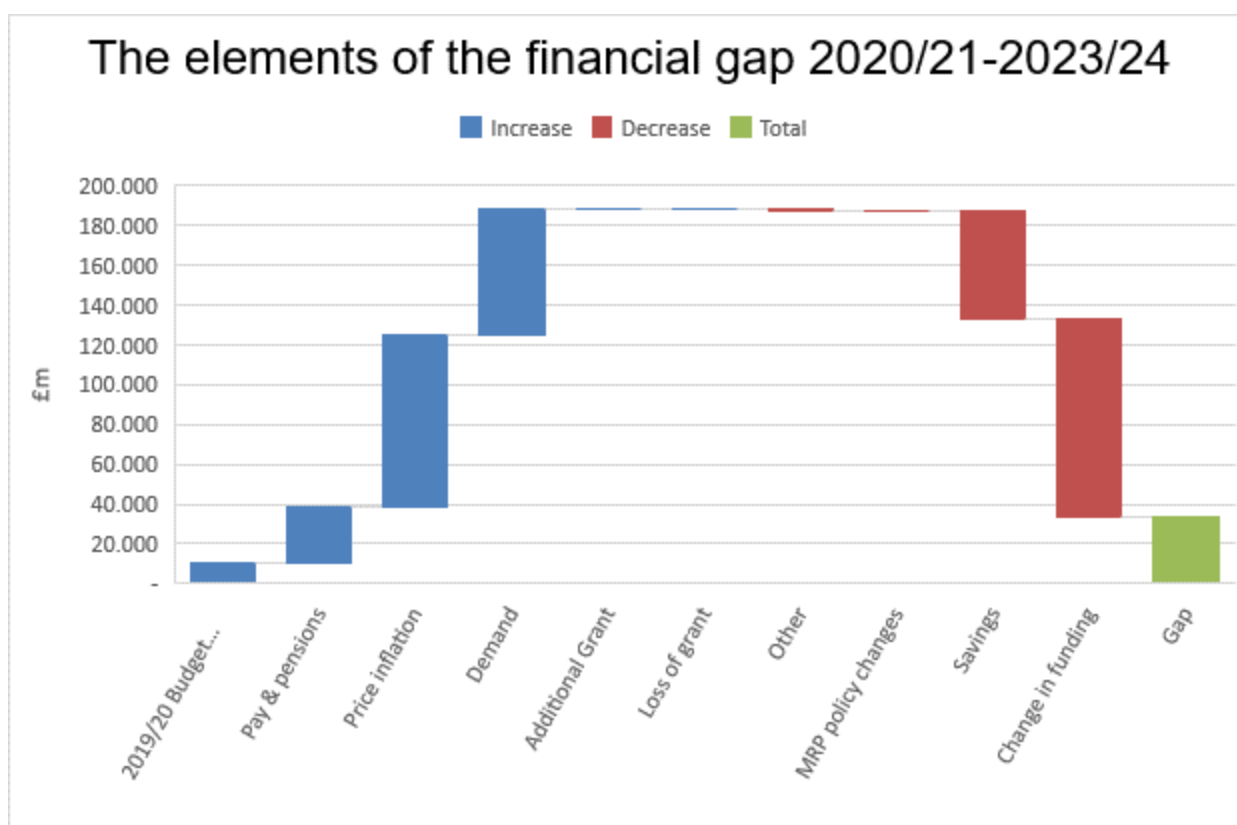
The table below provides a detailed analysis of movements between the previously reported financial gap and the revised financial gap:

Table 1

	2020/21 £m	2021/22 £m	2022/23 £m	2023/24 £m	Total £m
Spending Gap as reported to Cabinet	0.000	-5.188	14.150	19.477	28.438
Add change to forecast of spending:					
Pay & Pensions	-1.195	0.222	-0.042	0.385	-0.630
Inflation and Cost Changes	2.104	-0.216	-0.209	-0.057	1.622
Service Demand and Volume Pressures	-1.874	-0.999	-0.565	-0.917	-4.355
Other	0.372	0.204	-0.144	0.000	0.432
Additional Grant	-3.098	1.147	1.070	0.881	0.000
Loss of Specific Grant	0.000	0.000	0.000	0.000	0.000
Undeliverable Savings	0.000	0.000	0.000	0.000	0.000
Additional Savings	0.000	0.000	0.000	0.000	0.000
Re-profiled Savings	0.100	0.100	0.100	-0.300	0.000
Total change to forecast of spending	-3.591	0.458	0.210	-0.008	-2.931
Change to forecast of resources:					
Funding	-0.453	10.463	-0.812	-1.393	7.805
Total change to forecast of resources	-0.453	10.463	-0.812	-1.393	7.805
Funding gap	-4.045	5.733	13.548	18.076	33.312
Forecast net budget requirement	838.598	864.199	893.550	920.330	
Funding	842.644	858.467	880.003	902.256	

Aggregated funding gap	2020/21	2021/22	2022/23	2023/24
2020/21 (£m)	-4.045	-4.045	-4.045	-4.045
2021/22 (£m)		5.733	5.733	5.733
2022/23 (£m)			13.548	13.548
2023/24 (£m)				18.076
Total	-4.045	1.688	15.236	33.312
Previous position (£m)	0.000	-5.188	8.961	28.438
Variance (£m)	-4.045	6.876	6.275	4.874

The graph below demonstrates the drivers that make up the changes in the financial gap from £10.245m carried forward from 2019/20 to the cumulative position of £33.312m in the financial year 2023/24 as shown in the table above:



2. Funding

The funding included within this report reflects the provisional settlement for 2020/21 that was announced on 20th December 2019. The announcement confirmed that there would be a one year settlement in 2020/21 and that the fair funding review would be delayed until April 2021. There are no funding levels confirmed post 2019/20. Assumptions have therefore been made based on the provisional finance settlement for funding levels from 2020/21 – 2023/24.

Spending review, fair funding formula and 75% business rates retention

During 2020, a multi-year spending review will take place which will allow more time for the impact of funding changes to be effectively planned for.

The provisional settlement confirmed that 2020/21 would effectively be 'rolled over' from 2019/20, giving councils the stability they need to set a budget.

In the provisional settlement, the Chancellor announced that councils will have access to new social care funding of £1.5bn in 2020/21. This consists of grant funding and up to a 2% adult social care precept.

The provisional settlement also confirmed that revenue support grant would continue at 2019/20 inflated amounts, and that the social care funding allocated in 2019/20 would continue into 2020/21. It was also confirmed that the 2019/20 75% business rates pilots would not continue into 2020/21

As a result of the uncertainty of future funding during Q2 we carried out some scenario analysis around possible funding profiles. In total 9 scenarios were modelled (this is not an exhaustive analysis of all funding options but consisted of the most obvious measures which could be taken) which resulted in forecast funding gaps between a surplus of £6m to a deficit of £85m. Following a review of these scenarios by the corporate management team, including the consideration of advice from external advisors, a core and most likely funding scenario on which to base this medium term financial strategy was agreed and this scenario remains the most appropriate for this MTFS.

As a result of the above the assumptions around funding are that:

- Revenue support grant or funding at the equivalent value through any new fair funding formula will be ongoing for the currency of this plan
- An adult social care precept of 2% will be levied in 2020/21 only
- The social care grant announced in the provisional settlement will continue for the length of the parliament which covers the MTFS period and beyond.

The table below reflects the updated funding position.

Table 2

	2020/21	2021/22	2022/23	2023/24
	£m	£m	£m	£m
Revenue Support Grant	33.430	33.430	33.430	33.430
Business Rates	200.552	200.946	203.181	205.451
Council Tax	519.636	538.986	559.057	579.875
New Homes Bonus	3.503	2.405	1.635	0.799
Better Care Fund	45.532	45.532	45.532	45.532
Social Care Grant	33.417	33.417	33.417	33.417
Collection Fund Surplus	6.573	3.750	3.750	3.750
Total	842.643	858.466	880.002	902.254
Funding assumed - previous MTFS	842.190	868.476	889.200	910.059
Variance	0.453	-10.010	-9.198	-7.805

2.1 Council tax and business rates

Council tax

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

Table 3

	Council tax increase (no referendum required)	Adult social care precept	Total council tax increase
2020/21	1.99%	2.00%	3.99%
2021/22	1.99%	0.00%	1.99%
2022/23	1.99%	0.00%	1.99%
2023/24	1.99%	0.00%	1.99%

Following the provisional settlement there is an option available to authorities to raise an adult social care precept of 2% for 2020/21 only. From 2021/22 onwards, it is assumed the maximum increase that we will be able to apply to council tax, without a referendum, will be 1.99%. Any decisions not to increase council tax in line with the

assumptions above would increase the financial gap; every 1% in council tax yields circa £5.000m.

Within the current MTFS a tax base increase of 1.17% is included for 2020/21 reverting to 1.7% thereafter based on historical average increases. The tax base figures for 2020/21 have been confirmed by the 12 Lancashire districts. The lower than forecast increase in taxbase results in a loss of c£3m in each year of the financial strategy. The shortfall in council tax revenue is currently offset in 2020/21 by an increase in collection fund indicated in latest figures provided by the districts. Final figures for the collection fund will be included in the budget papers for Full Council.

At this stage the average increase of 1.7% has been maintained within the MTFS for future years, as we anticipate this lower than forecast increase to be short-lived. We also expect that there will be an offsetting increase on the collection fund that could be increased due to prudent estimations of growth from district councils, based again on historical surplus positions.

Business rates

Business rates income is a significant portion of funding to local authorities. The baseline is an assessment of the business rate income required to meet service needs. For the county council, the amount we anticipate to receive from the business rates collected in the area is less than its assessed need and therefore we receive a top up grant. We also build in a small amount of growth into the MTFS for our local share at 0.5%.

It has been confirmed that the 2019/20 75% business rates retention pilots will not continue in 2020/21. As a result we have sought guidance from sector experts and have remodelled our forecast based on their guidance for a 50% scheme for 2020/21, then a 75% scheme for the remainder of the forecast period. The reduction from 2021/22 onwards is largely due to elements of business rates funding, that were previously built in to the strategy across four years, confirmed as not continuing past 2020/21.

3. Net budget requirement

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

3.1 Pay and pensions

The salary pay pressure has been amended to reflect a change in the cost of pension contributions at an additional £3.6m. This has been offset by a future saving for a future pension prepayment and the effects of the latest triennial valuation the effects of which have led to a significantly improved position than anticipated in the previous MTFS.

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

Table 4

	2020/21 £m	2021/22 £m	2022/23 £m	2023/24 £m	Total £m
Employee costs	15.941	7.683	7.153	7.594	38.371
Pensions costs	-11.811	0.374	0.374	0.374	-10.689
Other pay related costs	0.068	0.051	0.052	0.050	0.221
Revised pay and pension requirements	4.198	8.108	7.579	8.018	27.903
Pay and pensions - previous MTFS	5.393	7.886	7.621	7.633	28.533
Variance	-1.195	0.222	-0.042	0.385	-0.630

3.2 Price inflation and cost changes

Contractual price increases represent a significant cost pressure to the county council. The assumptions have been subject to regular review by services. The most significant adjustment in this area is as a result of the impact of the revised national living wage on the cost of commissioned services on adult social care. Following the announcement in December of the national living wage increase of 6.21% we have updated our cost assumptions for 2020/21. Our base assumption is for annual increases of 3.06% and for subsequent years we have reverted to this assumption. We will need to monitor developments in the light of government's commitment that the national living wage rate will be £10.50 by the end of current parliament should economic conditions permit. In future years, each additional 1% increase in the rate will lead to an increase in costs of c£2.200m

Table 5

	2020/21 £m	2021/22 £m	2022/23 £m	2023/24 £m	Total £m
Adults Services	19.229	12.380	13.147	15.435	60.191
Children's Services	1.704	1.545	1.420	1.990	6.659
Waste Services	2.378	2.090	2.392	2.488	9.348
Transport Services	1.397	1.463	1.553	1.632	6.045
Other Services	2.276	-1.603	1.544	2.253	4.470
Revised price inflation requirements	26.984	15.875	20.056	23.798	86.713

Price inflation – previous MTFS	24.880	16.091	20.265	23.855	85.091
Variance	2.104	-0.216	-0.209	-0.057	1.622

3.3 Demand pressures

All services have reviewed the demand pressures they face in future years and increasing demand still remains a significant element of the funding gap.

Table 6

	2020/21	2021/22	2022/23	2023/24	Total
	£m	£m	£m	£m	£m
Adults Services	17.764	10.573	10.163	8.816	47.316
Children's Services	4.226	1.827	1.190	1.737	8.980
Waste Services	-1.576	0.240	0.126	0.131	-1.079
Transport Services	2.013	0.907	0.606	0.69	4.216
Other Services	2.327	0.751	0.491	0.219	3.788
Revised Demand Requirements	24.754	14.298	12.576	11.593	63.221
Demand – previous MTFS	26.628	15.297	13.141	12.510	67.576
Variance	-1.874	-0.999	-0.565	-0.917	-4.355

Adult social care represents a large proportion of the demand pressures. Adult social care has long seen annual increases in the demand for services and the MTFS attempts to predict growth in future years largely based on reviewing current and past activity trends and also taking into account future population changes, particularly with regard to the ageing population. From a social care perspective demand covers both increasing numbers of people eligible for support and the increasing complexity of those cases. The level of demand included for this service area for the four years to 2023/24 is £47.316m. This will continue to be monitored and figures may be updated in future MTFS reports.

Children's social care continues to experience demand pressures across the service, particularly in relation to placement demand due to the number of looked after children in Lancashire. The funding requirement for children's social care has increased by £8.980m over the 4 year period to reflect increased demand across children looked after placements and family support for children with disabilities. We are looking at best practice sites across the country to explore opportunities to reduce demand in a way that delivers better outcomes for children. As a result of a successful bid to the Department for Education we have commenced planning to implement Lancashire family safeguarding. The family safeguarding model is a way of keeping families together where it is safe to do so. This is achieved through a more collaborative way

of working where we motivate parents to identify the changes needed within their own families. This helps achieve better outcomes for children. This initiative is forecast to ultimately deliver c£10m of recurrent savings by 2025/26 of which £6.812m are profiled to be delivered and built into the timeframes covered by this MTFS.

A number of other initiatives are being reviewed but as yet no formal conclusions have been reached and hence no impacts are included in the MTFS.

The public and integrated transport budget continues to see rising demand pressures. As part of this MTFS an additional £4.216m has been budgeted for across 2020/21 – 2023/24.

3.4 Undeliverable savings

There is a rigorous monitoring process of agreed savings in place and throughout the year several savings have been classified as undeliverable due to changing circumstances and consultation feedback. Services are expected to find compensatory savings but in some cases it has not been possible to do this. There have been no further savings classified as undeliverable in Q3.

After the removal of all the undeliverable savings 94.5% of agreed savings are still being forecast for delivery by end of 2022/23.

3.5 Additional savings

The initial service challenge process necessarily focused on individual service reviews supported by benchmarking data which identified a number of areas where the council was high cost compared to a number of other county councils. The aim was to deliver the same or better outcomes at reduced cost wherever possible and phase 1 of the service challenge process identified £68.710m of savings proposals which were included both within the 2019/20 budget and the MTFS position. Financial benchmarking data of the cost of service position of the council relative to other county councils, reflects that some services are delivered at a relatively higher cost overall than the mean or median county council. This is largely driven by operational practice.

Phase 1 also identified a number of cross-cutting work streams and areas for investigation and review which is being taken forward as part of the service challenge phase 2 process. These work streams are more complex, requiring a fundamental challenge of, in many cases, longstanding organisational wide approaches, systems and processes to enable both service improvements and cost savings to be identified. Work is progressing on phase 2 with demand management, commissioning, organisational development, property management, commercialisation, schools traded services, transport and digital being key areas of focus. Projects on these areas and the savings options will be shared with cabinet as and when available and when timescales for their delivery are agreed. Relevant projects will be a focus for relevant finance monitoring boards as appropriate.

4. Reserves

Table 7

Reserve Name	Opening balance 2019/20	2019/20 Forecast Expenditure	Forecast Contribution to/from Reserves (Other Revenue e.g. Schools)	2019/20 forecast transfers to/from other reserves	Forecast Closing balance 2019/20	2020-21 Forecast Spend	2021-22 Forecast Spend	Forecast closing balance 31 March 2022
	£m	£m	£m	£m	£m	£m	£m	£m
County Fund	-23.437	0.000	0.000	0.000	-23.437	0.000	0.000	-23.437
SUB TOTAL - COUNTY FUND	-23.437	0.000	0.000	0.000	-23.437	0.000	0.000	-23.437
Strategic Investment Reserve	-2.096	-1.491	0.000	0.000	-3.586	2.305	0.246	-1.036
Downsizing Reserve	-7.445	4.605	0.000	0.000	-2.840	2.840	0.000	0.000
Risk Management Reserve	-2.804	1.241	0.000	0.000	-1.562	0.763	0.800	0.000
Transitional Reserve	-164.254	16.278	0.000	-0.013	-147.989	3.086	0.244	-144.659
Service Reserves	-13.251	7.846	0.000	-2.266	-7.671	5.959	0.921	-0.791
Treasury Management Reserve	-10.000	0.000	0.000	0.000	-10.000	0.000	0.000	-10.000
SUB TOTAL - LCC RESERVES	-199.849	28.479	0.000	-2.279	-173.648	14.953	2.211	-156.485
Schools/Non-LCC Service Reserves	-17.528	1.740	0.000	0.000	-15.788	-0.018	1.790	-14.015
SUB TOTAL SCHOOLS/NON LCC RESERVES	-17.528	1.740	0.000	0.000	-15.788	-0.018	1.790	-14.015
GRAND TOTAL	-240.814	30.219	0.000	-2.279	-212.873	14.935	4.001	-193.937

The County Fund shown at the top of Table 7 is the balance set aside to cover the authority against a serious emergency situation (e.g. widespread flooding); a critical and unexpected loss of income to the authority and for general cash flow purposes. In considering these various factors the county council is forecast to maintain its County Fund balance at £23.437m, equating to circa 3% of net budget.

The value of the uncommitted transitional reserve is currently forecast to be £147.989m by the end of March 2020. This represents a worsened position of £2.369m from the £150.250m that was previously reported to cabinet for quarter 2 in January 2020.

The transitional reserve is forecast to be sufficient to meet the identified funding gaps beyond the period of the MTFs as set out in table 8 below. Regardless, the intention remains to identify further savings to reduce the gap, and hence the call on reserves, in the future.

Table 8

	2020/21 £m	2021/22 £m	2022/23 £m	2023/24 £m
Opening Balance	147.989	148.948	147.016	131.780
Gap funding	-4.045	1.688	15.236	33.312
Commitments	3.086	0.244	0.000	0.000
Closing balance	148.948	147.016	131.780	98.468

5. Future risks and opportunities

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

5.1 Savings delivery

The scale of savings agreed to be delivered over future financial years remains significant with £64.920m currently forecast to be delivered over the period 2020/21 – 2022/23.

Any significant under-delivery or slippage to delivery timeframes will create an additional funding pressure and impact on the ongoing and longer-term financial health of the council.

There are inherent risks in the delivery of any savings programme of this scale, particularly where they are directly linked to reducing the future demand for services. However, there is a strong track record of delivery of the vast majority of previous savings plans.

However, there are comprehensive arrangements in place to track delivery of financial savings and take corrective actions where required.

5.2 Further savings opportunities

As noted in the body of the report, phase 1 of the service challenge process also identified a number of cross-cutting work streams and areas for investigation and review which are being taken forward as part of the service challenge phase 2 process. These work streams are necessarily complex, requiring a fundamental challenge of, in many cases, longstanding organisational approaches, systems and processes to enable both service improvements and cost savings to be identified. Whilst financial

benchmarking data, has identified that some services are delivered at a relatively significant higher cost overall than the mean or median county council.

Work is progressing on phase two of the service challenge process which will seek to address the ongoing deficit and is focusing on a number of cross-cutting work streams and areas for investigation and review identified in the initial phase, but where further work is needed to robustly evidence the scale and form of proposals. In particular, service challenge phase 2 is focused on the complex levers required to create an environment where service configuration and operational practice reflects best in class and supports demand management which is the single biggest driver on our costs. Cabinet members will be kept informed of the progress on each of initiatives as and when savings proposals are evaluated and timescales for their delivery are agreed.

5.3 Business rates retention / changes to funding formula

As previously explained, the future funding arrangements to be established by government pose a risk to the council. New arrangements for business rates, will not be in force before financial year 2021/22 at the earliest following a multi-year spending review and consultation during the course of 2020.

The outcome from the review may reduce funding below what is assumed in the MTFS. Conversely there is equally an opportunity that additional resources are made available through this process. The successful outcome of the Lancashire business rates pilot bid in 2019/20 has enabled the county council, districts, unitaries and fire authority to be well prepared for the implementation of the business rates retention scheme although the final details are not known at this stage.

5.4 Children's social care

Children's social care demand levels are forecast to continue to increase, particularly within agency residential placements, agency fostering placements and also special guardianship orders. The rate of growth is quite volatile, and we will continue to monitor this as part of the monthly monitoring cycle.

Significant additional budget was allocated to children's social support improvements and demand pressures over the past 3 years. An assumption within this MTFS is made that demand will plateau in future years, and a reducing demand increase has been built into future year's budget. The service has been looking at best practice sites across the country to explore opportunities to reduce demand in a way that delivers better outcomes for children, We will be adopting the Lancashire family safeguarding model in 2020, which will drive better outcomes for children, by focussing on early family based support, whilst also delivering an efficiency of c£10.000m per annum when the practice is fully embedded across the county.

5.5 National living wage

Given the government's commitment to raise the national living wage to £10.50 by the end of this parliament should economic conditions permit, we will need to monitor the rate at which the national living wage grows and whether there is any additional funding to support this growth. Our current assumption is that we will see net growth

of 3.06%. Should the net impact of any future increase be greater than this then there will be an increased pressure in the budget of c£2.200m for each additional 1%.

5.6 Troubled families funding

The county council currently receives funding towards working with troubled families. Where we have received written confirmation of troubled families funding this has been included in the MTFS. The spending review in September 2019 confirmed that funding would continue post 2019/20 however there was no confirmation of the likely sums available. It is assumed that funding levels will remain at 2019/20 levels. While we understand that alternative funding will be available for this work, at the moment there have been no details announced as to how this will arise. If the funding does cease this will result in a pressure on the budget of £2.100m. Given the lack of clarity we have discussed this with other local authorities in a similar position, as to the approach they are taking, and they have confirmed that they are also forecasting the funding to continue, but this will be closely monitored as announcements relating to funding are to be made imminently and outcomes will be reflected in future MTFS reports.

5.6 MTFS assumptions and scenario analysis

As reported in Q2 given the uncertainty surrounding the future funding for local government we have tested a range of assumptions of funding scenarios to assess the level of risk that could result should alternative funding models be implemented. In producing this MTFS the Corporate Management Team has selected the most likely funding scenario.

The key assumptions that have been analysed and tested relate to the additional social care funding announced by the Chancellor and also the impact of changes to baseline funding (particularly the inclusion of revenue support grant). We have also tested the impact of possible flexibilities in council tax and in particular the levying of an adult social care precept.

The scenarios tested delivered a significant range of potential outcomes ranging from a gap of £85.915m to a surplus of £6.530m, with the most likely scenario and the basis for this MTFS forecasting a gap of £33.312 by 2023/24. In this scenario there would be a net call on reserves of £49.521m over the forecast period, but this would leave retained reserves to support the organisation beyond 2023/24 of £98.468m.

The scenarios presented clearly demonstrate the significant financial impact resulting from changes to the assumptions included within the MTFS. In all cases however, the council has sufficient reserves to support the gap through 2022/23 but only partway into 2023/24. The most likely scenario assumed within the MTFS shows that a structural deficit would still remain and reinforces the importance of addressing the underlying cost drivers within the council to secure financial sustainability moving forward.

In addition, the MTFS contains assumptions across services for funding growth, demand, inflation and pay levels. The table below shows the impact of an increase or decrease of 1% over these key elements of the projected budget requirement.

	Potential Full - Year Impact (£m)
Funding - Council Tax (1%)	+/- 5.223
Pay (1%)	+/- 2.758
Price Inflation (1%)	+/- 4.974
Demand (1%)	+/- 6.030

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

Money Matters

The County Council's Capital Financial Position 2019/20 December 2019 and 2019/20 Revised Programme

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Capital Programme Monitoring – December 2019

1. Executive Summary

In February 2019 an indicative Capital Delivery Programme of £130.289m was agreed with Cabinet. Subsequently approved additions and re-profiling of the programme have increased the in-year programme to £151.434m with a forecast outturn as at December 2019 of £132.623m, an underspend of £18.810m or c12.4%.

The Delivery Programme is shown in section 2 split by block. This has been risk-assessed as being deliverable and to which project and programme managers will be held accountable using the following actions:

- Detailed monitoring of the delivery programme through the remainder of 2019/20 to ensure variances are reported in a timely manner and a robust level of challenge is provided to programme and project managers to ensure delivery remains on track
- Performance reports developed to enable the Capital Board to undertake this monitoring and challenge.

Governance of the capital programme has been strengthened again in 2019/20 under the auspices of the Capital Board where responsibility for oversight and challenge of cost estimates and capital budgets sits along with performance monitoring to ensure we deliver to programme. The revised Financial Regulations allow for greater control at programme level which should allow for programmes to be delivered quicker with fewer hold-ups due to individual funding requests requiring approval.

2. Delivery Programme

The current delivery programme was originally agreed in June 2019. It is made up of the Cabinet agreed 2019/20 budget (updated with any approved decisions and re-profiling since June 2019) and an expected delivery amount for prior year schemes. This will form the basis of the monitoring report. The total delivery programme is £151.433m as set out in table 1 below:

Table 1 – 2019/20 Capital Delivery Programme

Service Area	Delivery Programme agreed Feb 19	Decisions	Changes to planned delivery	Total Delivery Plan for Monitoring
	£m	£m	£m	£m
Schools (including DFC)	24.386	10.392	-8.725	26.053
Children and Young People	0.027	0.480	-0.446	0.061
Highways	46.776	4.064	4.142	54.982
Transport	30.128	0.413	-9.504	21.037
Externally Funded Schemes	0.111	11.016	0.449	11.576
Waste and Other	0.190	0.075	0.606	0.871
Adult Social Care	13.654	0.926	1.586	16.166
Corporate	11.297	0.000	6.030	17.327
Vehicles	3.720	0.000	-0.360	3.360
Grand Total	130.289	27.366	-6.222	151.433

3. Variance Analysis

The forecast underspend as at December 2019 is £18.810m. Further analysis of the variance is shown in table 2 below.

Table 2 – Summary Capital Delivery Programme Position as at 31st December 2019

Service Area	Total delivery programme for 2019/20	Expenditure to date	Total Forecast Expenditure	Forecast Variance
	£m	£m	£m	£m
Schools (exc. DFC)	23.553	13.477	19.342	-4.211
Schools DFC	2.500	3.089	3.989	1.489
Children and Young People	0.061	0.062	0.338	0.277
Highways	54.982	34.053	51.872	-3.110
Transport	21.037	7.671	15.226	-5.811
Externally Funded	11.576	4.506	7.047	-4.529
Waste and Other	0.871	0.239	0.899	0.028
Adults Social Care	16.166	15.540	17.710	1.544
Corporate	17.327	8.040	12.840	-4.487
Vehicles	3.360	1.466	3.360	0.000
Totals	151.433	88.143	132.623	-18.810

The total forecast spend for 2019/20 is £132.623m and funded from a combination of Borrowing (£47.101m), Grants (£76.299m) and Developer and 3rd Party Contributions (£9.223m).

There is an underspend currently forecast of £18.810m and table 3 below summarises the breakdown of this forecast variance

Key items included within the variances are-

- Slippage on schools basic need projects and Rhyddings school project due to winter delays,
- Slippage on the externally funded M55 Heyhouses link road design project due to doubts around funding,
- Additional delivery of adults extra care schemes invoiced ahead of schedule,
- Slipped delivery of the Skelmersdale rail link project following the extended feasibility study,
- Overspends on the highways structural defect programme due to continued work pressures and improvements in procedures.

A more detailed narrative on the key items making up the variances by block can be found in the section 4 of the report.

Table 3 – Analysis of Forecast Variance

Service Area	Forecast Variance	Underspends and potential underspends	Overspends and potential overspends	Slipped Delivery	Earlier than profiled delivery
	£m	£m	£m	£m	£m
Schools (exc. DFC)	-4.211	-0.334	0.006	-5.826	1.943
Schools DFC	1.489	0.000	0.000	0.000	1.489
Children and Young People	0.277	-0.003	0.000	-0.014	0.294
Highways	-3.110	-1.780	2.300	-4.233	0.603
Transport	-5.811	-0.058	0.017	-6.643	0.873
Externally Funded	-4.529	-0.018	0.031	-4.650	0.108
Waste and Other	0.028	0.000	0.028	0.000	0.000
Adults Social Care	1.544	0.000	0.000	-0.150	1.694
Corporate	-4.487	-0.000	0.000	-4.648	0.161
Vehicles	0.000	0.000	0.000	0.000	0.000
Totals	-18.810	-2.193	2.382	-26.164	7.165

Underspends and potential underspends cover schemes that are forecast to be completed under budget. As per the capital financial regulations, these underspends can be repurposed within the same programme to allow for additional spend on other projects

Overspends and potential overspends cover schemes that are forecast to be completed over budget. As per the capital financial regulations, these underspends can be covered through repurposed monies within the same programme.

Slipped delivery covers expenditure that was originally forecast to be incurred in 2019/20 but is now forecast to be slipped into later years.

Earlier than profiled delivery covers expenditure on schemes within the approved multi-year programme but not originally scheduled in the current year delivery programme.

4. Detailed Narrative

Schools

The schools capital programme (including devolved formula capital (DFC)) has a 2019/20 delivery plan of £26.053m. The delivery plan (exc. DFC) has 209 schemes that will be worked on this year. The current forecast outturn is £23.331m, an underspend of £2.722m.

Basic Need

The Basic Need programme is to increase school pupil places in targeted areas via grant funded school expansions or new school build projects. The 2019/20 delivery plan for this programme is £11.530m. There are currently 9 active schemes and 13 in final financial closure processes. Of the active schemes, most are on site under construction with a few recently approved projects undergoing detailed design processes.

The forecast for the programme at December 2019 is £9.338m, an underspend of £2.191 against the delivery plan. This is due to delays encountered over the winter months. Lytham St Annes High School expansion is reporting delays on site due to piling and drainage redesigns and foundation adjustments caused by a high water table. Barrow Primary is reporting an increase to the previously forecast delay, now estimated at 13 weeks. This is due to some initial delays to the design process plus recent events which have caused the contractors to work on site drainage issues before the programmed work can progress. Ribblesdale High is reporting a 4-5 week delay due to resource, weather and quality issues over November and December. Plans are in place to recover the delays by careful coordination of works during the summer.

Condition

The Condition Programme delivers a variety of grant funded works to address priority condition issues at school buildings. The works are usually undertaken during school holidays to minimise disruption and include works to replace boilers, flat roofs, windows, electrical wiring, plus legionella and asbestos remedials.

The delivery plan for 2019/20 is £12.022m and will see the financial completion of 116 projects delivered in previous years and the start of a new programme of 47 projects approved by cabinet in March of this year. A further 25 projects started last year will continue into 2019/20. The current forecast at December 2019 is £10.000m, a net underspend of £2.023 from the delivery plan.

Slipped delivery of £2.975m is reported. The Rhyddings High school rebuild is now expected to slip by £0.763m. Due to difficulty agreeing the design with the school, works on site that were originally planned for January 2020 will now commence in April 2020 and the project is estimated to complete in February 2021. Site enabling works have been arranged and are planned to commence in next month.

The 2018/19 and 2019/20 start programmes are reporting slipped delivery of £0.927m and £0.955m respectively. This is due to a number of the more complex schemes not advancing as planned due to more lengthy design and tendering processes. Some of these works have been postponed until the summer when they can be delivered during school closure.

Elsewhere, delivery of £1.228m in addition to the delivery plan is reported on many other projects in the programme which have been quick to progress ahead of schedule.

Underspend of £0.277m have been achieved and £0.330m of unspent contingency is forecast to be carried forward to 2020/21.

Devolved Formula Capital

The DFC programme is a grant funded programme for small to medium capital projects and is allocated to schools to commission themselves within capital expenditure guidelines. The rate of spending has continued to increase since the autumn, with schools likely now utilising the additional £4.200m boost to funding which was awarded as part of the chancellor's 2018 autumn statement. The current forecast is delivery of £1.488m in addition to the delivery budget. Further projects may arise in the springtime.

Children and Young People (CYP)

The CYP capital programme has a 2019/20 delivery plan of £0.061m. The delivery plan originally had 7 schemes to be worked on this year. The current forecast outturn is £0.338m which is an overspend of £0.277m over the delivery plan.

The delivery programme includes some final expenditure on schemes completed last year including the complex placement home for looked after children and an adolescent support unit. Also included in the delivery plan is the refurbishment of a crisis home. This project has now been deferred while an alternative location better suited is identified causing £0.014m of slipped delivery variance against the delivery plan.

The remaining overspend of £0.290m on the delivery plan refers to additional delivery of a new overnight short break unit, approved at Cabinet in May. There is a commitment to close eight former short breaks units for children with disabilities and to establish three new overnight residential units in accessible locations across the County over a phased period and this is the second such unit. Demolition of the current site continues to be planned for early 2020. However, there is a risk the work may slip to the following financial year if difficulties in disconnecting the gas supply to the old school building persist.

Highways

The highways capital programme has a 2019/20 delivery plan of £54.982m. The delivery plan has approximately 500 schemes to be worked on this year. The current forecast outturn is £51.872m an underspend of £3.110m under the delivery plan.

A summary of the main programmes within the block is given below-

Vehicle Restraint Barriers

The allocation for vehicle restraint barriers was not included in the delivery plan at June 2019 as there were no plans in place to spend it at that time. It is now estimated that there will be spend of approximately £0.050m planning and reviewing the key risk routes.

Structural Defects

There has continued to be significant spend (£5.972m) fixing structural defects. We have previously reported a projected overspend of £3.000m, however, this could now be as much as £3.500m if current trends continue. The additional £0.500m overspend will be met from underspends within the 2019/20 delivery programme. It has been necessary to increase the delivery plan by £1.200m so that operationally work can continue.

Provision of toilet facilities at Cuerden Mill

Preparatory works need to be completed prior to the start of this project. We previously reported slippage of £0.565m, however the estimated start date is now February 2020 resulting in reported slippage of £0.665m.

Bridges

Forecast slippage of £0.686m due to delays in a handful of 2019/20 schemes starting. Network Rail have yet to commence works on Highbury Road and Meadow Lane. It is unlikely that work at Arley Brook and Buckden Wood will be completed in 2019/20 due to issues with procurement. There is also slippage on the Bridges structural maintenance programme.

Street Lighting

The Salix LED replacement scheme is phased to deliver 70% of the scheme in 2019/20. Based on spend to date it is forecast that £1.430m will slip to 2020/21. It is probable that there will be an underspend on this programme when all works are complete which is likely to be reported in 2020/21.

Slippage of £0.446m across other street lighting programmes due to the amount of works still to be completed.

Energy Contract (prior years programme)

This street lighting programme is now complete. There is an underspend of £1.085m. There have been discussions about a business case to use the underspend to increase the number of charging points.

2018/19 Residential Urban Unclassified

This programme is now complete. There is an underspend of £0.380m mainly due to three schemes no longer being required. There are small underspends on other projects within the programme.

2019/20 Moss Roads

Works on Woods Lane and Island Lane have been programmed for delivery in April 2020 resulting in slippage of £0.228m. In addition only two moss road schemes funded from the 2019/20 incentive fund will be completed in 2019/20 with slippage of £0.338m.

Highways Pipeline

Following a decision to capitalise the cost of working on the 2020/21 capital programme, the forecast outturn is £0.400m.

Following the opening of Penwortham bypass and whilst the A59 was closed, the opportunity arose to advance deliver the resurfacing scheme included in the 2020/21 programme giving an additional delivery variance of £0.153m.

Highways Projects and Resources

£0.500m underspend within this programme has already been repurposed, there are now only four schemes remaining to be delivered and it is projected that there will be a further £0.500m underspend.

Roads

The 2019/20 programme includes provision for capital programme development costs however these are now being charged to the 2020/21 programme resulting in an underspend of £0.400m on the 2019/20 programme.

Incentive Fund

Tower Lodge retaining wall - Slippage of £0.070m due to needing Natural England and Flood Risk consent before proceeding.

Altham Road Hapton - Slippage of £0.200m due to needing Environment Agency consent, once received work can only be done outside of the fish spawning season.

Lancaster cattle grids – Slippage of £0.070m as only four projects will be completed in 2019/20.

Derby St Railway Bridge – Slippage of £0.100m. The majority of spend on this project is profiled in future years, however design works have slipped due to proposals being put on hold until the results of initial traffic modelling in Ormskirk is available.

Highways Block Residual Risks

There is likely to be an underspend on the 2018/19 pothole action fund programme which will be used to partially offset the structural defect overspend.

Of the 39 2019/20 drainage schemes just less than half are still in the design phase which is likely to cause slippage into 2020/21, however more progress has been made on prior year schemes than anticipated.

Within the 2019/20 rural unclassified programme, a number of schemes in the east of the county have been completed under budget, there may be some residual costs still to come through but there is a potential for an underspend to occur.

Potential underspend within the £10.229m urban unclassified programme, due to over half of the 18 schemes having been completed under budget.

Transport

The transport capital programme has a 2019/20 delivery plan of £21.037m. The delivery plan has 160 schemes that will be worked on this year. The current forecast outturn is £15.226m, an underspend of £5.811m.

A summary of the main programmes within the block is given below-

Skelmersdale Rail Link

An original delivery budget of £3.114m was created, the majority of which related to assessing the technical feasibility of constructing a rail link between the Wigan to Kirkby line and Skelmersdale. Initial studies have been completed and Network Rail are now tasked with higher level design, costing and impact assessments. Although monthly costs are incurred to Network Rail the project manager understands that the final expenditure will not now be required until 2020/21 resulting in slippage of £1.445m.

Safer Roads Scheme

Originally forecast that the programme would be out to tender by December but procurement are still to determine what form the contract will be taking and whether the whole programme can be tendered together. It is unlikely construction will begin in 2019/20 causing slippage of £1.500m

Road safety

Advanced delivery totalling £0.123m with Cockerham Road, Bellflower Junction and Preesall Gateway (£0.061m, £0.045m and £0.017m respectively) all ahead of their original plan. Offsetting this are design delays in the projects at Runshaw Lane £0.040m and Railway Street £0.034m which are slipping to 2020/21. These revisions and small adjustments to other schemes create additional delivery of £0.031m against the delivery budget of £0.895m.

East Lancs Strategic Cycleway

£0.061m is now forecast to slip into 2020/21 due to bridleway challenges at Stubby Lee and Helmshore Viaduct project being delayed due to listed building protection and further drainage issues. As the delays are on major sections it is creating a knock on effect with linked projects and combined with further disruption caused by the weather, the programme forecast has been revised to £2.424m, with the slippage against the delivery budget now being £1.853m.

Public Rights of Way

Consent issues with Natural England, Site of Special Scientific Interest and the Environment Agency in addition to some new drainage issues have pushed the forecasted delivery of a number of projects into 2020/21. The Capitol centre project is currently in dispute with the landowner and is now forecast that its budget will be spent in 2020/21. This combined with the delays already reported increases the slipped delivery to £0.302m.

National Productivity Investment Fund (NPIF)

Forecast of slipped delivery of £0.693m. The majority of this variance is due to the unallocated grant being used to pay for the transforming cities bid which is now not forecast to be required until 2020/21, in addition to delays in commencing the Riversway corridor project.

Burnley Pendle Growth Corridor

There is now additional delivery of £0.173m including Halifax Road and junction 7 (£0.163m & £0.010). There is slipped delivery of £0.090m on the Manchester Road car park as further planning permission will now be required, delaying the construction until 2020/21. The variance also includes underspends of £0.057m from the cancelled schemes at junction 8 M65 and the junction 10 roundabout.

Bus Stop Compliance

Lancashire Bus Stop Equality act has overcome supply problems and is now expected to be completed in 2019/20 causing an additional delivery variance of £0.029m. Slippage of £0.238m has now been forecast against the refurbishment of Ormskirk bus station, smart tickets machines and quality bus shelter projects all of which are expected to be now incurred in 2020/21.

Keeping Traffic Moving

The projects are on target with the exception of urban traffic management and control system where Jacobs have been commissioned to undertake initial scoping work forecast to cost an additional £0.040m.

Leyland Loop

Although the scheme has had complications and no delivery budget was set until landowner permissions could be agreed, there have been £0.014m of design fees incurred and it is now expected that £0.100m of additional delivery will be completed in 2019/20.

Cycling schemes

Projects at Ribbleton Avenue (£0.127m) and the Fleetwood to Thornton connection (£0.030m) are slipping into 2020/21, but this is offset by £0.138k of additional delivery due to projects such as Brindle Road and Buckshaw Avenue progressing more quickly than anticipated.

Externally funded schemes

The externally funded schemes capital programme has a 2019/20 delivery plan of £11.576m. The delivery plan has 32 schemes that will be worked on this year. The current forecast outturn is £7.047m, an underspend of £4.529m.

Forecasted additional delivery of £0.108m, notably on the Eastway phase 2 S278 works and A59 Pendle Road, Clitheroe schemes. The remaining amount on Eastway phase 2 S278 works is due to be spent by mid-February 2020. The work on A59 Pendle Rd is currently in the defect correction period and the developer has been informed that completion is certified.

There is a potential overspend of £0.031m across six schemes. The S278 A584 Lytham Road/Church Road highway works scheme has overspent whilst in the design stage, due to additional design being required, some of which had to go external to Jacobs.

Offsetting this is a potential underspend of £0.018m, notably on the S106 east of Lancaster development works and S278 Preston tunnel and rising mains projects.

Additionally there is slipped delivery of £4.650m across four schemes. The largest of these is the S106 M55 Heyhouses link road design, which has estimated slipped delivery of £3.070m. The tender process for this scheme has been stopped until the County Council has certainty over funding, which is expected to take a number of months. Other notable schemes include the S278 UCLan masterplan, where slippage of £1.281m is caused by the ordering of materials from abroad with long lead in times and S106 Arley Homes, Vertex Training Site, where slippage of £0.130m is caused by Lancashire County Council public transport team requesting alterations to bus stop locations following comments received during a consultation. Further advertising is due to take place on this scheme in January 2020, with a Cabinet decision expected March 2020.

The M55 link road has currently been paused due to delays with land owners and ongoing design. If the scheme does not go ahead we may have to repay £1.683m spent overall, due to conditions on the NPIF grant and S106 agreement.

Another risk is to the S278 Steeley Lane area upgrade scheme where there has been a dispute in the amount Chorley Borough Council owe to Lancashire County Council. If not resolved, we may need to make up the £0.016m which remains unpaid.

The S278 A584 Lytham Road/Church Road highway works scheme is anticipated to spend an additional £0.903m this year for statutory undertaker diversions, however this will only go ahead if an invoice to the developer is paid.

Waste and other

The waste and other capital programme has a 2019/20 delivery plan of £0.871m. The delivery plan currently has 5 schemes that will be worked on this year. The current forecast outturn is £0.899m giving an overspend of £0.028m.

The delivery programme covers five schemes, four of which are continued on from 2018/19. The largest of these schemes is the adult social care ICT upgrade project original funded from the waste and other funding block, comprising £0.500m of the overall delivery programme.

There is an overspend of £0.028m due to urgent costs which had to be made on Lytham Household Waste Recycling Centre. Urgent safety work is required on the site due to a recent high level accident during a skip compaction. The overall total needed to complete these safety works is currently being determined.

Adults Social Care

The adults social care capital programme has a 2019/20 delivery plan of £16.166m. The delivery plan currently has 5 schemes that will be worked on this year. The current forecast outturn is £17.710m giving an overspend of £1.544m.

The disabled facilities grant money (£14.731m), which makes up the majority of the delivery plan, has now all been passported to district councils.

The extra care grant has now been separated out into three projects covering Preston, Chorley and Fleetwood. The Chorley scheme has now been paid and is to be completed next July, with £0.981m forecasted this year, causing an additional delivery variance. Similarly the Preston scheme has now been forecast to spend £0.540m in 2019/20 which is also additional delivery. Spend at Fleetwood is not expected until 2020/21

The Libraries ICT is reporting slipped delivery of £0.200m with the purchase of the four further self-service machines and the purchase of public Wi-Fi and print licences expecting to now fall into 2020/21. The Lancashire patient record exchange service project is awaiting Management Team sign off to take Liquid Logic forward and is now expected to create £0.150m of slipped delivery.

Corporate

The corporate capital programme has a 2019/20 delivery plan of £17.327m. The delivery plan currently has 48 schemes that will be worked on this year. The current forecast outturn is £12.840m giving an underspend of £4.487m.

Forecasted slipped delivery of £0.900m in the economic development programme due to the delay in allocating the carbon friendly energy grant to specific schemes. Spend on this is now likely to commence in 2020/21.

The programme of improvements to older people's residential homes is coming to an end and the forecast has now been reduced to £3.973m against the 2019/20 delivery budget of £5.232m

Work at White Cross Mill 14 is now expected to be completed by the end of the financial year causing additional delivery of £0.088m, utilising prior year funding not in the delivery budget.

Underspends within the library reinstatement programme of £0.003m where existing commitments on closed projects have now been cancelled.

The forecast on the two year programme of building condition work has been lowered from the initial £3.000m to £1.900m as a small number of projects are now on hold for year 2.

The information technology upgrade for children's social care project had additionally been forecast to require additional funds however this is now being funded from revenue causing an underspend of £0.073m.

Slipped delivery of £1.303m is now forecast on the works to operational premises programme due to delays in commencing some of the most recent projects, £3.987m is still forecast to be completed in 2019/20 and underspends on 16 completed projects has seen a combined £0.692m returned to the property portfolio rationalisation contingency.

Delivery on projects linked to the children and families service delivery centres that were planned for this year are currently on hold awaiting service redesign and directorate asset plan changes. The resultant changes to programmes could result in slippage to delivery or changes to the overall delivery planned. This will not be known for some time yet so is currently highlighted as a risk until further information is known.

Vehicles

The vehicles capital programme has a 2019/20 delivery budget of £3.360m. The delivery programme has approximately 120 vehicles that are planned to be replaced this year plus 3 mobile libraries. The current forecast outturn is £3.360m as per budget.

All of the 2019/20 delivery budget has been committed and scheduled for delivery within the 2019/20 financial year.

Money Matters

The Capital Delivery Programme 2020/23

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The Capital Delivery Programme 2020/21 – 2022/23

This section of the report sets out the following:

- An outline of the 2020/21 capital delivery programme including known projects
- A summary of the proposed funding of the 2020/21 capital delivery programme
- An indicative capital delivery programme for the 2 further years 2021/22 and 2022/23.

1. Capital Delivery Programme for 2020/21 to 2022/23

Table below details a summary of the proposed capital delivery programme for 2020/21 with indicative programmes for the further two years.

The proposals for 2020/21 include the provisions to complete works already in the programme, those already approved for inclusion, and those identified for utilising the capital grant funding to be received in 2020/21.

The proposals for 2021/22 and 2022/23 are indicative based on the likely grant funding to be received and will be developed fuller through 2020/21.

Table 1 – Draft delivery budget

	Draft 2020/21 delivery budget	Draft 2021/22 delivery budget	Draft 2022/23 delivery budget
	£m	£m	£m
Schools	27.089	36.791	24.201
CYP	4.382	0.000	0.000
Highways	40.121	3.455	3.455
Transport	15.302	10.053	0.000
Externally Funded	6.574	1.471	1.456
Waste and Other	0.000	0.000	0.000
Adults	16.231	14.731	14.731
Corporate	19.243	29.000	6.000
Vehicles	4.600	3.000	3.000
Total Delivery Plan	133.542	98.501	52.843

The programmes and projects within the above blocks will be developed fully before the start of the financial year. Where programmes/projects are funded through the allocation of grant funding or additional borrowing, these will be taken to Cabinet for approval before work commences

2. Proposed Funding

The capital delivery programme is currently funded by a variety of funding streams, the funding by block for each of the 3 years is shown below:

Table 2 – proposed funding

	Draft 2020/21 delivery budget	Draft 2021/22 delivery budget	Draft 2022/23 delivery budget
	£m	£m	£m
Borrowing	26.472	35.455	12.455
Grant	91.796	60.508	38.932
Contributions	15.274	2.538	1.456
Total Funding	133.542	98.501	52.843

3. Revenue Implications

The table below identifies how the revenue budget implications for financing charges are reflected within the medium term financial strategy.

Table 3 Revenue Implications

	2020/2021 £m	2021/2022 £m	2022/2023 £m
Minimum Revenue Provision	14.936	16.316	17.389
Interest Paid	24.962	24.768	23.104
Interest Earned	-13.456	-13.430	-11.839
Grants Received	-0.200	-0.200	-0.200
Total	26.242	27.454	28.454

The revenue budget above reflects a position which takes account of the views of both internal and external advisers, particularly in relation to interest rate movements. Provision has also been made for changing some of the borrowing to a long term fixed rate rather than the existing short term rates in 2020/21.



Capital Strategy

2020-2040

	Contents	Page
1	Background, purpose and aims of the Capital Strategy	3
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1. Background, purpose & aims of the Capital Strategy

1.1 Purpose and aims of the Capital Strategy

The purpose of a capital strategy is to set the long term strategic framework within which the authority will use as the framework and context for capital and investment decisions. It is a requirement of the Chartered Institute of Public Finance and Accountancy (CIPFA)'s Treasury Management Code of Practice and the Prudential Code that authorities have in place a long term capital strategy, the definition of long term is generally accepted to be 15-20 years and as such the strategy cannot set a detailed programme of works to be delivered, or a level of investment to be guaranteed each year, but aims to set a context within which future programmes are developed. The long term funding requirements of the existing asset base should be considered as a priority to maintain the existing asset base required by the services, to the standards set by the individual asset management strategies. This, whilst not being a developed delivery plan, forms an important part of the contextual assessment and provides a background within which individual funding decisions can be made.

The council is keen to ensure that there is efficient and effective usage of its capital assets and the resources tied up in them. This 20 year capital strategy therefore sets out the corporate aims and principles that underpin the production of the rolling 3 year capital programme to be approved each February. The strategy will be reviewed at this time each year to ensure that it reflects the changing regulatory environment and the needs and priorities of the council.

The Capital Strategy aims to support the delivery of the council's Corporate Strategy by investing in our capital asset base within the resources available and with due regard to risk management within our asset management.

Key priorities for application of capital expenditure are:

- Delivering the policy ambitions of the Corporate Strategy
- Managing the risks within the existing asset base
- Exercising financial prudence and maintaining debt levels that are sustainable within the council's revenue budget.
- Investing in schemes which will reduce the council's revenue costs
- Being alert to opportunities to lever in additional resources including external funds to help deliver the Corporate Strategy priorities.

The Capital Strategy should be read in conjunction with the Treasury Management Strategy, Prudential Indicators, Minimum Revenue Provision and Capitalisation policies, as well as the Medium Term Financial Strategy 2020-2024, Capital Programme 2020-2023 and the annual budget 2020-21. The principles of the Capital Strategy are the basis for the development of the Asset Management Strategies.

The Asset Management Strategies will set out the standard to which each class or type of asset will be maintained to and will ensure there is consistency of approach between the types of asset used by different services.

The council has set out this strategy being fully aware that there will be competing pressures on the limited resources to fund the capital programme each year from the diverse range of services that the council provides, the large and diverse asset base

that the council needs to maintain as well as the finite amount of funding that is available. The current processes within the setting of the capital delivery programme is to limit the requirements in certain blocks to that of the funding available, this means fixing worse first in terms of condition of buildings.

Additional expenditure for urgent projects has been on a reactive basis which can lead to higher cost projects than could otherwise be the case or repeated visits to the same building over time which is not efficient. This approach does not address all the risks within the asset portfolio and is therefore not sustainable in the long term over which this strategy is to be applied.

A move to a more proactive capital programme delivery, which focuses on managing risks within the asset base and control of demand for capital resources, is required. This will require leadership at all levels to ensure that the resources available are deployed in the most effective and efficient way and a process for the prioritisation of capital expenditure being included in the capital programme has been developed. This will be managed by Capital Board at an officer level to ensure that the development of the capital programme is carried out with due regard to risk management and prudent and sustainable resource management.

1.2 The key objective of Lancashire's Capital Strategy

The key objective of the Capital Strategy is to provide a framework within which the Capital Programme for delivery will be developed. The rolling 3 year programme will:

- Ensure the council's existing asset base is available to support the delivery of services according to the corporate strategy and vision;
- Regularly review the asset base to ensure assets no longer supporting the corporate strategy are disposed of and the capital receipts used to support the investment in remaining asset base;
- Be affordable, financially prudent and sustainable, and ensure that decisions are made with regard to the long running financial implications and potential risks to the authority; and
- Ensure all new capital investment is deployed in such a way to ensure the asset base can be utilised in the most effective way.

The resources employed to fund the deliver the Capital Strategy are allocated through the annual budget process that sets the three year rolling capital programme and will include the following,

- Capital Grants received, due regard will be made to the terms and conditions of the grant funding to apply the grants to the appropriate schemes;
- Capital Receipts;
- Borrowing, to a level which can be sustained through the revenue budget;
- Revenue contributions, where investment schemes can be demonstrated to provide a revenue savings in future years through a business case process.

1.3 The county councils corporate objectives and priorities.

The capital budgets within the capital programme as directed by the capital strategy will support the key priorities laid out in the corporate strategy. Each capital proposal will be required to clearly demonstrate the links to these priorities:

- **Lancashire will be the place to live** – assets will be invested in, to allow provision of first class schools, and good quality reliable roads and public transport, vulnerable people are protected and supported as well as connected to their community. Technology investments will allow digital access to services as well as efficient use of information by services. Investment will be made, subject to prioritisation, where it is necessary to provide the council's services to be delivered or to deliver growth that would otherwise be undeliverable.
- **Lancashire will be the place to work** – capital investments will be made to develop infrastructure and transport links where the private sector alone cannot. By working with partner local authorities, Transport for Lancashire and Transport for the North, as well as the private sector, individual partners' transport and infrastructure priorities can be supported through the council's local highway authority process and grant funding potential by utilising partner funding where this is available as match funding. Any requirement for county council borrowing to match fund a scheme would be subject to the principles of the capital strategy as documented above including the prioritisation process, sustainability of revenue provision to support the investment and the ranking against other proposals.
- **Lancashire will be the place to prosper** – Capital investment proposals will be considered for prioritisation and ranking that support the development of economic growth where they link with the Lancashire Plan and Lancashire Industrial Strategy and the investment or supporting infrastructure cannot be brought forward by the private sector due to viability issues
- **Lancashire will be the place to visit** – Capital investments will be made, where financially prudent to do so, to preserve our cultural, leisure and heritage assets. Where it is not financially prudent to do so the council will work with partners to ensure the long term security of heritage, culture and leisure assets valued by our communities.
- **Lancashire will be the place where everyone acts responsibly** – Capital investments will be prioritised in our asset base including information technology assets that allow services to promote and enable communities to meet their own needs.

2. Approach to investment prioritisation

2.1 The capital programme

There will be a 3 year rolling capital programme agreed every February set within the context of this capital strategy.

2.2 Identification and prioritisation of capital investment needs.

The formulation of the Capital Programme is driven by the budget and service planning process. The size of the Capital Programme is determined by the following,

- The need to incur capital expenditure to protect and preserve the existing asset base;

- To enhance the exiting asset base where this is required to preserve service delivery;
- The proposals for extending the asset base to provide services which deliver the priorities in the corporate strategy;
- The resources available to fund the expenditure; and
- The revenue implications flowing from the capital expenditure, both positive and negative.

As part of the budget setting process, services will be required to submit capital proposals which are considered by Members for investment decisions. This will be after a triage process at officer level led by Capital Board which will have ensured the proposal's strategic fit in line with the principles of the Capital Strategy and will have scored the projects for prioritisation in line with all competing proposals. The capital investment appraisal process will take into consideration:

- Corporate Strategy Visions and Principles
- Affordability and Resources
- Risk Management
- Value for Money, taking into account options appraisals and cost benefit analysis
- Capability and capacity within the council to manage and deliver the project.

Capital investment proposals will be presented initially to capital board in a standard form that includes the following sections:

- Description of the proposal
- The outputs and outcomes to be achieved
- The projects fit with council's Corporate Strategy
- Key dates and milestones
- Cost of the Scheme and the funding source to be applied
- Revenue implications over time
- Evaluation comments and recommendations from Capital Board including prioritisation scoring
- Risks associated with the proposal including the implications of not proceeding.

Proposals recommended for approval by capital board will be submitted to members for approval along with any recommended changes to the agreed to delivery plan required to accommodate the proposal.

2.3 Capital projects: evaluation and priority scoring

It is acknowledged that the council has limited resources to meet all the requests for capital investment and will need to prioritise requests and set benchmarks for investment decisions. Members ultimately determine the projects to be included within the capital programme but to assist this decision making process and ensure decisions are not taken in isolation and with full knowledge of the competing priorities the council will implement a priority scoring matrix to be overseen by Capital Board and used to determine which proposals are recommended for Cabinet approval and aid the comparison with other proposals. The criteria will be reviewed on an annual basis to ensure that it continues to provide an effective tool for evaluation and is set out in Annex 1.

2.4 Assessment of proposals and timetable

The council's policy is to agree the rolling 3 year capital programme on an annual basis at the February council budget setting meeting.

In future years capital proposals will be submitted to the Capital Finance Team in autumn of each year to inform the budget setting process. The proposals will be assessed and evaluated, using the matrix as referred to in section 2.3 and included at Annex 1, by officers from Capital Finance and Asset Management and the appraisals considered by Capital Board to identify those proposals that will be recommended to form the basis of the capital delivery programme submitted to Corporate Management Team and members for consideration and approval.

2.5 Invest to save capital proposals

Service departments are to be encouraged to consider innovative ways that service provision can drive efficiency in both the revenue and capital budget provision and help drive cash savings and reduce long term funding commitments where possible. On occasion this may include the identification of assets which are no longer considered to be financially sustainable, or fit for purpose, in relation to the delivery of council services and priorities.

Invest to save bids will be considered for capital funding on the same basis as other proposals, subject to funding resources being available and as long as there is a business case demonstrating the savings and benefits which will be achieved as result of the intervention. Where the benefits of these schemes outweigh the costs including the revenue costs of repaying the borrowing, and taking the lifetime of the intervention into account, there is a greater likelihood of the projects being prioritised using the matrix in annex 1; where the costs outweigh the benefits over the lifetime of the intervention, services may be asked to contribute the funding from their revenue budgets to reduce dependency on the limited borrowing capacity available.

2.6 Charges to the capital programme

Service departments should follow the council's capitalisation policy and only charge allowable expenditure to projects in the capital programme. This will reduce the risk of regulatory infringements and also the burden on capital funding by borrowing as well as increase number of projects that can be funded with the limited resources available. This will ensure the most effective use of the resources as directed by this strategy.

2.7 Approvals outside of the normal budget setting process.

Any additional capital investment proposals received outside of the budget setting process in 2.4 above must in the first instance be submitted to Capital Board to be reviewed at the quarterly approvals meetings. The proposals should be submitted in the standard form and will be scored by Capital Finance and Asset Management, if supported by Capital Board they will then be considered by the Corporate Management Team and on to Cabinet for final approval.

2.8 Loans to external bodies or organisations

The council's capital programme can also provide the facility to loan monies to, or cash flow projects on behalf of, partner organisations where the activities to be funded align to one or more corporate objective or service priorities.

There are statutory regulations which govern the accounting treatment of loans, provided towards expenditure which, if incurred by the authority itself, would be classed as capital expenditure. Loans for this purpose must be State Aid compliant and will be subject to a financial appraisal and due diligence checks, and where possible the council will seek to minimise the risks assessed to the council. This may be in the form of a loan agreement or by security provided by a charge on partner assets.

The rate of interest charged on these facilities will be dependent on the nature and structure of the loan and its assessed risks but will only be provided on the basis that there is no net cost to the council over time.

3. Funding sources and investment decisions

The main sources of capital funding are summarised below:

3.1 Grant funding and external contributions

The Council will endeavour to maximise grant allocations and allocate them to most effectively address the corporate priorities identified and that are highest in the prioritisation scoring matrix, whilst ensuring all conditions of the grant are met.

The majority of 'planned' capital expenditure for maintenance of highway infrastructure and school buildings are funded by the appropriate grants.

Contributions will be sought from developers towards the provision of public or private assets and facilities. This will include agreements with developers to mitigate the impact of their development on communities. This will include using Section 106 (Town and Country Planning Act 1990) agreements or community infrastructure levy towards education infrastructure, as specifically highlighted in Department for Education guidance "securing developer contributions for education" issued in November 2019 and contributions towards Highways infrastructure requirements associated with developments under section 38 and 278 (Highways Act).

Contributions may also be sought from users of the council's asset base where a proposal for investment will generate benefits for that user, this could be a partner organisation, internal service department or school.

3.2 Capital receipts

A capital receipt is an amount of money exceeding £10,000 which is generated from the sale of an asset.

Capital receipts from asset disposals are a finite funding source and it is important to utilise them to the most effective long term advantage of the council be that funding new capital investment or offsetting debt or transitional costs.

The council's policy is to treat all capital receipts as a corporate resource, enabling investment to be directed towards those proposals scoring highest in the prioritisation matrix but where grant funding is not appropriate to be applied to.

The council has a substantial property estate mainly held for operational service requirements, which include administrative buildings and a range of other land and property assets. The estate is to be managed through the asset management strategy which identifies property requirements and where appropriate properties which are surplus to operational requirements which will be disposed of.

The council will continue to work with other organisations to utilise redundant assets and vacant land to bring them into a useful economic purpose and facilitate employment and job creation, subject to the proposals fitting the principles and criteria previously outlined in this strategy.

3.3 Borrowing

The council will seek to minimise the level of borrowing required to finance required capital expenditure by maximising grants and contributions received, minimise the costs charge to each project and ensuring any surplus assets are sold.

The Local Government act 2003 enables local authorities to determine their programmes for capital investment and associated borrowing requirements provided they have regard to the Prudential Code for Capital Finance in Local authorities developed by CIPFA.

The key objectives of the Prudential Code are to ensure, within a clear framework that the capital investment plans of the authority are affordable, prudent and sustainable. To demonstrate that local authorities have fulfilled these obligations the Code sets out a series of indicators – known as prudential indicators – the Council must consider as part of its budget setting process and also give consideration to CIPFA resilience indicators.

3.4 Revenue funding

Capital expenditure may be funded from revenue, for example where a service requests a capital investment to improve its productivity or where funds can be contributed by a school towards improvement or expansion plans. Pressures on the council's revenue budget and council tax limits may restrict the extent to which revenue funding can be exercised as a source of capital funding.

4. Revenue implications and links to MTFs, Treasury Management Strategy, and prudential indicators.

The impact of the revenue implications has to be a significant factor in determining approval of projects. All capital investment decisions should consider the revenue implications both in terms of servicing the finance but also running and maintaining the new asset. Life cycle costing should be a key factor in the rolling capital strategy requirements and feed through into the rolling three year capital delivery programme. It may be more financially beneficial where service requirements change in the short to medium term to pursue a different model for asset holding which reduces the capital requirements for investment. An example of this could be leasing buildings for

service delivery when the demand for the service in that area is shorter than the long term financial strategy or the leasing of vehicles.

The use and financing of capital resources has been fully taken into account in the production of the council's annual budget and Medium term financial strategy, and are reflected in both the Treasury Management Strategy Statement for [2020-2021] and Prudential indicators for [2020-21 to 2023-2024].

5. Performance monitoring of the capital programme.

The capital finance team, working with programme and project managers and heads of service for delivery, monitor the progress of the capital programme on a monthly basis and report to Cabinet on a quarterly basis. All delivery projects within the capital programme are managed through the corporate system (PPMS) and reports will be taken to capital board where there are issues that increase the risks in the capital programme.

All processes and procedures relating to the monitoring of the capital programme are set out in the councils Financial Regulations. The key controls are:

- All expenditure must be carried out in accordance with Financial Regulations and the capitalisation policy.
- The expenditure must comply with the statutory definition of 'capital purpose' as interpreted in guidance by the Section 151 officer.
- Where the budget setting process approves a programme budget, a further report on individual schemes to be taken from this budget needs to be approved by Capital Board unless delegated powers in the financial regulations apply.
- Budgets and responsibility for each project must be under the control of a nominated project manager.

The monitoring work above will ensure these controls are enforced.

6. Stewardship of assets.

The council's Asset Management Strategy sets out the standard and condition each of its assets should be maintained to and the arrangements for managing these effectively. The implications of that strategy are included in the long term capital strategy requirements and form an important context in which to make future asset management and capital investment decisions.

7. Overview of capital requirements for the existing asset base

The assessment of investment required over the term of the strategy is updated regularly. A detailed capital programme will be set each year to deliver the investments that score the highest in the prioritisation scoring and can be delivered within the funding available. Items which cannot be funded by the available resources will remain unfunded requirements in future strategy assessments and the risk associated with not delivering them will be highlighted in the capital risk register managed by Capital Board.

Annex 1

Capital projects: evaluation and priority scoring

The criteria referred to in section 2.3 of the Capital Strategy to be applied for 2020-2021 is set out below.

- The contribution the proposal will make to one or more of the corporate strategy priorities.
- The impact the proposal will have on the councils revenue budgets either as additional running costs or as a saving including allowing service to be delivered in a more effective way.
- The proposals contribution to maintain existing assets to the standard in the specific asset management strategy or to allow services to be delivered as per directorate strategies for non property assets.
- The proposals ability to assist in attracting a wider investment such as external funds
- The proposals ability to meet statutory compliance and regulatory requirements including those relating to information assets.
- The proposal meets specific government initiatives.
- The proposal addresses non statutory Health and safety risks identified by survey data or mitigates issues included in the corporate capital risk register

Report to the Cabinet

Meeting to be held on Thursday, 6 February 2020

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

Electoral Divisions affected:
(All Divisions);

Request Approval to Commence Procurement Exercises

(Appendix 'A' refers)

Contact for further information:

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rachel.tanner@lancashire.gov.uk

Executive Summary

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

- (i) Energy Purchasing Strategy 2020-24
- (ii) Extra Care Services
- (iii) Safer Roads Fund Programme
- (iv) Highway Repairs and Maintenance Service based on daywork rates

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

Recommendation

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

Background and Advice

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

- the description of the services/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 the Cabinet to undertake a tender process which is deemed to be a Key Decision, the subsequent award of the contract on the satisfactory completion of the tender exercise shall not be deemed to be a Key Decision and can be approved by the relevant head of service or director.

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

Consultations

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

Implications:

This item has the following implications, as indicated:

Financial

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

List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A

<p>Procurement Title Energy Purchasing Strategy 2020-2024</p>
<p>Procurement Option Access Third Party Framework (LASER Energy Electricity and Gas Flex 2020-2024)</p>
<p>New or Existing Provision Existing – current contract end date 30/09/2020</p>
<p>Estimated Contract Value and Funding Arrangements</p> <p>£21,600,000 per annum split approximately:</p> <p>Electricity: Lancashire County Council (LCC) including street lighting: £7.6million Lancashire schools: £7.5million Lancashire County Developments Limited(LCDL): £200k Lancashire Renewables Limited (LRL): £2million</p> <p>Gas: LCC: £1.1million Lancashire schools: £3million LCDL: £200k LRL: £5k</p> <p>Overall total contract value up to approximately £98.9million, factoring in forecasted rising energy costs.</p> <p>Funding will continue to be met by operational budgets.</p>
<p>Contract Duration Initial period of three years with an option to extend the contract beyond the initial term to a maximum of a further 12 months.</p>
<p>Lotting</p> <p>Separate contracts will be entered into for the supply of electricity, and the supply of gas.</p>
<p>Evaluation</p> <p>A formal tender evaluation is not required as the contracts will be awarded through the LASER Energy framework via a direct award: Npower Ltd for electricity, Total Gas and Power for gas. A benchmarking exercise was conducted in order to identify the most suitable route to market (see Contract Detail section).</p>

Contract Detail

The current energy supply contracts for gas and electricity were secured by the county council in 2016 via the public buying organisation LASER Energy, who purchase the required energy from Npower Ltd (electricity) and Total Gas and Power Ltd (gas). The contracts are due to expire 30 September 2020 and replacement contracts are required for 1 October 2020 onwards.

Electricity and gas supply contracts are required for:

- Lancashire County Council (LCC), including street lighting and schools.
- Lancashire County Developments Limited (LCDL) landlord supplies.
- Lancashire Renewables Limited (LRL).

LASER Energy has developed a new OJEU compliant, competitively tendered framework for the period October 2020 to September 2024. Npower Ltd and Total Gas and Power Ltd have retained their places as lead suppliers on the framework and can be contracted through the framework via direct award.

A thorough benchmarking exercise of alternative routes to market was conducted by the Asset Management Service and Procurement Service by analysing available contracting options within the market. This included other public buying organisations and private energy brokers.

The evaluation criteria used in the benchmarking exercise comprised commercial terms including;

- framework provider and supplier management fees,
- OJEU compliance,
- portfolio sizes,
- governance and trading policies,
- purchasing strategies and supply periods available;
- suppliers (such as factoring in whether a switch in supplier would be required),
- quality and depth of account management and customer support,
- green options available; framework terms and the contracting process.

Following this benchmarking exercise, it has been concluded that the LASER Energy framework continues to offer best value.

The purchasing strategy to be entered into for the new contracts is a flexible purchase in advance strategy. Supply will commence from 1 October 2020.

The contracts via the LASER Energy framework include the option of paying a Renewable Energy Guarantee Origin premium for green electricity. It is recommended that this premium is considered for the council's corporate and street lighting sites. Purchasing this allows the council to offset some of its energy consumption from the national grid, supporting the development of renewable energy sources. The current estimated cost for this is in the region of £23,500 per annum.

The Renewable Energy Guarantee Origin rate can vary each year and should be assessed on an annual basis, with a decision taken as to whether to opt in. The decision whether to opt into the Renewable Energy Guarantee Origin premium and/or switch of purchasing strategy within the contract term is to be delegated to the Head of Asset Management in consultation with the Head of Procurement.

Procurement Title Extra Care Services	
Procurement Option OJEU – Open Tender under the Light Touch Regime	
New or Existing Provision Existing – current contract end on 23/07/2020.	
Estimated Contract Value and Funding Arrangements Annual value of all schemes combined is currently around £1.2m, though this may fluctuate depending on occupancy and eligible needs of service users. The total estimated contract value will be in the order of £7-8m over six years to be met from the adult social care budget.	
Contract Duration Initial period of three years with an option to extend the contracts beyond the initial term for a maximum period of six years in total.	
Lotting Extra Care Services will be lotted according to the location of the schemes. There are eight schemes to be tendered in this procurement, and the proposal is to offer six lots in total. <ol style="list-style-type: none"> 1. Ainscough Brook (Preston) 2. Hyndbrook House & Kirk House (Accrington) 3. St Annes Court (Clitheroe) 4. Bannister Brook Extra Care & Greenwood Court (Leyland) 5. Marlborough Court Extra Care (Skelmersdale) 6. Stanner Lodge (Lytham St Annes) 	
Evaluation	
Quality Criteria 60%	Financial Criteria 40%
*Social Value to be weighted at 10% focussing on training and employment opportunities for the people of Lancashire and raising the living standard of local residents	
Contract Detail <p>Extra Care Housing offers a real alternative to residential care by providing self-contained flats, communal facilities and on site domiciliary care and support, which is available to all tenants. Extra Care Housing offers independent living by providing services and support that are tailored to be flexible and responsive to people's changing needs. All services proposed are for older people.</p> <p>The Council recognises the unique nature of Extra Care Housing and the need to ensure that there is a 24 hour staff presence on site. This will be provided via a core/background service, which is available to all individuals. This service is intended to be flexible and able to respond to the unplanned needs of tenants, to contribute to meeting wider wellbeing needs and to develop the community aspects of the schemes.</p> <p>A proportion of service users in the Extra Care Schemes will have individual eligible care needs, which will be met via a planned care service. The Council envisages that a number of individuals who require care will choose to receive it from the onsite provider of the core/background service, where the services that are being offered are high quality, flexible and personalised. However, service users are able to choose any provider to deliver their planned care.</p> <p>Consequently, the budgetary spend for the new contracts will be split into two parts:</p>	

- the block purchase arrangement for the core/background element of the service as described above and
- spot contracts for the planned care.

Procurement Title

Safer Roads Fund Programme

Procurement Option

Crown Commercial Service (Framework Agreement) – Traffic Management Technology 2 Framework

New or Existing Provision

New project

Estimated Contract Value and Funding Arrangements

The total value of the scheme is £6m, which will be funded by DfT Safer Roads Fund monies in the Highways Capital Programme.

Contract Duration

The duration of the Contract will be 5 years plus options to extend by a maximum of 2 years (in one year periods (5+1+1))

Lotting

The contract will not be lotted as there is a need for consistency across all locations within the project.

Evaluation

Crown Commercial Services have evaluated suppliers on the Framework Agreement in compliance with EU Regulations. The evaluation included financial standing, technical capability, and experience.

The weighting for the further competition under the framework is:

Quality Criteria 80%**Financial Criteria 20%**

5% of the Quality Criteria weighting will be allocated to evaluate Social Value.

Contract Detail

Lancashire County Council have been successful in securing funding for five route lengths from the Safer Road Fund. The schemes aim is to reduce the risk of fatal and serious collisions, which will increase the International Road Assessment Programme Star Rating for each of the identified routes.

The contract covers the funding awarded by the DfT for:

A6 from Lancaster to M6 Junction 33

A581 Rufford to Euxton

A588 Lancaster to Skippool

A682 Barrowford to Long Preston

A683 Lancaster to Kirby Lonsdale

The scope of the works for each of these routes includes:

- Design, installation and maintenance of a system of average speed cameras,
- Supply, installation and maintenance of solar powered LED road studs,
- Supply and installation of high visibility white lining, and
- Supply and installation of vehicle restraint barriers.

The target start date is 1st July 2020 and will include for installations, completed by 31 March 2022 and maintenance through to 31st March 2027.

Procurement Title

Highways Repairs & Maintenance service based on dayworks rates

Procurement Option

OJEU - Open Tender

New or Existing Provision

Existing contract that is due to expire on 21/5/2020.

Estimated Annual Contract Value and Funding Arrangements

The estimated annual value is £2m with a total value over the four years of the Framework of £8m.

This will be funded from the Highways revenue budget

There is no commitment, or guarantee of the value of these services and/or the number of call-offs to be placed with suppliers appointed to the Framework Agreement.

Contract Duration

The contract will be let for an initial period of two years with the option to extend for two further years. The new Framework Agreement will commence 22/05/2020.

Lotting

The Framework Agreement will be split into five Lots:

Lot 1 – General Civils (Inc. Maintenance & Shallow Drains)

Lot 2 – Deep Drainage

Lot 3 – Confined Spaces

Lot 4 – Structures

Lot 5 – Street Lighting

Evaluation

The Crown Commercial Services approved Selection Questionnaire (PAS 91) will be used to evaluate potential supplier information. The evaluation will consist of:

Stage 1 : A selection questionnaire to ascertain suppliers' financial status, technical capability, experience, and references, with particular reference to their 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, the award stage.

Stage 2: The award criteria will be based on a schedule of rates for each Lot. Award will be based on 100% Price (Schedule of Rates).

Contract Detail

Lancashire County Council has an ongoing requirement for a Framework Agreement for Highways Repairs & Maintenance service based on dayworks rates.

The Framework Agreement will be used by Highways, to deliver repairs for :

- General Civils (includes Maintenance & Shallow Drains): Highway maintenance/cyclic maintenance/construction/ Shallow Channel drainage (Lot 1)

- Deep Drainage: Point drainage, which intercepts water at gullies (points). Gullies connect to drainage pipes beneath the ground surface and deep excavation is required to facilitate this system. Support for deep trenches is required in the shape of planking, strutting or shoring (Lot 2)
- Confined Spaces: Confined Spaces defined as Cellars, Chambers, Pits, Tanks, Flues, Boreholes, Manholes, Sewers, Drains, Pipes, Boilers, Shafts, Tunnels, Culverts (Lot 3)
- Structures: Construction, maintenance and repairs of Bridges, structures & retaining walls (Lot 4)
- Street Lighting: Bulk change, lanterns, installations, takedowns and signage (Lot 5)

Award of Contracts under the Framework

Suppliers will be ranked in each Lot based on a schedule of rates provided. Low risk work will be allocated to highest ranked contractor available to complete the works programme.

Medium to high risk work (for example works deemed to involve complex requirements, elements of specialised working or specific regulatory requirements, as determined by Lancashire County Council prior to call off) will be allocated to the highest ranked supplier provided that the supplier is able to demonstrate, on a pass/fail basis, task specific health and safety methods and assessments prior to such work taking place; such that Lancashire County Council has confidence that the supplier can safely, pursuant to its health and safety obligations, perform the work.

Should the highest ranked supplier not be able to demonstrate compliance with the identified criteria, the work will be offered to the next highest ranked supplier on the list who will be required to demonstrate such compliance, and so on.

To ensure that the Framework Agreement remains competitive throughout the duration of the framework annual mini-competition will be conducted with all suppliers on the Framework Agreement.

Report to the Cabinet

Meeting to be held on Thursday, 6 February 2020

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

Electoral Divisions affected:
(All Divisions);

Property Asset Management Strategy

(Appendix 'A' refers)

Contact for further information:

Mel Ormesher, Tel: (01772) 536966, Head of Service - Asset Management,
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Executive Summary

This report sets out the draft Property Asset Management Strategy for consideration.

Recommendation

Cabinet is asked to:

- (i) Approve the Property Asset Management Strategy as set out in Appendix 'A'.
- (ii) Authorise the Director of Strategy and Performance, in consultation with the Leader of the County Council, to approve a detailed delivery plan for the Property Asset Management Strategy.

Background and Advice

The Property Asset Management Strategy provides a road map for the development of a coherent approach to how our property portfolio is used, maintained and, where necessary, acquired or disposed of.

The property portfolio provides many of the physical locations through which the county council is able to meet the needs of service users, provide school places, and to protect and support vulnerable children, young people and adults. They also provide a place in which people are able to connect with their local community and access culture, heritage and the Lancashire landscape. Investment in these assets can enhance the council's ability to retain staff, support economic growth in the county and generate income where appropriate.

Whilst the corporate landlord model of property management has been adopted, the strategy recognises that a number of measures are still required to enable the organisation to embed the principles of this approach and ensure that the property portfolio is best able to support service delivery, provide high quality residential settings and school places, facilitate community use and contribute to the economic development of the county.

This framework will generate the development of a delivery plan with a range of policies and operational guidance and will complement the Capital Strategy 2020-2040 in delivering against the priorities and core values as set out in the Corporate Strategy.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk Management

Legal

The property asset management strategy will provide a framework with which the council can ensure it meets its statutory duties as property owner and landlord.

Financial

Whilst there are no specific financial requirements set out in this strategy, more specific implications will be referred in the Medium Term Financial Strategy, Capital Delivery Programme 2020-2023 and Capital Strategy 2020-2040.

Property Asset Management

The property asset management strategy provides a framework that will enable the council to operate a robust corporate landlord model of property management. The strategy follows the guidance set out by The Chartered Institute of Public Finance and Accountancy in its publication, Strategic Property Asset Management Framework, 2018.

This approach also supports good practice in estate management for schools, as set out by the Department for Education. Building projects taken forward will be in accordance with planning and section 77 of the School Standards and Framework Act 1998.

Procurement

Delivery of this strategy will entail the development of a capital programme of works. Where such works are approved, 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 such as the rotational list for building works, the Partnering 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

N/A

Property Asset Management Strategy

February 2020

Draft version 0.2

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1. Introduction

The property portfolio consists of just under 2000 assets which include a range of operational premises such as: libraries; family centres; day and residential care; depots; office accommodation; cultural and heritage assets; and schools, as well as land held for future educational use, highway schemes and countryside sites. This strategy sets out the framework for a corporate approach to managing these assets in an efficient and effective way through the adoption of:

- A corporate landlord governance model;
- Clear prioritisation of projects and expenditure; and,
- The adoption of corporate standards for maintenance, utilisation and disposal of assets.

The asset management strategy will support delivery of the corporate strategy and objectives through use of the property portfolio. By applying a corporate landlord model this will: facilitate long term change in how our premises are used and managed; improve engagement with occupying services; enable agreed priorities to be aligned with the capital strategy and support the establishment of clear business processes.

2. Background

This asset management strategy provides a framework that will enable the council to operate a robust corporate landlord model of property management. The strategy follows the guidance set out by CIPFA in its publication, Strategic Property Asset Management Framework, 2018.

Whilst the corporate landlord model has been adopted, the strategy recognises that a number of measures are still required to enable the organisation to embed the principles of this approach and ensure that the property portfolio is best able to support service delivery, facilitate community use and contribute to the economic development of the county.

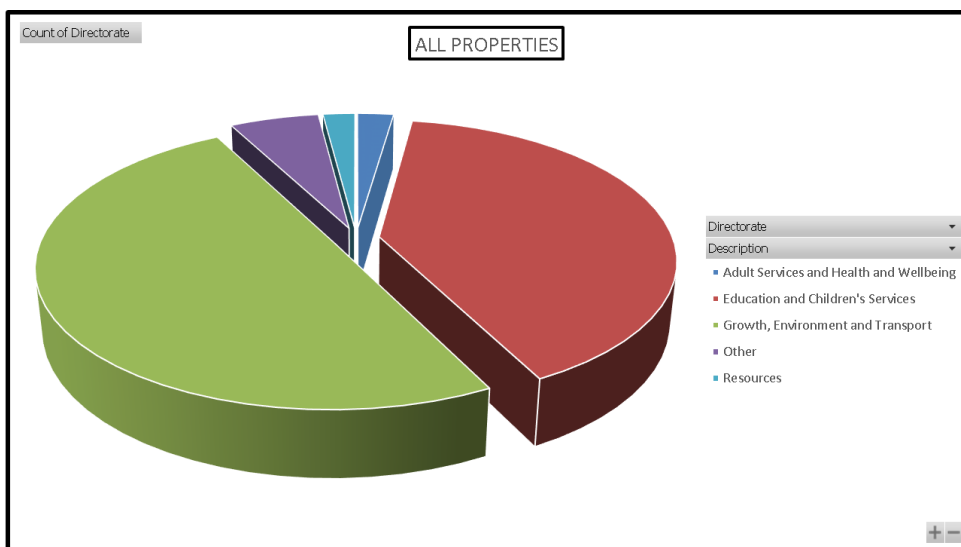
This framework will generate the development of a delivery plan with a range of policies and operational guidance (Annex 1) and will complement the Capital Strategy 2020-2040 in delivering against the priorities and core values as set out in the Corporate Strategy:

- Lancashire will be the place to live.
- Lancashire will be the place to work.
- Lancashire will be the place to prosper.
- Lancashire will be the place to visit.
- Lancashire will be the place where everyone acts responsibly.

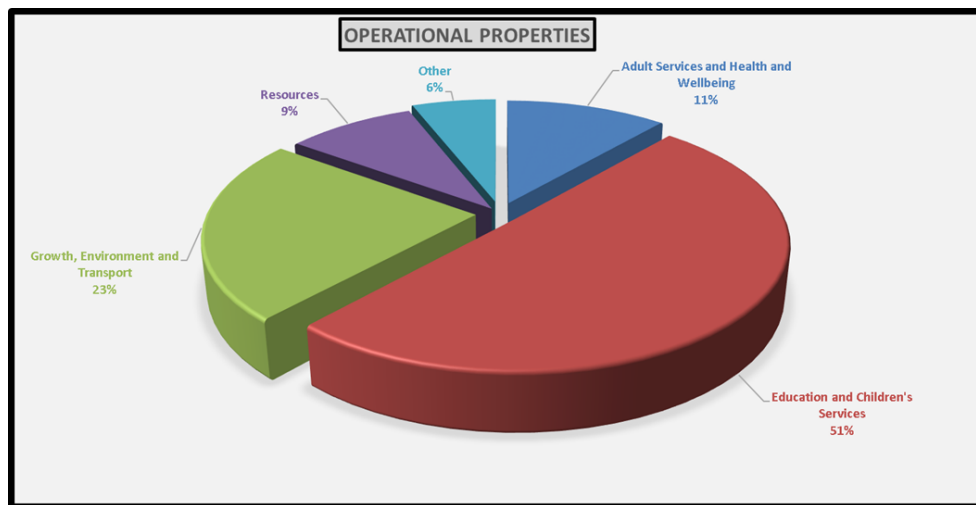
3. Where we are as an authority

The council's property portfolio, inclusive of freehold, leasehold and management interests, has an approximate value of £2 billion on the asset register. The running cost of the operational portfolio is in excess of £13.9 million per annum with maintenance carried out on a risk based prioritisation basis where items under £10,000 are addressed through the reactive maintenance budget and larger condition and suitability works through the capital programme. This excludes school premises where the running costs are managed through individual school budgets and maintained through a combination of condition grant from the Department for Education managed by the council and devolved capital funding to schools. Cabinet has recently approved a set of principles which underpin capital investment in the schools portfolio and this strategy will support that approach.

Within the portfolio there is a vast range of different types of building and land holdings. A number of premises are well-designed and purpose built or have been subject to recent investment to ensure they are fit for purpose including County Hall, White Cross Neighbourhood Centre and a number of re-opened libraries. A small number of schools were built under Private Finance Initiative (PFI) arrangements which aimed to rebuild, renew and refurbish the school estate and provide education buildings and ICT facilities fit for future learning. Some premises may reflect the historic service delivery models of the time when they were acquired or last benefitted from significant investment whilst others are constrained by their site and location with limited opportunity for re-development. By nature of some of the characteristics of such premises it may not always be possible to dispose or re-purpose them for example; heritage assets and those with restrictive covenants, and so the council must find the best use for those assets within such constraints or an alternate model for their future management. As the council reshapes and adopts new ways of working it is important that the retained accommodation is able to support and enable effective service delivery and appropriate community use. Not all parts of the portfolio are appropriately designed for or best located to fully support modern service delivery aspirations. The first chart below shows all assets by group:



This second chart shows how the 387 operational premises are utilised by the primary occupying service. It does not show where services are co-located and excludes some 600 schools.



4. Risks and opportunities

As corporate landlord, a number of statutory duties are incumbent on the council to fulfil which includes ensuring that appropriate arrangements for premises management are in place and that premises are safe, warm and dry.

This strategy will put in place a mechanism for improved collaboration between services and shared accountability for the management of the property portfolio. It will also improve occupying services understanding of how premises are managed and their respective responsibilities, as well as giving clarity on how requests for change, repair and improvement can be brought forward for consideration as part of a managed process of prioritisation.

This is not a static document but a strategic approach which actively looks for future opportunities to enhance and adapt the portfolio. Not only is it necessary to support current service delivery but also to be flexible enough to take advantage of trends, developments in technology and the environment in order to understand the potential opportunities and impact on how property assets are utilised.

Use of third party premises may be more appropriate where the council's assets do not meet need or where the integration of services with those of partners necessitates a different approach. The One Public Estate and One Partnership programmes are just two of the strategic opportunities that are available and it is likely that others will emerge.

It is important that as a council action is taken to address the climate change agenda and reduce carbon output whilst moving towards a more sustainable portfolio which contributes to the economic development of the county. This not only entails working towards the carbon neutral operation of buildings and energy use but operationally aiming to minimise the need for staff travel as well as public travel in order to access

council services. Such an approach links to the digital agenda in addition to a review of the locations from which the council operates.

5. Asset management objectives

The property portfolio provides many of the physical locations through which the council is able to meet the needs of service users, and to protect and support vulnerable children, young people and adults. They also provide a place in which people are able to connect with their local community and access culture, heritage and the Lancashire landscape. Investment in these assets can enhance our ability to attract and retain staff, support economic growth in the county and generate income where appropriate.

The following priorities set out the key commitments and activities necessary to meet the property asset management requirements of the council. They will be kept under review to ensure that our approach to asset management keeps pace with changes in the wider environment and regulatory requirements.

Objective 1. Our premises will be safe.

- Premises managers will be supported to ensure they can carry out clearly defined responsibilities with appropriate guidance.
- We will monitor premises compliance against a range of statutory and regulatory requirements across the portfolio
- We will ensure that we keep up to date with changes in legislation and regulation.
- We will apply appropriate occupancy standards for our buildings to ensure that we make the most effective and efficient use of the space available whilst maintaining appropriate accommodation standards for our staff, customers and clients.
- We will ensure that our private finance initiative (PFI) contracts which provide a number of school premises are effectively managed with appropriate client side resource.

Objective 2. Our premises will be maintained to an agreed standard.

- We will carry out a regular programme of condition surveys over a five year cycle with additional inspections as appropriate to particular asset groups.
- We will provide a forward plan of condition related repairs and maintenance based on clear set of prioritisation criteria (Annex 2) and lifecycle management that will minimise the need for urgent works.
- We will provide a reactive maintenance service for unforeseen repairs within an agreed framework.
- We will manage our heritage assets in line with relevant legislation and the nature of their use through the application of appropriate design standards and materials taking into consideration potential ongoing risk to the property.

- We will manage our land and countryside assets in line with relevant legislation and the nature of their use.
- We will identify a minimum standard for the maintenance of specific groups of assets.
- We recognise that a number of our premises provide a short-stay or permanent home for some of our most vulnerable children, young people and adults, and will ensure that they are maintained to an appropriate standard which takes account of this important fact alongside Ofsted and Care Quality Commission recommendations.

Objective 3. Our premises will be suitable for service delivery.

- We will carry out a planned programme of property reviews of our accommodation in line with agreed service strategies to assess location and premises suitability.
- We will maximise use of our premises to ensure value for money in the retained portfolio.
- We will provide a forward plan of suitability works to ensure services are accessible and able to deliver as necessary.
- We will facilitate premises use by partners and communities as appropriate.
- We will ensure there is a high quality school place for every child in Lancashire that wants one
- We will ensure that we have suitable and sufficient accommodation for care service provision.

Objective 4. Our premises will be managed to reduce energy consumption and reduce the carbon footprint of the council.

- We will install energy efficient infrastructure and systems where possible and green energy generation systems where appropriate as part of our planned capital programme.
- We will encourage ways of working which reduce energy use in our premises.
- We will procure green energy supply through our contracts.
- We will utilise digital solutions and location criteria which maximise the accessibility of our services and minimise the need to travel to our premises where possible.

Objective 5. When our premises are no longer required for delivery of our services they will be considered for alternative objectives or disposed of in the most appropriate and timely way possible. In particular, surplus assets may be reused; redeveloped; or disposed of; or new assets acquired; for economic development purposes.

- We will consider whether assets should be retained or disposed of such as for /to public sector partners for delivery of services or other public sector uses
- We will identify assets including acquisitions that present redevelopment opportunities or can support economic growth in the county.

- When no longer required for delivery of services, we will consider retaining, reusing, preparing (e.g. demolition) or disposing assets for economic development purposes,
- We will maximise income from third party use of surplus assets;
- We will consider opportunities for community asset transfer in appropriate circumstances and put such arrangements in place at the earliest opportunity
- We will ensure that disposals take place as quickly as possible to reduce ongoing liability for premises costs.

6. Governance and performance management

A Property Asset Management Board will be established to provide oversight and guidance and ensure that programmes and schemes of work put forward for decision making are underpinned by a clear evidence base. Progress against the delivery plan will be reported by exception, highlight, risk and opportunity.

The board will provide effective challenge to ensure that resources are efficiently used, that the provision of space meets the expected standards and that requests for projects achieve value for money. It will also determine where it is necessary to carry out formal consultation if proposals represent a substantial change or where there are potential equality impact considerations.

The board will include representation from:

- Director of Strategy and Performance (chair)
- Head of Service: Asset Management (business manager)
- Asset Manager/s (programme management)
- Director of Finance
- Head of Service: Design and Construction
- Head of Service: Estates
- Head of Service: Commissioning (start well)
- Head of Service: Commissioning (live well, age well)
- Director/Head of Service: Economic Development

To ensure momentum and pace is maintained in implementation of the asset management strategy and delivery plan there will be a clear system of performance reporting established to include:

- Progress reports to the Property Asset Management Board and Corporate Management Team (Performance Board)
- Annual report setting out a deep dive performance review to Cabinet Committee on Performance Improvement
- Key metrics to be reported to the Resources Financial Management Board

7. Finance and approvals

The financial requirements associated with the delivery of this strategy will be set out in the capital delivery programme, medium term financial strategy and specific delivery programmes as they are developed. The approval process will follow that of the capital strategy and include the following elements:

- Development of an annual business cycle that incorporates service and geographic based property reviews, priorities identified from condition survey and lifecycle requirements, premises management information and the requirement to provide additional school places. Project requests will be appraised to ensure that recommended programmes of work are promoted by the Property Asset Management Board.
- Draft programmes will be submitted to Capital Board where proposals for funding will be assessed.
- Recommended programmes of work will be reported to Cabinet for consideration and decision making.
- Where a need for works is identified outside of the programme setting process then business cases will be considered by exception as per the capital strategy. This may include where the identified risks associated with not carrying out the works may result in harm to users of the premises or damage to the reputation of the council and cannot be mitigated otherwise.

8. Implementation

This strategy will be supported by an asset management delivery plan that will detail the actions necessary to ensure that the priorities set out are delivered against clear milestones and targets.

Annex 1: Policies and operational guidance

Set out below is a range of policies and operational guidance which is either in place or will be developed as part of the property asset management strategy delivery plan. This includes but is not limited to:

- Premises use policy, 2018
- Community asset transfer policy, 2016
- Vacating premises procedure
- Principles underpinning capital investment in schools, 2020

In development:

- Property asset management strategy delivery plan
- Requests for projects and property review process
- Premises compliance policy
- Energy policy
- Review of existing premises manager guidance and training

Annex 2: Premises condition prioritisation criteria

The following criteria is adapted from Department for Education guidance on the management of school building condition and applies equally to the management of the wider retained portfolio.

i) Existing condition grading

The condition of each element should be assessed, using the following recommended grades:

- Grade A (Good) - Performing as intended and operating efficiently.
- Grade B (Satisfactory) - Performing as intended but exhibiting minor deterioration.
- Grade C (Poor) - Exhibiting major defects and/or not operating as intended.
- Grade D (Bad) - Life expired and/or serious risk of imminent failure.

ii) Priority grading

Once the condition of premises has been assessed, priorities should be allocated according to the seriousness of the condition revealed and the urgency associated with any breaches of legislation. This should have particular regard to the possible consequences of deferring works.

The following priority grades are recommended in the context of a five year planning period:

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

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

Priority 3. Desirable work required within three to five years that will prevent deterioration of the fabric or services and/or address a low risk to the health and safety of occupants and/or remedy a minor breach of legislation.

Priority 4. Long term work required outside the five year planning period that will prevent deterioration of the fabric or services

Report to the Cabinet

Meeting to be held on Thursday, 6 February 2020

Report of the Director of Strategy and Performance**Part I**Electoral Divisions affected:
(All Divisions);**Corporate Strategy Monitoring - Recommendations of Targets for Key Performance Measures**

(Appendix 'A' refers)

Contact for further information:

Donna Talbot, Tel: (01772) 534300, Head of Service - Business Intelligence,
donna.talbot@lancashire.gov.uk**Executive Summary**

Performance indicators have been agreed by the Cabinet Committee on Performance Improvement against the 5 objectives of the Corporate Strategy, some reported quarterly, some annually. These indicators, set out in Appendix 'A', will form the content of future quarterly corporate performance monitoring reports to the Cabinet Committee on Performance Improvement. Targets have also been proposed for the indicators and were shared with the Internal Scrutiny Committee.

Recommendation

Cabinet is asked to note the performance indicators and approve the targets presented at Appendix 'A' for future monitoring by the Cabinet Committee on Performance Improvement.

Background and Advice

The Corporate Strategy, 'A vision for Lancashire' with 5 over-arching objectives was approved by Full Council on 14 February 2019. The presentation to Full Council included high level key performance metrics, to enable members to monitor progress against the following 5 key objectives over a number of years, and to establish plans for corrective action where necessary:

- Lancashire will be the place to live
- Lancashire will be the place to work
- Lancashire will be the place to prosper
- Lancashire will be the place to visit
- Lancashire will be the place where everyone acts responsibly

All members of all scrutiny committees were invited to attend the 'Corporate Strategy – Scrutiny of Key Metrics' workshop held on 13 June 2019, to debate the proposed key metrics or identify additional ones as needed. Following on from the workshop, a report reflecting the considerations and officer recommendations was provided to all members of all scrutiny committees. The proposals were presented to, and approved by, the Cabinet Committee on Performance Improvement on 15 October 2019.

The agreed performance indicators are set out at Appendix 'A' with an indication of frequency of reporting, the responsible directorate, current performance, the proposed targets and the rationale for the target. Some of the metrics reflect the county council's enabling and influencing role, rather than its direct responsibility. Targets are proposed against the metrics in Appendix 'A' and were presented to Internal Scrutiny Committee on 17 January 2020 to review and ensure that the targets set are appropriate. Internal Scrutiny Committee noted the performance indicators and provided feedback on the targets; where possible and feasible suggestions from the committee will be acted upon.

The performance indicators that are available quarterly will be included in the quarterly corporate performance monitoring report provided to the Cabinet Committee on Performance Improvement. These will be supplemented by detailed reports which will be scheduled for presentation to the Cabinet Committee over the year, to enable a more in-depth discussion.

Services will be responsible and 'own' their performance indicators. An officer led performance board is being established and performance issues will be escalated to the Cabinet Committee. These measures, along with the detailed reports will enable the overall success and progress of the Corporate Strategy to be demonstrated.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

No significant risks have been identified in relation to the proposals contained within this report.

List of Background Papers

Paper	Date	Contact/Tel
None		

Reason for inclusion in Part II, if appropriate

N/A

Lancashire will be the place to live

Performance Indicator	Frequency	Directorate	Current Performance	Good is	2020/21 Target	Rationale
Percentage of highways defects repaired within published timescales <ul style="list-style-type: none"> • Safety Carriageway Defects repaired within 4 hours (emergency) • Safety Carriageway Defects repaired within 2 working days (urgent) • Safety Carriageway Defects repaired within 5 working days (non-urgent) • Safety Carriageway Defects repaired within 20 working days (non-urgent) 	Quarterly	Growth, Environment and Transport	91.46% (Q2 2019/20) 96.05% (Q2 2019/20) 94.37% (Q2 2019/20) 99.23% (Q2 2019/20)	High	95% 95% 90% 90%	As currently detailed in Highways policy.
Percentage of recycling, reuse and composting of waste	Quarterly	Growth, Environment and Transport	45% (Q2 2019/20)	High	50% (current national target)	Waste Framework Directive (national) target adopted in current Lancashire Municipal Waste Strategy.
Percentage of children and young people who received targeted early help support from Children and Families Wellbeing service which successfully met their identified needs	Quarterly	Education and Children's Services	65% (April - Sep 19) 6 month average.	High	66%	To maintain/improve performance in 2020/21.
Percentage of children looked after who are actually living in Lancashire	Quarterly	Education and Children's Services	77.6% (Oct 19)	High	80%	To improve performance in 2020/21.
Percentage of children achieving a good level of development at the Early Years Foundation Stage	Annual	Education and Children's Services	69.2% (2018/19)	High	72.8%	England average 71.8%
Percentage of Health Checks undertaken of quarterly target number offered	Quarterly	Adults Services and Health and Wellbeing	LCC Q2	High	75%	Local LCC Measure. Offer number usually exceeds the 17,603 target.

Corporate Strategy Key Performance Indicators

			66.9% Uptake (11,780 of 17,603)			
Percentage of Health Checks undertaken of all Offered (year to date)	Quarterly	Adults Services and Health and Wellbeing	LCC 2018/19 (50.1%) Eng 2018/19 (45.9%)	High	58% uptake of all offered Health checks	National measure against all offers, as per Public Health England measure. Target to improve performance to upper quartile
Percentage of adults and older people whose desired safeguarding outcomes are met	Quarterly	Adults Services and Health and Wellbeing	66.8% (Q2 2019/20)	High	70.3%	68.1% (Eng) 65.1% (NW)
Percentage primary pupils offered one of top three preferences (1)	Annual	Education and Children's Services	97.9% (April 19)	High	Maintain Quartile 2, above NW and Eng average	NW 97.6% Eng 97.5% (April 19)
Percentage secondary pupils offered one of top three preferences (1)	Annual	Education and Children's Services	95.3% (March 19)	High	Maintain Quartile 2, above NW and Eng average	NW 94.4% Eng 93.0% (March 19)
Percentage of Care homes in Lancashire rated as Good or Outstanding – all Care Home provision (LCC and non-LCC maintained)	Quarterly	Adults Services and Health and Wellbeing	83.2% (Q2 2019/20)	High	83.5%	82.7% (Eng) 82.2% (NW)
Percentage care providers in the community rated as Good or Outstanding - all Community Based provision (LCC and non-LCC maintained)	Quarterly	Adults Services and Health and Wellbeing	95.6% (Q2 2019/20)	High	96%	86.8% (Eng) 92.3% (NW)

(1) Members requested that indicators relating to the ability of parents to get children into their choice of school were included, as it is recognised as an important factor in choosing to live and work in Lancashire.

Corporate Strategy Key Performance Indicators

Lancashire will be the place to work

Performance Indicator	Frequency	Directorate	Current Performance	Good is	2020/21 Target	Rationale
Number of visits to libraries (2)	Quarterly	Education and Children's Services	3, 629,829 (2018/19)	High	4,000,000	10% increase for each library from 2018/19 equates to 4,000,000 visitors.
Number of PNET sessions	Quarterly	Education and Children's Services	564,130 (2018/19)	High	621,000	10% increase on 2018/19 sessions
Number of library events organised and attendance	Quarterly	Education and Children's Services	6,888 (2018/19)	High	8,400	10%+ increase in events across all libraries in 2019/20 & 2020/21
Number of e-downloads	Quarterly	Education and Children's Services	255,572 e-books & audio only (2018/19)	High	293,908	15% increase on 2018/19 figures for e-downloads (books/audio plus newspapers & magazines).
Percentage of pupils reaching the expected standard in reading, writing and mathematics at KS2	Annual	Education and Children's Services	63% (2018/19 provisional)	High	67%	Close to England average 65% (18/19 provisional)
Average Attainment 8 score at GCSE	Annual	Education and Children's Services	46.6 (2018/19 provisional)	High	47.7	Close to England average 46.7 (18/19 provisional)
Percentage of young people in employment education or training	Quarterly	Education and Children's Services	89.9% (2018/19)	High	94.7%	To move out of bottom national quartile and above NW 93.7% (2017/18).
Proportion of children excluded from school	Quarterly	Education and Children's Services	0.19% (2017/18)	Low	0.09%	In line with England 0.10% (2017/18)
Number of graduates choosing to work in Lancashire (3)	Annual	Growth, Environment and Transport	Annual Report – schedule to be confirmed			

Corporate Strategy Key Performance Indicators

Percentage of adults with learning disabilities in employment	Quarterly	Adults Services and Health and Wellbeing	1.9% (Q2 2019/20)	High	3.1%	Eng 5.9% NW 4.4% Target to narrow gap with comparators
Number of volunteers in Libraries	Quarterly	Education and Children's Services	471 (2018/19)	High	600	Increase based on intended communications around home library service and other volunteer initiatives.
Delivery of LCC's digital strategy (4)	Annual	Chief Executive and Director of Resources	Annual Report – schedule to be confirmed			

- (2) There was a query by members as to whether alternative uses of libraries can be reported, such as IT, learning, health and social inclusion and the outcome of community sessions. The proposal is to include some additional performance indicators in the quarterly corporate performance monitoring report (PNET sessions, events and e-book downloads) and to present a detailed report to CCPI on the subject.
- (3) A query was raised about what further information is available regarding graduates working in Lancashire such as whether there are appropriate jobs available, what is the percentage of graduates and do we have the whole picture regarding graduates in the county. The proposal is to present a detailed report to CCPI on the subject.
- (4) An officer recommendation to include the monitoring of the delivery of the Digital Strategy Delivery Plan. This also links to being the place to prosper and the good use of resources. The proposal is for annual monitoring of the LCC Digital Strategy Delivery Plan by CCPI.

Lancashire will be the place to prosper

Performance Indicator	Frequency	Directorate	Current Performance	Good is	Target	Rationale
Number of Rosebud loans provided to new or existing businesses	Quarterly	Growth, Environment and Transport	£100, 000 – 1 investment (July – Sept 2019)	On target	5 year target is £11.25m covering 150 investments (July 2019 – June 2024).	Profiled targets for each year. Initially £2.25m covering 30 investments (July 2019 – June 2020)
Number of jobs created by Boost (5) (6) (7)	Quarterly	Growth, Environment and Transport	117 jobs (Jan – Sept 2019)	On target	1000 jobs target (Jan 2019 - Dec 2022).	Profiled targets for each quarter & year – gradually increasing to meet 2022 target.

Corporate Strategy Key Performance Indicators

New businesses established	Quarterly	Growth, Environment and Transport	63 new businesses (Jan – Sept 2019)	On target	200 new businesses Jan 2019 - Dec 2022	Profiled targets for each quarter & year – gradually increasing to meet 2022 target.
Sustainable transport and travel (8)	Annual	Growth, Environment and Transport	Annual Report – schedule to be confirmed			

- (5) There was a query as to whether data such as new jobs created and new businesses established is being captured, and whether detail such as innovation, home starts, and self-starters is available. All Boost clients are small or medium sized enterprises and an additional performance indicator relating to the number of businesses established will be included in the corporate performance monitoring report. It is proposed that a detailed report is presented to CCPI on the subject.
- (6) A query was raised regarding the impact of superfast broadband on economic development and flexible working. It is proposed that a detailed report is presented to CCPI on the subject.
- (7) A query was raised about the availability of data on Enterprise Zones, and whether the number of advanced/hi-tech manufacturing/research businesses are available. It is confirmed that such data are available and it is proposed that a detailed report is presented to CCPI on the subject.
- (8) Officer recommendation to include information about sustainable transport and travel, including the development of growth corridors, this will have links to economic development, Lancashire being the place to live and work, and to 'acting responsibly'. It is proposed that a detailed report is presented to CCPI on the subject.

Lancashire will be the place to visit

Performance Indicator	Frequency	Directorate	Current Performance	Target	Rationale
Number of visitors to Lancashire (9)	Annual	Growth, Environment and Transport	Targets being reviewed as part of a new tourism growth strategy. Annual Report – scheduled to be confirmed.		
The economic impact of visitors to Lancashire	Annual	Growth, Environment and Transport			

Corporate Strategy Key Performance Indicators

Full Time Equivalent jobs supported by the visitor economy	Annual	Growth, Environment and Transport	
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(9) There was some discussion about promoting Lancashire to increase visitor numbers. Marketing Lancashire is the agency charged with promoting the county on a national and international stage. It is proposed that three indicators provided by Marketing Lancashire are reported to CCPI (Annually) and that a detailed report is presented by Marketing Lancashire to CCPI.

Lancashire will be the place where everyone acts responsibly

Performance Indicator	Frequency	Directorate	Current Performance	Good is	2020/21 Target	Rationale
Improving our population's health and wellbeing (10)	Annual	Adults Services and Health and Wellbeing	Annual Report – schedule to be confirmed			
Percentage of older people (65 and over) who were still at home 91 days after discharge from hospital into reablement/rehabilitation services	Quarterly	Adults Services and Health and Wellbeing	83.3% (Q2 2019/20)	High	87.4%	82.4% (Eng) 84% (NW)
Proportion of adults with learning disabilities who live in their own home	Quarterly	Adults Services and Health and Wellbeing	83.2% (Q2 2019/20)	High	86%	77.4% (Eng) 88.6% (NW)
Proportion of adults and older people receiving long term services who are supported in the community	Quarterly	Adults Services and Health and Wellbeing	69.5% (Q2 2019/20)	High	72%	70.3% (Eng) 72.1% (NW)
Permanent admissions to residential and nursing care homes per 100,000 population aged 18-64 during the year	Quarterly	Adults Services and Health and Wellbeing	14.3 (Q2 2019/20)	Low	13.6	13.9 (Eng) 16.6 (NW)
Permanent admissions to residential and nursing care homes per 100,000 population aged 65+ during the year	Quarterly	Adults Services and Health and Wellbeing	697.8 (Q2 2019/20)	Low	600-680	Better Care Fund target. 580 (Eng) 723.5(NW)
Revenue forecast outturn % variance to budget	Quarterly	Chief Executive and Director of Resources	1.5% Favourable	Low	0	

Corporate Strategy Key Performance Indicators

Proportion of budget supported by reserves (11)	Annual	Chief Executive and Director of Resources	Annual Statement – schedule to be confirmed			
Number of working days per full time equivalent lost to sickness absence	Quarterly	Chief Executive and Director of Resources	11.98 day per full time equivalent employee (Nov 18 to Oct 19)	Low	9.83 days per FTE	Target to be review in 2020.
Progress on the apprenticeship levy (12)	Annual	Chief Executive and Director of Resources	Annual Report – schedule to be confirmed			
Audit report (13)	Annual	Chief Executive and Director of Resources	Annual Statement – schedule to be confirmed			
Progress on organisational development (14)	Annual	Chief Executive and Director of Resources	Annual Report – schedule to be confirmed			

- (10) Officer recommendation to include information about the work being done to improve our population's health and wellbeing, including initiatives to reduce levels of obesity and promote greater levels of activity across all age groups. It is recommended that a detailed report is provided to CCPI about public health initiatives and the outcomes being achieved.
- (11) An officer recommendation to include an additional indicator on the use of reserves, to be reported annually.
- (12) An officer recommendation to report on the use of the apprenticeship levy, which when used effectively provides the opportunity to promote skills development within the county council, resulting in a higher skilled workforce and increased employability. It is recommended that a detailed report is provided to CCPI.
- (13) An officer recommendation to include a statement regarding the council's Annual audit report, as favourable assurance will indicate that the council is acting responsibly.
- (14) A recommendation to monitor progress made regarding organisational development in Lancashire County Council.

Corporate Strategy Key Performance Indicators

Additional detailed 2020/21 annual reports for the Cabinet Committee on Performance Improvement (CCPI) (list not exhaustive – other reports as/when requested)

- Use of libraries such as IT, learning, health and social inclusion and the outcome of community sessions
- Graduates working in Lancashire
- Monitoring of the delivery of the Digital Strategy Delivery Plan
- Economic development, including new businesses, superfast broadband and enterprise zones
- Transport and sustainable travel
- Promoting Lancashire to increase visitor numbers
- Population health and wellbeing
- Use of the apprenticeship levy
- Organisational development

Report to the Cabinet

Meeting to be held on Thursday, 6 February 2020

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

Electoral Division affected:
Lytham;

The Introduction of Contraflow Cycling along the Central Section of North Clifton Street, Lytham

(Appendix 'A' refers)

Contact for further information:

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

zamir.ukadia@lancashire.gov.uk

Executive Summary

This report outlines proposals to provide for lawful contraflow cycle use along a one way length of North Clifton Street, Lytham, between Pleasant Street and Bannister Street.

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

Recommendation

Cabinet is asked to approve the proposed exception for cyclists to the one way order, enabling them to travel east to west along North Clifton Street, Lytham as set out in the plan attached at Appendix 'A'.

Background and Advice

It is proposed to allow contraflow cycling along a one way length of North Clifton Street between Pleasant Street and Bannister Street, a distance of 210 metres.

Informal contraflow cycling is currently taking place to avoid more major roads, the local cycling group is aware of this and has requested that this be formalised and made safer with an exception to the one-way traffic order, signs and road markings.

North Clifton Street sits within a 20mph area, it is a straight road providing excellent forward visibility and the observed vehicle numbers are very low. For these reasons the designer considers contraflow use by pedal cyclists appropriate.

Permitting contraflow cycling has a number of safety-related benefits, such as encouraging cyclists to avoid major traffic routes and reducing footway cycling.

Consultations

The proposal was advertised and formally consulted on during a four week period in April/May 2019. Two objections to the proposals have been received, which are summarised below together with the county council's response.

Objections Summary

- Current speeds, especially in the evenings, are high.
- They would not feel safe cycling in a contraflow system, even though cyclists and cars make this manoeuvre at present.
- People on foot exiting many of the properties on the South side of the road would face the additional possible danger of collision with a cyclist.
- There is no road sign telling motorists that the part of the street from Pleasant Street to Shoppers Walk is one way. Cars and cyclists frequently drive the wrong way.
- Cars/Vans parking illegally on double yellow lines.

In response

The location has been visited on a number of occasions and traffic speeds are considered low with informal contraflow cycling already taking place.

Whilst contraflow cycling already occurring is not in itself sufficient reason to introduce an exemption for cyclists, it does indicate the level of demand for the route. The proposals aim to legalise, formalise and make safer this use through the installation of signs and road markings.

Whilst a limited number of properties do not have the benefit of a footway directly outside the property, it is suggested that residents will already be aware of the proximity of vehicles and cycles and will take that into account when accessing and exiting their properties.

The proposals include regular 'repeater' signs on all entry points along North Clifton Street, reminding drivers of the one way nature of the street. The contraflow cycling will be highlighted at intersections with signing and road markings in appropriate locations.

This proposal represents a practical design solution to formalise the current informal practice.

The concern relating to parking on double yellow lines has been passed on to local officers and will be monitored through parking enforcement as appropriate.

It is the designer's recommendation that the matters raised in the small number of objections received are not sufficient reason to cancel the scheme. The benefits to

many vulnerable users of the highway network are sufficiently evident for the introduction of the contraflow system.

Implications:

This item has the following implications, as indicated:

Risk management

The proposed scheme aims to reduce the number of collisions involving vehicles, cyclists and pedestrians on the busy main road of Clifton Street by creating an attractive alternative route via North Clifton Street.

Failure to implement the proposed changes could lead to further collisions on Clifton Street.

It is proposed to erect supplementary warning and information signs, temporarily to aid recognition and compliance with the scheme. Additional 'repeater' signs will also be provided at intervals along North Clifton Street, to remind drivers of the one way nature of the street.

Financial

The estimated construction cost of the proposals detailed in this report is £3,000. The scheme is being funded from the 2017/18 Cycling Safety Scheme capital programme.

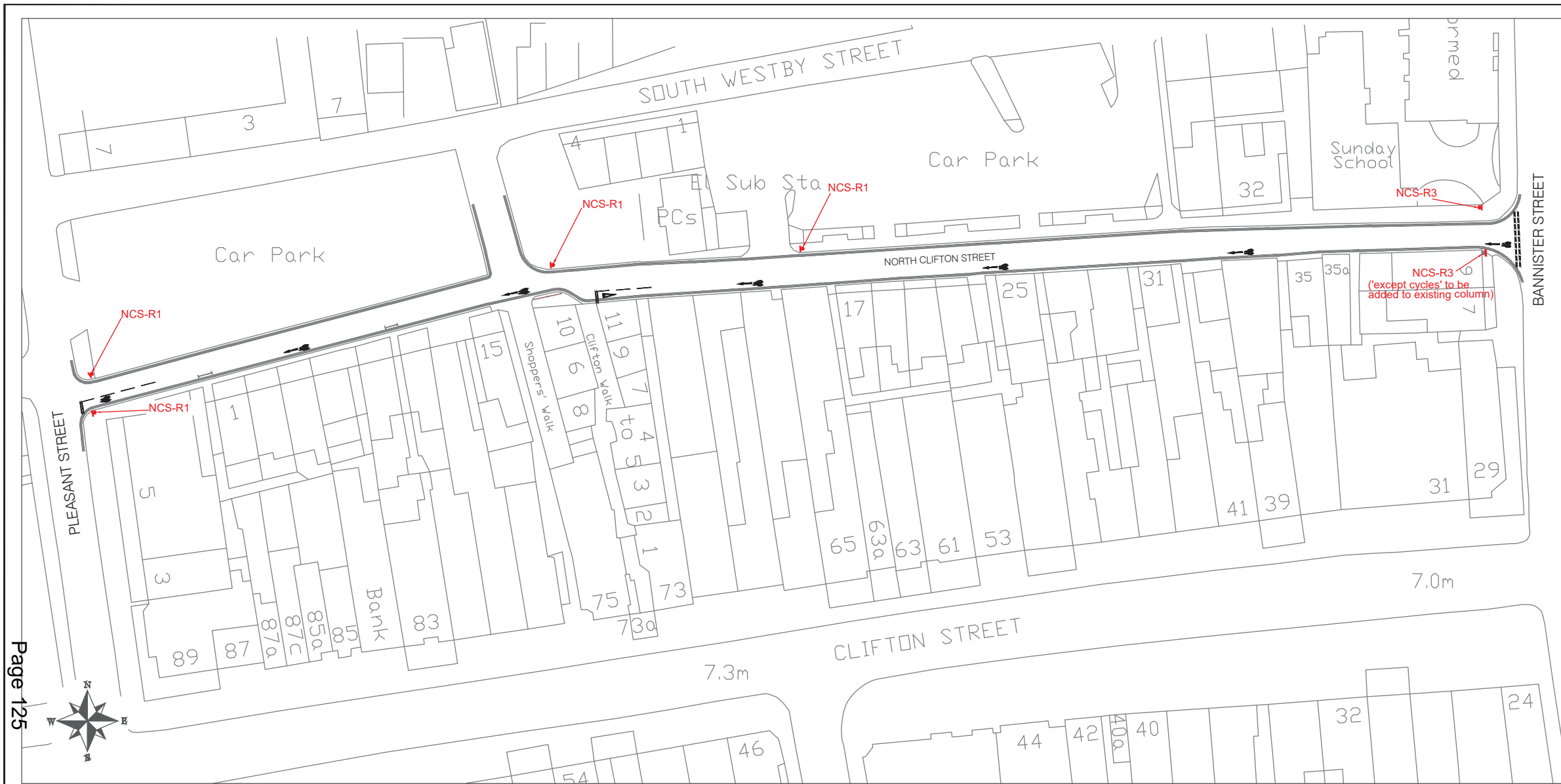
Legal

The proposals have been drafted and advertised in accordance with sections 1, 2 and 4 and part IV of schedule 9 to the Road Traffic Regulation Act 1984 to revoke the existing 'one-way' restriction on North Clifton Street, Lytham and a 'one-way except for pedal cycles' exception will be introduced if the Order is made.

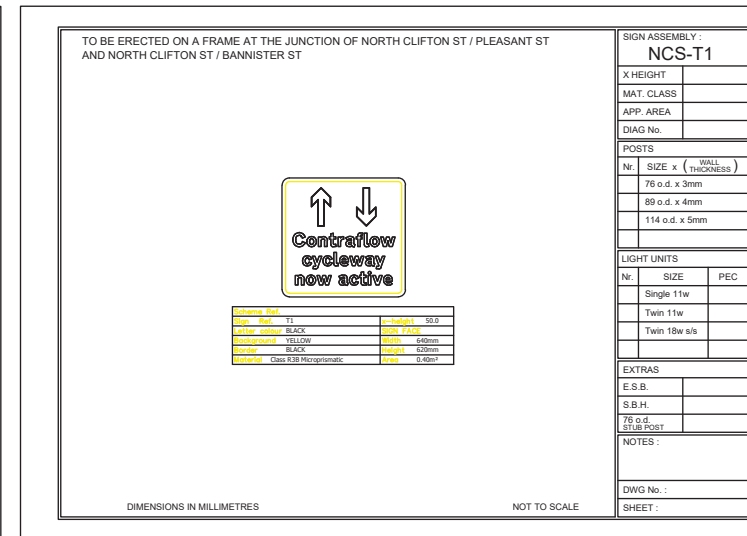
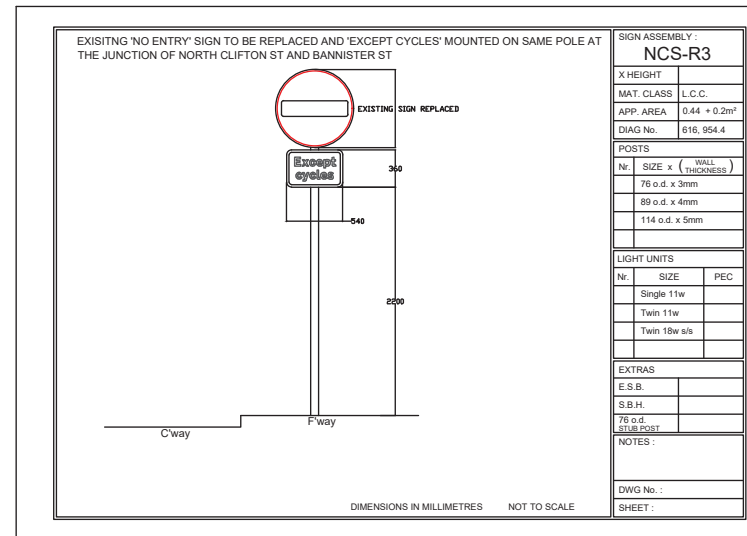
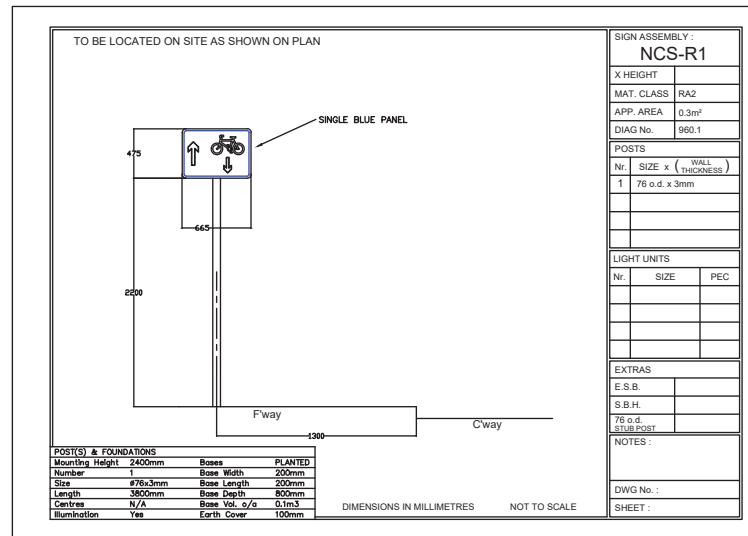
List of Background Papers

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

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NOT TO SCALE

No.	DATE	AMENDMENT DETAILS	CHECKED BY	DRAWN BY
REVISIONS				
Lancashire County Council		Design and Construction		
SCALE BAR (PLOTTED mm)				
PROJECT TITLE: North Clifton Street, Lytham Contraflow Cycle Lane				
DRAWING TITLE: Appendix A				
DRAWN BY: Z UKADIA	CHECKED BY: J BARON			
APPROVED BY: J BARON	DATE: OCT 2019			
PROJECT No.: 7937	DRAWING No.: 7937-004			
SCALE @ A2: 1:500	SHEET No.: 1 of 1	REVISION: A		
CLIENT No.: CLIENT No.	ISSUE PURPOSE: CABINET REPORT			

Appendix A

Report to the Cabinet

Meeting to be held on Thursday, 6 February 2020

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

Electoral Divisions affected:
Preston Rural; Preston West;

Traffic Calming on Hoyles Lane, Cottam, Preston

(Appendices 'A' and 'B' refer)

Contact for further information:

Callum Torrans, Tel: (01772) 537559, Assistant Highway Engineer,
callum.torrans@lancashire.gov.uk

Executive Summary

It is proposed to install traffic calming measures consisting of 19 pairs of road humps (speed cushions) and to reduce the existing speed limit from 30 mph to 20 mph. This is proposed along the length of Hoyles Lane and a short section of Sandy Lane.

A public consultation on both proposals was undertaken with a number of supporting responses and objections received.

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

Recommendation

Cabinet is asked to approve the installation of the road humps and reduction of the speed limit as shown at Appendix 'A'.

Background and Advice

In order to guide long term development growth of the Cottam area, Preston City Council, supported by Lancashire County Council, developed the Cottam area masterplan. The masterplan included a long standing community aspiration to provide traffic calming along Hoyles Lane, Cottam. The traffic calming was identified to help improve highway safety, encourage better speed compliance and make the residential street less attractive as a route for through traffic.

Cottam Way, which itself was constructed in line with the masterplan, now acts as the principal access road linking Lea Road with Tom Benson Way thus reducing the

need for through traffic to use Hoyles Lane. However the fact that Cottam Way has traffic calming measures in place has encouraged some vehicle drivers to continue to use Hoyles Lane as a through route.

As development has come forward in Cottam, funding has been secured through the planning process for the implementation of traffic calming along Hoyles Lane. Funding is available via a section106 agreement under the Town and Country Planning Act 1990 entered into by Preston City Council, Homes and Communities Agency, Lancashire County Council and Storey Homes Limited dated 3 October 2016. This legal agreement specifies monies are to be utilised for the implementation of traffic calming measures along Hoyles Lane, the nature of which have been left to the discretion of Lancashire County Council.

As a result, suitable measures have been designed, taking into consideration the nature of the route, drainage, vehicular driveways, the requirement to facilitate bus access and the level of available funding. These measures have subsequently been advertised and the feedback received is the subject of this report.

Consultations

A formal consultation was carried out between 8 November 2019 and 6 December 2019. This consisted of an advertisement in the local newspaper and the posting of site notices.

Responses

As part of the consultation, the proposals received 19 supporting responses and 7 objections. Out of the supporting responses, 16 supported both the proposed speed cushions and the speed limit change, 2 supported the speed cushions only and 1 supported the speed limit change.

From analysis of the objections, it was identified that numerous points were raised by each objector. Each specific point is addressed below, with a number next to each title to represent how many of the objectors raised each point.

Objection 1 – Traffic will be slowed more than is needed (Speed limit) [1 objector]

Response: It is Lancashire County Council policy to promote 20mph speed limits along residential roads. Significant development has taken place along Hoyles Lane, which has resulted in expansion of the residential nature of the street. It is considered that a reduction in speed limit will complement the traffic calming features in supporting the function of the Lane, reinforcing the message that it is a place for people and not just a route for vehicular traffic. The speed limit will help set an anchor point in driver's minds in regards to exceeding the speed limit.

Objection 2 – Speed cushions could cause damage to vehicles [1 objector]

Response: The Department for Transport (DfT) Local Transport Note 1/07 brings together commissioned and independent research on the use of traffic calming. The

document stresses that vehicles travelling over road humps at appropriate speeds should not suffer damage, provided the humps conform to Highways (Road Hump) Regulations. In addition the note references a study which indicates that accelerated wear is not a significant concern for vehicles which travel repeatedly over road humps. The road humps will be constructed as per current road hump regulations. Consequently vehicle damage is not considered an influencing factor regarding the introduction of these proposals. However the implementation of the 20mph speed limit will also highlight that traffic calming is likely to be present and help encourage appropriate speeds.

Objection 3 – Financial costs for the council due to vehicle damage claims [1 objector]

Response: As highlighted above evidence shows that road humps constructed in accordance with national guidance do not result in vehicle damage. Each claim for highway damage is examined upon its own individual merits. A claim over a compliant road hump or system of road humps would not be considered a valid claim. The county council operates a highway safety inspection policy to identify and subsequently repair defective sections of road infrastructure. Traffic calming features are examined as part of this system. Consequently there would be no increase in financial burden to the council as a result of vehicle damage claims.

Objection 4 – Too many speed cushions are being proposed, a maximum of 5 would be sufficient [1 objector]

Response: Under current guidance the maximum spacing between road humps is 100m, where 60m to 80m is advised. Distances greater than this may increase vehicle speeds significantly. Due to the length of Hoyles Lane, which is in excess of 2km (1.25 miles) the design process has determined that 19 pairs of speed cushions (road humps) is the minimum number of features that would be effective. Installing only 5 road humps along the entire length would have little to no benefit and could have safety implications due to an uneven spacing.

Objection 5 – Increase in air pollution [1 objector]

Response: It is recognised that traffic calming brings about a minor increase in vehicle emissions. However even though traffic calming generally increases emissions per vehicle it is very unlikely that it would result in poor local air quality. Whilst the vehicle emissions may rise slightly for each individual vehicle, by discouraging through usage overall emission levels are expected to reduce. The reductions in speed and traffic volumes is also anticipated to lead to an increase in safety. Hence, it is felt the benefits gained will offset any minor negative aspect.

Objection 6 – Spoil the countryside aura of the area [1 objector]

Response: The safety benefits provided by the speed cushions will offset any negative aesthetical impacts.

Objection 7 – objection to siting of speed cushions between Nos. 179 & 181 Hoyles Lane & between Nos. 251 & 253 Hoyles Lane [2 objectors]

Response: To adhere to current road safety design recommendations the speed cushions must be located a certain distance apart. It is for this reason that it is proposed to locate a pair of speed cushions between the driveway of no. 179 and at no. 181 and between no. 251 and no. 253. Any variation on this location would result in a departure from design recommendations and would also have a knock on effect on the positioning of other speed cushions on Hoyles Lane.

With regards to access to driveways, the cushions themselves have 1 in 5 gradient and a maximum height of 75mm, which when negotiated at low speed should not cause difficulty or discomfort to any vehicle user. Any reduction in average vehicle speeds should assist in the safe access and egress of properties along this road.

Implications:

This item has the following implications, as indicated:

Risk management

The road humps along with the reduced speed limit will improve safety on Hoyles Lane and a small section of Sandy Lane. In addition it will help reduce the attractiveness of Hoyles Lane as a through route, thus strengthening the places for people nature of the semi-rural residential area.

If the road humps and the speed limit reduction are not introduced, the S106 agreement stipulations will not be met. Less effective methods of traffic calming will then have to be considered, which will most likely result in higher overall speeds and the continuing use of Hoyles Lane as a through route.

Should the funding not be utilised for traffic calming measures it is stipulated within the section 106 agreement that it will be returned to the developer along with any accrued interest.

Financial

The estimated costs of the works is £100,193 and the secured s106 is £101,336 which has been received by Lancashire County Council.

The works will be programmed into the 2020/21 capital programme, with the intention that the works will be completed before June 2020.

Legal

The legal procedure to install road humps is under section 90(A) Highways Act 1980 and the Highways (Road Humps) Regulations 1999. The legal procedure to reduce the speed limit is under the Road Traffic Regulation Act 1984 Part VI.

List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A

NOTICE OF PROPOSAL
ROAD TRAFFIC REGULATION ACT 1984
LANCASHIRE COUNTY COUNCIL
(HOYLES LANE, COTTAM, PRESTON CITY) (ROAD HUMPS)



NOTICE IS HEREBY GIVEN that in accordance with Section 90A of the **Highways Act 1980**, Lancashire County Council propose to introduce road humps in the following locations:

- 1) Hoyles Lane, Cottam, from a point 66 metres north east of its junction with the centreline of Sidgreaves Lane for a distance of 3 metres in a north easterly direction;
- 2) Hoyles Lane, Cottam, from a point 152 metres north east of its junction with the centreline of Sidgreaves Lane for a distance of 3 metres in a north easterly direction;
- 3) Hoyles Lane, Cottam, from a point 247 metres north east of its junction with the centreline of Sidgreaves Lane for a distance of 3 metres on a north easterly direction;
- 4) Hoyles Lane, Cottam, from a point 324 metres north east of its junction with the centreline of Sidgreaves Lane for a distance of 3 metres on a north easterly direction;
- 5) Hoyles Lane, Cottam, from a point 222 metres south west of its junction with the centreline of Applewood Road for a distance of 3 metres in a south westerly direction;
- 6) Hoyles Lane, Cottam, from a point 124 metres south west of its junction with the centreline of Applewood Road for a distance of 3 metres in a south westerly direction;
- 7) Hoyles Lane, Cottam, from a point 32 metres south west of its junction with the centreline of Applewood Road for a distance of 3 metres on a south westerly direction;
- 8) Hoyles Lane, Cottam, from a point 39 metres north east of its junction with the centreline of Applewood Road for a distance of 3 metres in a north easterly direction;
- 9) Hoyles Lane, Cottam, from a point 163 metres north east of its junction with the centreline of Applewood Road for a distance of 3 metres in a north easterly direction;
- 10) Hoyles Lane, Cottam, from a point 87 metres south west of its junction with the centreline of Westward Close for a distance of 3 metres in a south westerly direction;
- 11) Hoyles Lane, Cottam, from a point 9 metres south west of its junction with the centreline of Westward Close for a distance of 3 metres in a south westerly direction;
- 12) Hoyles Lane, Cottam, from a point 72 metres north east of its junction with the centreline of Westward Close for a distance of 3 metres in a north easterly direction;
- 13) Hoyles Lane, Cottam, from a point 172 metres north east of its junction with the centreline of Westward Close for a distance of 3 metres in a north easterly direction;
- 14) Hoyles Lane, Cottam, from a point 64 metres north east of its junction with the centreline of Ribbleswood Chase for a distance of 3 metres in a north easterly direction;
- 15) Hoyles Lane, Cottam, from a point 140 metres north east of its junction with the centreline of Ribbleswood Chase for a distance of 3 metres on a north easterly direction;
- 16) Hoyles Lane, Cottam, from a point 124 metres north west of its junction with the centreline of Sandy Lane for a distance of 3 metres on a north westerly direction;
- 17) Hoyles Lane, Cottam, from a point 250 metres north east of its junction with the centreline of Sandy Lane for a distance of 3 metres in a north easterly direction;
- 18) Hoyles Lane, Cottam, from a point 164 metres south west of its junction with the cross roads of Tag Lane, Lightfoot Lane and Tabley Lane, for a distance of 3 metres in a south westerly direction;
- 19) Hoyles Lane, Cottam, from a point 57 metres south west of its junction with the cross roads of Tag Lane, Lightfoot Lane and Tabley Lane, for a distance of 3 metres in a south westerly direction.

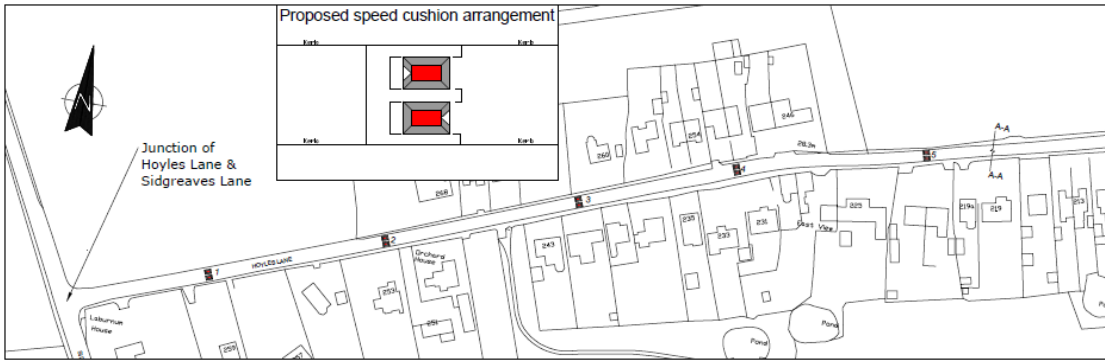
The road humps will have a maximum height not exceeding 75 millimetres, will be 3 metres long and 2.1 metres wide.

Statement of Reasons

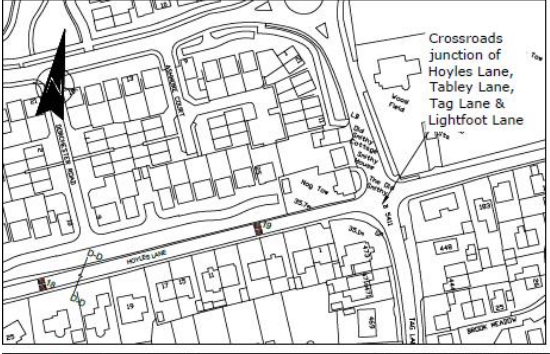
As part of the overall Cottam development masterplan there is an aspiration to remove through traffic from Hoyles Lane. Traffic calming funded via development is proposed to be implemented to compliment a reduction in the speed limit to 20mph and so by discourage the route for through traffic. Speed cushions have been identified as the most suitable form of calming feature to have a positive impact in reducing vehicle speeds whilst retaining residential driveway access.

A copy of the relevant notice and plan, indicating the proposal may be inspected during normal office hours at the offices of the Preston City Council, PO Box 10, Town Hall, Lancaster Road, Preston, PR1 2RL and at the offices of The Director of Corporate Services, Lancashire County Council, Christ Church Precinct, County Hall, Preston PR1 8XJ, and on Lancashire County Councils Website <http://www.lancashire.gov.uk/roads-parking-and-travel/roads/roadworks-and-traffic-regulation-orders/permanent.aspx>. Any representations or objections (specifying the grounds on which they are made) relating to the proposal must be made in writing and should be sent to The Director of Corporate Services, Lancashire County Council, P O Box 78, County Hall, Preston PR1 8XJ or by e-mail to tro-consultation@lancashire.gov.uk quoting ref: **LSG4.AFR.894.10502** before 06 December 2019.

Laura Sales, Director of Corporate Services
08 November 2019



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**NOTICE OF PROPOSAL
ROAD TRAFFIC REGULATION ACT 1984
LANCASHIRE COUNTY COUNCIL
(HOYLES LANE AND COTTAM LANE,
COTTAM, PRESTON CITY) (REVOCATION
AND 20MPH SPEED LIMIT) ORDER 201***



NOTICE IS HEREBY GIVEN that Lancashire County Council propose to make the above Speed Limit Order under Section 84 of and Part IV of Schedule 9 to the **Road Traffic Regulation Act 1984**, as amended, the effect of which is to make traffic management alterations in this general locality.

A copy of the draft Order and associated documents for proposing to make the Order may be inspected:

- a) On Lancashire County Council's website at <http://www.lancashire.gov.uk/roads-parking-and-travel/roads/roadworks-and-traffic-regulation-orders/permanent.aspx>
- b) during normal office hours at the offices of Preston City Council, PO Box 10, Town Hall, Lancaster Road, Preston, PR1 2RL and at the offices of The Director of Corporate Services, Lancashire County Council, Christ Church Precinct, County Hall, Preston PR1 8XJ.

Any representations **or** objections (specifying the grounds on which they are made) relating to the proposal must be made in writing and should be sent to The Director of Corporate Services, Lancashire County Council, P O Box 78, County Hall, Preston PR1 8XJ or by e-mail to tro-consultation@lancashire.gov.uk **quoting ref: LSG4\894.10501\AFR** before the 06 December 2019.

**Laura Sales, Director of Corporate Services
08 November 2019**

Report to the Cabinet

Meeting to be held on Thursday, 6 February 2020

Report of the Head of Service - School Improvement**Part I**Electoral Divisions affected:
(All Divisions);**Determination of Admission Arrangements for Community and Voluntary Controlled Primary and Secondary Schools and Sixth Forms for the School Year 2021/2022**

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

Contact for further information:

Debbie Ormerod, Tel: (01772) 531878, School Admissions Manager
debbie.ormerod@lancashire.gov.uk**Executive Summary**

To determine the admission arrangements for community and voluntary controlled primary and secondary schools and sixth forms schools for the school year 2021/2022.

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

Recommendation

Cabinet is asked to:

- (i) Approve the admission numbers and admission arrangements for community and voluntary controlled primary schools, secondary schools and sixth forms for 2021/2022 as listed at Appendices 'A' and 'B'.
- (ii) Note the issues raised by Community and Voluntary Controlled Governing Bodies and approve the recommendations set out in response, as set out in Appendix 'C'.
- (iii) Approve the admission numbers and criteria for admission set out at Appendices 'A' and 'B', to constitute the Authority's admission arrangements for 2021/2022.

Background and Advice

The county council is the admissions authority for community and voluntary controlled schools. In accordance with Sections 88A-Q of the School Standards and Framework

Act 1998, as amended by the Education and Skills Act 2008 and regulations, the county council is required to consult widely about the proposed admission arrangements for schools where it is the admissions authority.

During Autumn Term 2019, the county council consulted with the governors of community and voluntary controlled schools on the proposed arrangements for admission to those schools for the 2021/2022 school year. The governors were invited to comment on the proposed admissions policy and admission number for their school. Further parties, including other admission authorities within the relevant area for each community and voluntary controlled school, were also consulted about these proposals. A full list of those consulted is included within this report.

The proposed admission numbers for community and voluntary controlled secondary schools, primary schools and sixth forms for the school year 2021/2022 are set out at Appendices 'A' and 'B'.

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

Consultations

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

A response was received from the Diocese of Manchester; there are six Manchester Diocesan voluntary controlled primary schools in Lancashire. The Diocese commented on the timetable dates and requested clarification of wording. Appendices 'A' and 'B' were amended accordingly.

Implications:

This item has the following implications, as indicated:

Risk management

If the admission arrangements are not determined by 28 February 2020, the Authority would not be complying with its statutory obligations.

List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A

DETERMINED ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS FOR 2021/2022

ALL DISTRICTS

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

DETERMINED ADMISSIONS POLICY FOR COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS - 2021/2022

The determined policy for admission to community and voluntary controlled primary schools for 2021/2022 is listed below:-

An admission number will be published showing the maximum number of pupils that the school will admit in the Autumn Term 2021. Parents are given the opportunity to express three preferences for a primary school. Published criteria are used to decide which children should be offered the available places. In primary schools, an equal preference scheme is operated to comply with the Schools Admission Code, whereby three parental preferences are given equal status and are considered equally against the admissions criteria. If a school is oversubscribed, the following criteria will be applied in priority order:

Primary Schools

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

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

When a primary school with a GPA is oversubscribed the following priorities will be applied in order:

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

GPA's relate to:~

Mayfield Primary School, Lytham
Moss Side Primary School
Cottam Primary School
Longsands Primary School
Eidsford Community Primary School
Crawshawbooth Primary School
Waterfoot Primary School

Notes

- (i) The medical, social and welfare criterion will consider issues relevant to the child and/or the family. This category may include children without an EHC Plan/Statement who have special needs.
- (ii) As required by law, all children with a Statement of Special Educational Needs/Education, Health and Care Plan naming a school will be admitted before the application of the over-subscription criteria. Children who have a Statement for Special Needs/EHC Plan will have their applications considered separately.
- (iii) Brothers and sisters includes full brothers and sisters, step children, half brothers and sisters, fostered and adopted children living with the same family at the same address; and full brothers and sisters living at different addresses.
- (iv) The distance criterion which will be used as the tie breaker if there is oversubscription within any of the admission criteria is a straight line (radial) measure. If the Local Authority is unable to distinguish between applicants using the published criteria (eg. Siblings, those living the same distance from home to school, or families residing in the same block of flats) places will be offered via a random draw.

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

Please note that the Local Authority may introduce a new IT measuring system during the admissions round. The radial measurement will continue to be used.

- (v) A child's permanent address is the one where he/she normally lives and sleeps and goes to school from. Proof of residency may be requested at any time throughout the admissions process, (including after a child has accessed a school place).
- (vi) The Local Authority will keep waiting lists for all Lancashire primary schools until 31 August 2021. These are kept in priority order using the school's published admission criteria. From 1 September 2021, waiting lists will be transferred to and retained by individual admission authorities (the Local authority for community and voluntary controlled schools and own admission authority schools will each retain their own list). To comply with the School Admissions Code the waiting lists must be retained until at least 31 December 2021.
- (vii) Children will not normally be able to start school other than at the beginning of the term unless they have moved into the area or there are exceptional circumstances.
- (viii) Applications for school places which are received late will not necessarily be dealt with at the same time as those received by the set deadline. The reasons for a late application may be requested and where these are not exceptional the relevant admission criteria will be initially applied to all others received on time. The late application will be dealt with after this process.

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

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

These may include:

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

Shared Care Arrangements

When a child lives with one parent for part of the week and another for the rest of the week only one address will be accepted for a school admission application. This will normally be the one

where the child wakes up for the majority of school days (Monday to Friday). Proof of residence may be requested at any time throughout the admissions process.

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

Where agreement cannot be reached:~

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

The Local Authority has an obligation to process an application that has been submitted and signed by a parent with parental responsibility. We will consider the living arrangements and apply the shared care arrangement rules.

If there are any challenges to which address is to be used as a child's residency, individual admission authorities will be consulted. In cases where parents are separated and both have retained joint responsibility, the application will be accepted from the parent who is in receipt of the child benefit and with whom the child primarily resides.

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

The Local Authority cannot release information or intervene where disputes or disagreements arise between parents in relation to any DETERMINED or submitted application for a school place.

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

Further evidence can include:~

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

Moving House

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

a particular location, but that they are actually resident in the property. Evidence of your/the child's residency in the new property will be required.

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

If you make a permanent house move after applying, but before allocation procedures have been undertaken, you must contact the Area Education Office. You may be able to change your preferences if you are changing address to a more distant property and the allocation will be based on the new address. We normally require two forms of evidence to confirm a house move. It may on occasions be necessary to request additional documentation, depending upon individual circumstances.

Documents accepted to evidence a house move:~

Proof of purchase or tenancy agreement

Evidence of disposal of previous property

Council Tax document, evidencing the end of residency in previous home.

Council Tax document, evidencing the residency within your new home.

Other forms of evidence may also be accepted at the discretion of the County Council to cover individual circumstances.

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

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

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

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

Applications from abroad (and other areas of the UK)

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

Exceptions will usually include:

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

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

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

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

Geographical Priority Areas – Primary Schools

Geographical Priority Area for the North Area of Lancashire:~

Mayfield Primary School, Lytham St Annes - Geographical Priority Area (GPA) – introduced for the 2017 Admissions round

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

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

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

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

Geographical Priority Areas (GPAs) for South Lancashire Primary Schools – Introduced in the 2011/12 Admissions round

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

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

MOSS SIDE PRIMARY SCHOOL - REVISED

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

Geographical Priority Areas (GPAs) for East Lancashire Primary Schools

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

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

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

CRAWSHAWBOOTH COMMUNITY PRIMARY SCHOOL

Crawshawbooth Community Primary School

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

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

WATERFOOT COMMUNITY PRIMARY SCHOOL

Waterfoot Community Primary School

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

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

Transfer between Lancashire Infant and Junior Schools

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

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

These are:-

- Ribbleton Avenue Infants and Ribbleton Avenue Juniors (Preston)
- Leyland Methodist Infants and Leyland Methodist Juniors (South Ribble)

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

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

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

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

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

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

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

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

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

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

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

Summer born children - Deferring or delaying school entry

Background

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

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

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

When will my child reach statutory school age?

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

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

Delayed admission to Reception

Parents of non-compulsory age children [four year olds] are entitled to inform the Admission Authority of their intention for their child to embark on a pattern of part-time attendance or deferment if that best suits the needs of their child.

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

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

Deferred admission to Reception

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

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

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

All summer born requests for deferred admission will be considered by the individual admissions authority of each preferred school. Where requests are made for differing admission authorities, the request must be sent to the local authority that will co-ordinate the request and the decisions made. If a joint agreement cannot be reached then the decision to defer admission will only stand for any named school that agreed the request.

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

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

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

Making a decision in the child's best interests

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

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

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

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

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

Additional factors for consideration

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

Once a child has been admitted to a school it is for the head teacher to decide how best to educate them. The head teacher may consider that it would be appropriate for a child who has been admitted out of their normal age group to be moved to their normal age group. Any decision to move a child to a different age group would be based on educational reasons and in consultation with the parents. For any child not being educated in the year group in which their chronological age falls there may be complications if a change of school is required or a move to another local authority. It will be for the admission authority of any receiving school to decide whether to admit the child out of their normal age group. This also applies at the time of transfer from primary to secondary school.

Any child who remains a year below their chronological age group will no longer be of compulsory school age during Year 11 of secondary school and therefore will be able to leave school before completing examinations.

There is no formal right to appeal a decision made by the admission authority. However, for schools where the LA is admission authority, a parent may request a review of the decision made.

**DETERMINED ADMISSION ARRANGEMENTS FOR
COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY
SCHOOLS FOR 2021/2022**

IMPORTANT NOTE

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

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

SCHOOL No.	NAME OF SCHOOL	DETERMINED ADMISSION No. 2021/2022
01001	Bowerham Community Primary and Nursery School	60
01002	Dallas Road Community Primary School	60
01003	Willow Lane Community Primary School	30
01011	Castle View Primary School	30
01012	Ryelands Primary & Nursery School	60
01015	Moorside Primary School	90
01018	Nether Kellet Community Primary School	15
01022	Quernmore Church of England Vol. Cont Primary School	15
01023	Tatham Fells Church of England Vol. Cont Primary School	8
01025	Caton Primary School	10
01027	Wray with Botton Primary School	7
01032	Warton Archbishop Hutton's Primary School	26
01044	Carnforth North Road Community Primary School	30
01049	Great Wood Primary School	60
01050	Torrisholme Community Primary School	60
01051	Morecambe Bay Community Primary School	45
01052	West End Primary School	30
01053	Sandylands Community Primary School	60
01054	Lancaster Road Primary School	90
01058	Trumacar Nursery and Community Primary School	45
01060	Westgate Primary School	90
01061	Morecambe and Heysham Grosvenor Park Primary School	45
01062	Mossgate Primary School	30
02001	Carr Head Primary School	30
02002	The Breck Primary School [Poulton-le-Fylde]	35
02003	Carleton Green Community Primary School	45
02008	Fleetwood Chaucer Community Primary School	45
02013	Larkholme Primary School	45
02014	Fleetwood Charles Saer Community Primary School	45
02016	Shakespeare Primary School	60
02018	Fleetwood Flakefleet Primary School	60
02019	Preesall Carter's Charity (VC) Primary School	30
02027	Stalmine Primary School	15
02030	Stanah Primary School	60
02031	Thornton Cleveleys Northfold Community Primary School	30

SCHOOL No.	NAME OF SCHOOL	DETERMINED ADMISSION No. 2021/2022
02033	Thornton Cleveleys Baines Endowed [Vol. Cont] Prim School	30
02035	Thornton Primary School	20
02036	Thornton Cleveleys Royles Brook Primary School	45
02038	Nateby Primary School	12
02039	Forton Primary School	15
02049	Garstang Community Primary School	30
02051	Staining Church of England VC Primary School	35
02052	Thornton Cleveleys Manor Beach Primary School	45
04036	Freckleton Strike Lane Primary School	30
04039	Kirkham and Wesham Primary School	30
04043	Weeton Primary School	30
04044	Lytham St Anne's Mayfield Primary School	60
04045	Clifton Primary School	35
04046	Lytham St Anne's Ansdell Primary School	35
04052	Lytham Hall Park Primary School	60
06002	Brookfield Community Primary School	27
06604	Deepdale Community Primary School	90
06005	Eldon Primary School	30
06008	Brockholes Wood Community Primary School	35
06009	Frenchwood Community Primary School	45
06010	Preston Grange Primary School	30
06011	Preston Greenlands Community Primary School	30
06012	Holme Slack Community Primary School	30
06014	Ingol Community Primary School	30
06016	Moor Nook Community Primary School	30
06019	Ribbleton Avenue Infant School	70
06020	Ribbleton Avenue Methodist Junior School	70
06021	The Roebuck School	45
06031	Preston St Stephen's Church of England Primary School [VC]	45
06033	Ashton Primary School	30
06035	Preston Fishwick Primary School	17
06037	Lea Community Primary School	30
06040	Catforth Primary School	13
06041	Sherwood Primary School	60
06042	Cottam Primary School	30
06050	Goosnargh Whitechapel Primary School	15
06055	Kennington Primary School	35
06057	Fulwood and Cadley Primary School	45
06058	Harris Primary School	30
06060	Queen's Drive Primary School	60
06062	Pool House Community Primary School	25
06064	Brabin's Endowed School [VC]	15
06071	Longsands Community Primary School	30
07005	Higher Walton Church of England Primary School [VC]	17
07007	Bamber Bridge St Aidan's Church of England Primary School	24

SCHOOL No.	NAME OF SCHOOL	DETERMINED ADMISSION No. 2021/2022
	[VC]	
07009	Lostock Hall Community Primary School	60
07012	Walton-le-Dale Primary School	60
07013	Coupe Green Primary School	20
07015	Leyland St Andrew's Church of England Infant School [VC]	60
07016I	Leyland Methodist Infant School	70
07016J	Leyland Methodist Junior School	70
07019	Woodlea Junior School	65
07020	Lever House Primary School	45
07024	Northbrook Primary School	30
07025	Seven Stars Primary School	30
07026	Moss Side Primary School	37
07029	Farington Primary School	30
07030	Longton Primary School	30
07037	Little Hoole Primary School	30
07040	Penwortham Middleforth Church of England Primary School [VC]	30
07041	Howick Church of England Primary School [VC]	15
07043	Penwortham Primary School	30
07044	Whitefield Primary School	60
07046	Kingsfold Primary School	30
07047	Penwortham Broad Oak Primary School	30
08001	Burscough Bridge St John's Church of England Prim School [VC]	30
08002	Burscough Bridge Methodist [Voluntary Controlled] Prim School	12
08004	Ormskirk Lathom Park Church of England Primary School [VC]	10
08006	Westhead Lathom St James' Church of England Primary School [VC]	15
08009	Ormskirk Asmall Primary School	20
08011	Ormskirk Church of England Primary School [VC]	60
08014	Ormskirk West End Primary School	30
08016	Burscough Village Primary School	30
08018	Bickerstaffe [Voluntary Controlled] Church of England School	15
08019	Aughton Town Green Primary School	50
08020	Aughton Christ Church C/E Vol Controlled Primary School	30
08021	Aughton St Michael's Church of England Primary School	30
08023	Holmeswood Methodist School	6
08024	Richard Durnings Endowed Primary School Bispham	15
08027	Scarisbrick St Mark's Church of England Primary School [VC]	15
08029	Pinfold Primary School, Scarisbrick	7
08033	Holland Moor Primary School, Skelmersdale	60
08034	Cobbs Brow School	40
08038	Skelmersdale Trinity C/E/Methodist Primary School [VC]	30
08040	Skelmersdale Crow Orchard Primary School	26
08043	Little Digmaor Primary School	20
08046	Hillside Community Primary School	30
08054	Delph Side Community Primary School	30
08063	Crawford Village Primary School	10
08064	Wrightington Mossy Lea Primary School	7
08071	Tarleton Community Primary School	30

SCHOOL No.	NAME OF SCHOOL	DETERMINED ADMISSION No. 2021/2022
08076	Banks Methodist Primary School [VC]	10
08077	Banks St Stephen's Church of England Primary School [VC]	30
08078	Brookfield Park Primary School	30
08079	Woodland Community Primary School	50
09002	Duke Street Primary School	50
09003	Highfield Community Primary School	30
09010	Gillibrand Primary School	30
09015	Buckshaw Primary School	30
09022	Adlington Primary School	20
09024	Lancaster Lane Community Primary School	30
09025	Clayton-le-Woods Manor Road Primary School	36
09026	Clayton-le-Woods Westwood Primary School	30
09028	Anderton Primary School	30
09031	Brindle Gregson Lane Primary School	30
09039	Coppull Primary School	45
09045	Euxton Primrose Hill Primary School	60
09050	Balshaw Lane Community Primary School	60
09052	Eccleston Primary School	30
09053	Clayton Brook Primary School	30
09062	Abbey Village Primary School	15
09063	Withnell Fold Primary School	14
11004	Accrington Huncoat Primary School	30
11005	Accrington Hyndburn Park Primary School	75
11013	Accrington St Peter's Church of England Primary School [VC]	30
11014	Accrington Spring Hill Primary School	60
11015	Accrington Woodnook Primary School	40
11018	Oswaldtwistle Hippings Methodist Primary School [VC]	30
11020	Oswaldtwistle St Andrew's Church of England Primary School [VC]	45
11024	Oswaldtwistle West End Primary School	30
11025	Oswaldtwistle Moor End Community Primary School	30
11029	Clayton-le-Moors Mount Pleasant Primary School	60
11042	Great Harwood Primary School	45
11045	Rishton Methodist School [VC]	30
11055	Clitheroe Brookside Primary School	30
11056	Clitheroe Edisford Primary School	30
11057	Clitheroe Pendle Primary School	50
11061	Gisburn Primary School	20
11064	Read St John's Church of England Primary School [VC]	30
11065	Sabden Primary School	15
11070	Barrow United Reformed Church Primary School [VC]	30
12001	Briercliffe Primary School	60
12002	Worsthorne Primary School	30
12005	Padiham Green Church of England Primary School [VC]	30
12006	Padiham Primary School	45
12011	Hapton Church of England/Methodist Primary School [VC]	18

SCHOOL No.	NAME OF SCHOOL	DETERMINED ADMISSION No. 2021/2022
12012	Barden Primary School	60
12013	Burnley Brunshaw Primary School	60
12020	Burnley Heasandford Primary School	90
12022	Burnley Ightenhill Primary School	60
12023	Burnley Lowerhouse Junior School	60
12025	Rosegrove Infant School	60
12035	Burnley Stoneyholme Community Primary School	60
12037	Burnley Whittlefield Primary School	30
12041	Rosewood Primary School	60
12042	Cherry Fold Community Primary School	60
12043	Burnley Springfield Community Primary School	30
13001	Bradley Primary School	60
13007	Lomeshaye Junior School	90
13010	Nelson Walverden Primary School	60
13011	Nelson Whitefield Infant School and Nursery Unit	90
13012	Marsden Community Primary School	60
13016	Barrowford School	60
13023	Roughlee Church of England Primary School [VC]	7
13024	Higham St John's Church of England Primary School [VC]	20
13030	Colne Park Primary School	60
13031	Colne Primet Primary School	30
13033	West Street Community Primary School	30
13034	Trawden Forest Primary School	30
13036	Reedley Primary School	60
13040	Barnoldswick Church of England VC Primary School	60
13041	Barnoldswick Coates Lane Primary School	30
13042	Barnoldswick Gisburn Road Community Primary School	30
13046	Kelbrook Primary School	15
13048	Salterforth Primary School	15
13049	Earby Springfield Primary School	30
14001	Bacup Britannia Community Primary School	30
14002	Bacup Thorn Primary School	45
14003	Northern Primary School	30
14005	Sharneyford Primary School	10
14008	Bacup St Saviours Community Primary School	15
14011	Bacup Holy Trinity Stacksteads C/E Primary School [VC]	35
14015	St Paul's Church of England Primary School, Rawtenstall [VC]	40
14018	St Mary's Rawtenstall Church of England Primary School [VC]	30
14019	Crawshawbooth Primary School	45
14022	Waterfoot Primary School	45
14024	Newchurch St Nicholas Church of England Primary School [VC]	30
14026	Balladen Community Primary School	30
14027	Water Primary School	20
14030	Broadway Primary School	30
14031	Helmshore Primary School	60
14038	Edenfield Church of England Primary School [VC]	25
14039	Stubbins Primary School, Ramsbottom	30

SCHOOL No.	NAME OF SCHOOL	DETERMINED ADMISSION No. 2021/2022
14040	St Bartholomew's Church of England Primary School [VC]	25
14042	Whitworth Tonacliffe Primary School	45

IMPORTANT NOTE

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

LANCASHIRE COUNTY COUNCIL



DETERMINED ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SECONDARY SCHOOLS FOR 2021/22

ALL DISTRICTS

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

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

SECONDARY

An admission number will be published showing the maximum number of pupils that the school will admit in the Autumn Term 2021. Parents are given the opportunity to express three preferences for a secondary school. Published criteria are used to decide which children should be offered the available places. In secondary schools an equal preference system operates, whereby the three parental preferences are given equal status. Each preference will be considered equally against the admissions criteria.

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

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

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

Notes

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

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

Please note that the Local Authority may introduce a new IT measuring system during the admissions round. The radial measurement will continue to be used.

- (v) A child's permanent address is the one where he/she normally lives and sleeps and goes to school from. Proof of residence may be requested at any time throughout the admission process, (including after a child has accessed a school place).
- (vi) The Local Authority will keep waiting lists for all Lancashire primary schools until 31 August 2021. These are kept in priority order using the school's published admission criteria.
- (vii) From 1 September 2021, waiting lists will be transferred to and retained by individual admission authorities (the Local authority for community and

voluntary controlled schools and own admission authority schools will each retain their own list). To comply with the School Admissions Code the waiting lists must be retained until at least 31 December 2021.

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

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

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

These may include:

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

Shared Care Arrangements

When a child lives with one parent for part of the week and another for the rest of the week only one address will be accepted for a school admission application. This will

normally be the one where the child wakes up for the majority of school days (Monday to Friday). Proof of residence may be requested at any time throughout the admissions process.

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

Where agreement cannot be reached:~

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

The Local Authority has an obligation to process an application that has been submitted and signed by a parent with parental responsibility. We will consider the living arrangements and apply the shared care arrangement rules.

If there are any challenges to which address is to be used as a child's residency, individual admission authorities will be consulted. In cases where parents are separated and both have retained joint responsibility, the application will be accepted from the parent who is in receipt of the child benefit and with whom the child primarily resides.

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

The Local Authority cannot release information or intervene where disputes or disagreements arise between parents in relation to any DETERMINED or submitted application for a school place.

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

Further evidence can include:~

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

Moving House

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

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

If you make a permanent house move after applying, but before allocation procedures have been undertaken, you must contact the Area Education Office. You may be able to change your preferences if you are changing address to a more distant property and the allocation will be based on the new address. We normally require two forms of evidence to confirm a house move. It may on occasions be necessary to request additional documentation, depending upon individual circumstances.

Documents accepted to evidence a house move:~

Proof of purchase or tenancy agreement
Evidence of disposal of previous property
Council Tax document, evidencing the end of residency in previous home.
Council Tax document, evidencing the residency within your new home.

Other forms of evidence may also be accepted at the discretion of the County Council to cover individual circumstances.

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

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

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

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

Applications from abroad (and other areas of the UK)

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

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

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

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

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

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

Geographical Priority Areas - Secondary

North Lancashire Schools

GEOGRAPHICAL PRIORITY AREAS NORTH LANCASHIRE AREA

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

Lancaster Secondary Schools

The Local Authority is no longer the admission authority for any school in Lancaster.

Wyre Secondary School

Millfield Science and Performing Arts College (02/101)

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

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

Fylde Secondary School

Carr Hill High School

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

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

The intention for the future is to retain the Whyndyke Farm site within the GPA for Lytham St Annes High School and to also add this to the GPA for Carr Hill High School.

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

SOUTH LANCASHIRE SCHOOLS

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

DISTRICT 6 - Preston

ASHTON COMMUNITY SCIENCE COLLEGE

Parishes of Ingol & Tanterton, Lea and Preston*

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

BROUGHTON HIGH SCHOOL

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

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

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

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

LONGRIDGE HIGH SCHOOL

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

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

DISTRICT 7 – SOUTH RIBBLE

BALSHAW'S CE HIGH SCHOOL

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

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

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

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

PENWORTHAM GIRLS' HIGH SCHOOL

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

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

WALTON LE DALE HIGH SCHOOL

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

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

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

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

WELLFIELD HIGH SCHOOL

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

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

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

DISTRICT 8 – WEST LANCASHIRE

ORMSKIRK SCHOOL

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

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

UP HOLLAND HIGH SCHOOL

Parishes of Dalton, Up Holland and Wrightington

DISTRICT 9 - CHORLEY

No Community/Voluntary Controlled schools

East Lancashire Schools

GEOGRAPHICAL PRIORITY AREAS

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

HYNDBURN COMMUNITY HIGH SCHOOLS

The Hollins Technology College - (11/102)

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

Rhyddings Business and Enterprise School – (11/105)

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

RIBBLE VALLEY COMMUNITY HIGH SCHOOL

Ribblesdale High School - (11/113)

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

PENDLE COMMUNITY HIGH SCHOOLS

Marsden Heights Community College – (13/110)

This area includes Brierfield, South Nelson and Southfield.

The southern perimeter of the priority area is the border with Burnley. The perimeter follows the M65 north/north west until Junction 13 then crosses to the Brierfield side of the motorway at Scotland Bank Road, and then turns up the A56, Leeds Road. It then turns east to follow the length of the centre of Barkerhouse Road, crosses Southfield Lane and follows the centre of Delves Lane to Float Bridge. All residential addresses under Barkerhouse Road and Delves Lane and within the defined area are included in this priority area. The perimeter line then heads south down the centre of Back Lane until it meets the border with Burnley.

Pendle Vale College – (13/111)

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

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

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

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

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

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

ROSSENDALE COMMUNITY HIGH SCHOOLS

Alder Grange School – (14/101)

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

Whitworth Community High School – (14/107)

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

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

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

**DETERMINED ADMISSION NUMBERS FOR
COMMUNITY AND VOLUNTARY CONTROLLED
SECONDARY SCHOOLS & YEAR 12 PLACES - 2021/22**

IMPORTANT NOTE

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

SCHOOL No.	NAME OF SCHOOL	DETERMINED ADMISSION No. 2021/22
02101	Millfield Science and Performing Arts College	175
04115	Carr Hill High School	250
06103	Broughton High School	180
06104	Ashton Community Science College	160
06115	Longridge High School	165
07101	Balshaw's Church of England High School	185
07104	Wellfield High School	166
07107	Walton-le-Dale Arts College and High School	157
07111	Penwortham Girls' High School	155
08105	Up Holland High School	180
08115	Ormskirk School	250
11102	The Hollins Technology College	158
11105	Rhyddings Business and Enterprise School	130
11113	Ribblesdale High School	285
13110	Marsden Heights Community College	210
13111	Pendle Vale College	210
14101	Alder Grange School	145
14107	Whitworth Community High School	130
14109	Haslingden High School & Sixth Form	270

**DETERMINED ADMISSION NUMBERS FOR COMMUNITY AND VOLUNTARY
CONTROLLED
LANCASHIRE SIXTH FORM PLACES 2021/22**

SCHOOL No.	NAME OF SCHOOL	DETERMINED ADMISSION No. 2021/22
08115	The Sixth Form College At Ormskirk School	160
12115	Thomas Whitham Sixth Form	300
14101	Alder Grange School	150
14109	Haslingden High School & Sixth Form	150

COMMUNITY & VOLUNTARY CONTROLLED SIXTH FORM 2021/22

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

08115 – The Sixth Form College at Ormskirk School

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

12115 – Thomas Whitham Sixth Form

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

14101 – Alder Grange School Sixth Form

Alder Grange is designed to cater for students from a wide range of abilities, offering a blend of courses mainly at level 3, and some level 2 including A level and BTEC. The fundamental admission requirement is a preparedness to sign, and to follow the Student Charter (a series of commitments regarding attendance, conduct, progress and success).

Specific course entry requirements will vary and be agreed at interview. These necessarily vary with the blend of courses applied for but in general:

Course	Requirement Basic
Level 2	Level 1 passes in appropriate subjects.
Level 3 BTEC	At least a grade 4 or equivalent in any related subject.

Level 3 AS	At least a grade 5 or equivalent in any subject studied (with the exception of Maths requiring a grade 6 and further Maths a grade 2)
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14109 – Haslingden High School Sixth Form

General entry requirement for Level 3 courses: 5 GCSE subjects at grade 4 or higher, including English and Maths. Requirements vary from course to course and can be found on our website in the Course Information Booklet.

We also offer a Level 2 Post-16 Foundation Course in Business Administration and IT for students who do not achieve the Level 3 entry requirements. Successful completion of this course in Year 12 will allow students to move onto some of our Level 3 courses and spend a further two years with us.

RESPONSES TO THE CONSULTATION ON ADMISSION NUMBERS

Consultation also takes place with Community and Voluntary Controlled Governing Bodies, which were consulted on the Proposed Admission Numbers for their schools for 2021/22 school year. The requests of the governors and background information are provided below.

The PANs are set by reference to the school's net capacity. The net capacity assessment is a national measuring tool provided by the Department for Education.

In primary schools, the net capacity is calculated on the basis of the number and size of teaching spaces designated as 'class-bases'.

In secondary schools, it is based on the number, size and type of teaching spaces and the age range of the school.

The net capacity formula provides a maximum and minimum number of workplaces, to guide the setting of the admission number. The formula produces an indicated admission number [IAN]. It is permitted to set an admission number higher or lower than the indicated admission number.

a) **SECONDARY**

Alder Grange School, Rossendale - 14

Current Admission Number	=	135
Indicated Admission Number	=	149
Proposed Admission Number	=	145
Governors' Proposal	=	150

Comments made by the School

Current numbers on roll have been rising over recent years, as a result of appeals. For example, in the current Year 8 we have 148 on roll, and have provision on the timetable to cope with 150 pupils in a year group, at times year groups have reached 150. The school has been able to manage these increases.

The latest net capacity assessment of the school was undertaken in May 2019, this identified the maximum number of available workplaces as 1003 and the minimum available workplaces as 902 (this includes the sixth form). Therefore, building capacity supports the increase, the current sixth form size is 135 and is not expected to rise significantly in future years. If the school population rose to 150 on roll in Year 7-11 and 150 in total in sixth form this would equate to a total of 900. The current total is 831

In addition we are aware of new building locally and anticipate pupil numbers in the area will increase. We would like to be able to support this.

We frequently receive requests from parents seeking places for children at Alder Grange and are not able to offer places.

Officer Comments:~

Although there are sufficient places in the planning area that Alder Grange High School is situated in, another local school is seeking to reduce the size of their intake. An increase in the admission number at Alder Grange High would positively impact on the number of parents securing a place at one of their preferred schools in the Rossendale area. Alder Grange High has been heavily oversubscribed for many years and for the 2018 & 2019 intakes siblings living outside the school's Geographical Priority Area were not successful in gaining a place at the time the secondary school offers were made.

Parents then had the stressful experience of going through the appeal process with the pupils subsequently being awarded places by an independent appeal panel.

If the admission number is set at 150 and there are further successful appeals going forward there is the possibility of overcrowding. The school would struggle to accommodate a year group with in excess of 150 pupils and therefore it would prudent to have an admission number of 145.

Recommendation:~

It is recommended that published admission number is increased to 145.

b) PRIMARY

District 2 – Wyre

The Breck Primary School 02002

Current Admission Number	=	35
Indicated Admission Number	=	38
Proposed Admission Number	=	35
Governors' Proposal	=	60

Comments made by the School:~

The school has capacity to increase its PAN to 60 as one off increase due to our current Year 6 leaving us in July 2020 – we now have an empty classroom and capacity to accommodate an extra class.

The Governors have made numerous requests to increase the PAN.

In 2014 Lancashire expanded the school with 25 places as part of their Mainstream School Provision:

Section 7 of the School Place Provision Strategy Document published by Lancashire County Council.

25 additional places were provided at The Breck Primary School in PoultonLe-Fylde in 2014.

However there is significant housing development across Fylde and the Council are seeking housing developer contributions to mitigate the impact of these developments and there is likely to be expansion planned in Wyre as a result of these developments.

In addition the school meets the criteria stated in:

Strategy to meet demand Commissioning New Places In areas which have been assessed as requiring additional places, the commissioned school places will be selected according to the following criteria:

Pupil attainment levels as determined by: o Latest judgement by Ofsted is Outstanding or Good*

o Pupil attainment and progress scores at Key Stages 2 and 4

The School is Outstanding and Pupil Attainment and Progress scores at Key Stage 2 are above national and local levels.

High levels of parental first preferences **(in particular, oversubscribed schools)

Over 60 first place choices for Breck School for 7 consecutive years.

The school currently has the following children on roll:

Nursery – FTE 50

Reception – 38

Year 1 – 37

Year 2 – 36

Year 3 – 41

Year 4 – 36

Year 5 – 39

Year 6 – 57

Practicalities of expansion on the existing or nearby site

The authority has already expanded the school – the facilities are available from 2020 when the current Year 6 cohort move to the next phase of education.

Costs of expansion

Nil – the classroom is already in situ

The governing body's wishes***

The Governing body have discussed this expansion intermittently since 2014 amidst long term planning for the school. The Governing body have approved the continuation of the one off 2 form entry on several occasions but more recently during the full governing body meeting held during the Autumn term 2018 and Autumn 2019.

Access for pupils by public transport and other sustainable modes with the aim of reducing travel by private car and commissioned transport.

The school does not rely on commissioned transport and there will be no impact on current transport modes as the school has maintained this number of children since 2014.

Officer Comments

The School Planning Team provided the following reasons for objection to this proposal (which remain unchanged):

- Whilst acknowledging the fact that the school has capacity to be vacated by the 'bulge year', this must be balanced with the fact that there is not the forecast demand in the area for additional places in 2021. With 240 places available in the Poulton primary schools, there were only 150 live births in the Poulton planning area for the September 2021 reception intake.
- Therefore, the proposal would be expected to impact upon the numbers at less popular schools surrounding the Breck as the Breck Primary school is the only Poulton primary school that is currently oversubscribed with Lancashire residents.
- The Breck has a wide catchment, meaning that this proposal would not necessarily provide additional places for Lancashire children.

- The provision of additional places before they are required can result in a widening catchment, which can subsequently result in the admission of siblings from the wider catchment, displacing local children in the future. For information, the September 2017 and 2018 intakes, half the places were allocated to siblings. The last place allocated to a sibling in September 2018 was offered to a child who lived 3.7 miles, from the school, in central Blackpool. The last place allocated geographically was allocated to a child who lived 0.82 miles away.
- There is highly likely to be a need for additional permanent places to be provided in the future in Poulton-Le-Fylde. However, the proposal of the school to use their additional classroom to increase the admission number now (when not yet needed), could be detrimental to the feasibility of a future expansion scheme at this school.

In summary, there are concerns about an increased admission number for 2021 attracting pupils securing places from a larger geographical area. There would then be priority for siblings in the future to the possible detriment of Poulton residents. There is also a more immediate concern about the destabilizing impact on other local schools.

Recommendation

It is recommended that the Published Admission Number at Breck Primary School currently remains at 35.

Nateby Primary School 02038

Current Admission Number	=	13
Indicated Admission Number	=	12
Proposed Admission Number	=	13
Governors' Proposal	=	12

Comments made by the School:~

We have always had an admissions number of 13 as numbers had, historically, sometimes been low. The ability to accept more pupils then made up the shortfall from low in-take years. We currently have a school role that has doubled in the last few years and can no-longer sustain these high numbers. Our net capacity assessment has given an admissions number of 12. This would help us to manage our pupil role and ensure our pupils and staff are safe. At the moment we have 80 pupils on role an admissions number of 12 per year group would generate 84 pupils. Some of our year groups are at 13 or higher even now. Higher numbers are putting a strain on classes and class teachers with one class consisting of 31 year 4-6 pupils. This is only just manageable at the moment. There would not be enough space anywhere in the school to teach children if the role were to rise further. An

admissions number of 12 would help reduce this problem and it is indicated by the net capacity assessment.

Officer Comments

Over the last three years, the school has been able to accommodate all parental preferences and there have been no admission appeals. There is only one year group in the school that is currently full and there are 13 available places. Officers have visited the school and recognise the constraints referred to about class room sizes in the school's submission.

Although it is recognised that there will be a demand for additional places in the planning area going forward, it is not considered that the removal of 1 place is significant. If the published admission number is reduced to 12 this will reflect the indicated admission number.

Recommendation

It is recommended that the published admission number for Nateby Primary school is reduced to 12.

District 6 – Preston

Catforth Primary School - 06/040

Current Admission Number	=	10
Indicated Admission Number	=	12
Proposed Admission Number	=	10
Governors' Proposal	=	13

Comments made by the School:~

In 2017 we extended our age range to include 3-year olds and as such now have an additional extra year group. With three class bases the teaching arrangements for three year groups can be difficult to manage. At the moment, we have Nursery, reception and Year 1 together, Year 2 and 3 together and Years 4, 5 and 6 together. It would be make more sense educationally to have two year groups together as follows, to avoid mixing key stages. Nursery and Reception (EYFS), Years 1 and 2 (KS1), Years 3 and 4 (Lower KS2), and Years 5 and 6 (Upper KS2).

In addition, our class of Y4, 5 and 6 children are also in a very small classroom, which at 43.78sq. m is technically too small to accommodate 30 children and although our 'net capacity' shows that the school is big enough, the configuration of useable space does not allow for children to be adequately supervised if additional adults are not available, which, due to budget constraints, they are not.

For at least the last year, we get inquiries at least once a month, asking if we have space for children moving into the area in the new houses that are being built – until earlier this year, we have been able to accommodate all the requests, admitting four new children in the autumn term, one in Y6, one in Y2 and two in Y1. We are admitting four new children in January, two in Y5, one in Y2 and one in Y1. All of these children are new to the local area. However, all but 3 of our year groups are full with 10 children and we are still getting requests which we have had to refuse on a number of occasions now.

The governors acknowledge that indications from live birth rates in the area do not indicate a need for us to increase our admission number, however, due to the nature of the housing being build locally, the families moving into these have older, school-aged children and these children need to go to school in the area in which they live.

To accommodate our rising numbers, the governors are proposing to build a new classroom to accommodate the additional class and hoping for this to be in place and ready to use by September 2021.

Officer Comments

The School Planning Team do not object to the proposal.

It is agreed that the organisation of the teaching groups would benefit by the proposal to teach the foundation group separately. However, an admission number of 13 would not be class size compliant and any appeals would be heard on an ordinary prejudice basis. Therefore unless a very strong case was provided by the school, it is likely that appeals may be allowed by the admission appeal panel. If the school organises with 4 class bases going forward and the demand for places continues the governors may wish to increase their admission number to 15 in the future.

Recommendation

It is recommended that the published admission number for Catforth Primary School is increased to 13.

District 7 – South Ribble

Leyland St Andrew's CE [Voluntary Controlled] Primary School 07/15

Current Admission Number	=	65
Indicated Admission Number	=	66
Proposed Admission Number	=	65
Governors' Proposal	=	60

Comments made by the School:~

In regard to the statutory limit on infant class sizes, it is unreasonable and irresponsible for the LA to expect an infant school to be able to organise their teaching groups in an efficient and economical way to be able to comply with Regulation 1 of the Standard and Framework Act 1998 and subsequent Regulations.

There would be insufficient funding from the national funding formula to create an additional group that would be essential to ensure that no class has more than 30 pupils with a single qualified teacher. There are now no sources of alternative funds to be able to supplement the school budget.

The LA would effectively be forcing the school to go into further deficit and this approach is unacceptable.

We do not have the capacity nor the funds to accommodate so many children without an extension (that we cannot afford).

There was an agreement with officers in a meeting that I had with them onsite in Summer 2019 that the building does not have the capacity to cater for 65 pupils and is over the Infant Class Size statutory number. I am aware that are other schools local to us who have empty places.

We have an onsite established nursery that uses one of our rooms and has done for over 20 years. They also provide us with the bulk of our reception children.

The Governors are keen for the LA to establish a sensible number of 60 for 21-22 which would be in line with School admission statutory limit on infant class sizes. Governors are very concerned about the school budget and the three year prediction shows a growing deficit. We do not have the finances to employ another teacher.

Diocesan Officer Comments:~

Although the school is maintained by the Local Authority, it still retains a link with the local Diocese. The Diocesan Officer, Mr Liam Eaglestone of the Diocese of Liverpool, stated,

We would support the Governing Body's request.

Officer Comments

Comments received from, the LCC School Based Issues Officer

If the school were full, with an admission number of 65, there would be 195 pupils on roll, necessitating 7 classes. If the admission number is reduced to 30 the school population can be organised in to 6 classes of 30.

With an intake of 65 there is insufficient funding from the national funding formula to create an additional group. This is essential to ensure that no class has more than 30 pupils with a single qualified teacher. There are now no sources of alternative funds to be able to supplement the school budget. The school is at significant risk of going into a deficit budget situation.

Pupils from Leyland St Andrews CE Primary School normally transfer to Woodlea Junior School. The admission number at Woodlea Junior School is 60 and there may be insufficient places if 65 pupils were to transfer.

It is recognised that additional places may be required, due to the level of planned new housing in Leyland, but for educational and financial reasons the admission numbers for the infant and junior schools need to be aligned.

Recommendation

It is recommended that the published admission number for Leyland St Andrews CE Primary School is reduced to 60.

District 8 – West Lancashire

Tarleton Primary School 08071

Current Admission Number	=	45
Indicated Admission Number	=	51
Proposed Admission Number	=	45
Governors' Proposal	=	30

Comments made by the School:~

Following the approval of the Governing Board at the Full GB Meeting on 26/11/19 we wish to lower our PAN. This is due to the decline in birth rates over a five year period affecting the village. There are three schools across our two villages: All Saints Hesketh & Becconsall; Tarleton Holy Trinity and Tarleton Community Primary with 105 Reception places available combined. In September 2019, there were only 75 places leaving a deficit of 30 places. Put simply, there is not the need for a school in this area currently to have such a large intake.

Moreover, this has made setting budgets difficult and in response to LCC Finance we have needed to consider our budget and how we make it sustainable. We do not have the appropriate funds for an intake of 31 or 32 children as this would require an additional teacher therefore reducing PAN is the only option we have to secure control of our finances. We have spoken with an officer from the planning team who recognises there will be specific difficulties this year with the figures he has then over the coming years all indication is that numbers will be similar to this year which is 24. He felt therefore our request would be appropriate with the caveat that should

the local authority need to extend numbers in future years we would accommodate this if there was a sudden surge in numbers which we would.

Officer Comments

The School Planning Team do not object to the proposal to decrease the PAN from 45 to 30 from 2021. However, should a need for additional statutory school aged places emerge in the future in this planning area, the Council reserves the right to request that the Published Admission Number (PAN) be reviewed, so that it could go back up to a maximum of 60 (it had previously reduced their PAN from 60 to 45 in sept 2019).

In respect of infant class size compliance, the request by the governing body is supported but with the caveat that the school would return to a higher number should pupil numbers grow in the area.

The numbers on roll at the school show a significant drop over time, with 44 pupils on roll in the current Year 6 and only 24 pupils on roll in the reception year. There is also plenty of capacity in neighbouring schools.

Recommendation

It is recommended that the published admission number at Tarleton Primary School is reduced to 30 with the proviso that it will be increased if there is an additional demand for places in the future.

Asmall Primary School

Current Admission Number	=	20
Indicated Admission Number	=	22
Proposed Admission Number	=	20
Governors' Proposal	=	23

Comments made by the School:~

Over the past few years and this year in particular, we have had to turn down lots of families who have enquired about places in school at Asmall. We have waiting lists in several classes and there were initially 10 children on our Reception waiting list this year. Three children appealed successfully, however there remains 5 children on our current reception class waiting list. Because of the amount of siblings, our catchment area is reducing considerably. Children living less than half a mile from school were unable to gain a place this year. This means that children attending the on-site nursery have had to go to other schools.

There is also a lot of new housing in Ormsirk which will not be able to access our school if our intake remains the same. At the moment the school is not at full capacity (net capacity assessment). In the past when we have not been at full

capacity, we had an intake of 25. Moving forward, it would make sense to increase our class sizes to 23.

Officer Comments

The School Planning Team provided the following reasons for objection to the proposal:

There is not currently a need for additional places in this planning area. The birth rate is reducing in this planning area, creating surplus places in an area where the authority has already taken action to remove some spare capacity. This proposal could, therefore, destabilise numbers at other local schools in the planning area.

This school is also an 'importer' which means it usually provides a proportion of places for pupils from outside its planning area. Therefore, creating additional places would not be necessarily creating more places for local pupils.

An admission number of 23 would not be class size compliant and any appeals would be heard on an ordinary prejudice basis. Therefore unless a very strong case was provided by the school, it is likely that appeals may be allowed by the admission appeal panel which, in turn, could cause additional issues for the school.

Recommendation

As there is not the need for the additional places within the planning area, it is recommended that the published admission number remains at 20.

District 9 Chorley

Duke Street Primary School – 09002

Current Admission Number	=	50
Indicated Admission Number	=	52
Proposed Admission Number	=	50
Governors' Proposal	=	60

Comments made by the School:~

As you may be aware, the school made an application for this increase to take place for 2019/20 and for 2020/21.

If, for 3 years, we can use just part of the area which was originally our KS1 area and which then became the Children's Centre, to use as a staff area and one small room for group work with children, we will have sufficient room to begin the process of becoming a 2 form entry school, starting incrementally with our reception intake rising to 60 from September 2021 and feeding through the school over the following 6 years.

I discussed the capacity issue with an officer previously to this end. For the two out of the last four years we have had waiting lists for reception places and have had to turn people away from the school who wanted places further up the school.

We are aware that another primary school in the local district has been looking to reduce their admissions number from 45 to 30 so it would seem to make sense for the wishes of both schools to be met, by allowing the changes to take place, with any existing Well-Being/Early Help services located currently at Duke Street moving to spare capacity elsewhere in the local district in 3 years time.

Officer Comments

The Property Review Team have confirmed that there is no intention of moving the Wellbeing/Early Help Service out of Duke Street which the school has based the proposal on. The current forecasts produced by the school Planning Team also show that there is not a need for additional places in the planning area, in fact the number of births for intake in 2021 fell, which is the year the school want to increase their admission number. The school has been able to accommodate all of their parental preferences for the last three years and, based on the October 2019 pupil census, there is room in every year group apart from Year 6.

Recommendation

As there is not sufficient accommodation currently available for an increased intake, and there is no need for additional places for 2021, it is recommended that the published admission number at Duke Street Primary remains at 50.

Highfield Community Primary School 09003

Current Admission Number	=	45
Indicated Admission Number	=	40
Proposed Admission Number	=	45
Governors' Proposal	=	30

Comments made by the School:~

The building lacks the physical space for 315 pupils. This inhibits the implementation of a modern curriculum. When the school was built, pupils did not have iPads, laptops, keyboards etc. The school also lacks storage facilities as every spare space is used for teaching. This has been highlighted as a concern on health and safety inspections.

We are not full in certain year groups. As a result a lot of children who move to Chorley end up having to send their child to Highfield even if we are not their first choice or their nearest school. We become a holding school until places become available in closer schools. Children moving schools go back 6 months in their education so this has a detrimental impact on their attainment. The high levels of pupil mobility also have an impact on the emotional wellbeing of pupils. Given that

a significant proportion of the pupils at Highfield rely upon the school for emotional stability (as identified in the recent Ofsted inspection), the disruption of friendship groups caused by the movement of pupils in and out of the school as places become available elsewhere is particularly damaging.

Inward mobility is high (22 children since September). This causes a massive amount of work for admin staff and teachers and interrupts the learning of other children in the class.

Mixed ages classes are becoming more and more difficult to accommodate with the current curriculum and the move towards a mastery approach.

Officer Comments

It should be recognised that the school does have enough capacity because they have a nurture room and an IT suite which could be a classroom.

It is noted that the forecast numbers in Chorley Central Planning area for intake in 2021 and 2022 were lower than in previous years, due to a lower number of births. Whilst the situation will be kept under review, in line with future pupil growth and the impact of any housing development, the proposed reduction does not create a shortfall of places in the area. Therefore, the School Planning Team does not have an objection to this proposal at this time.

However, should the proposal be agreed and a future need arises for additional statutory school aged places in this planning area, the Council reserves the right to request that the Published Admission Number (PAN) be reviewed, with the view to raising the PAN.

At the time of the October 2019 pupil census there were 94 on roll in in KS1 and this necessitates 4 classes to meet infant class size regulations. There is not sufficient funding however, generated by these pupils, to employ 4 KS1 teachers.

It is accepted that Highfield Primary experiences a high level of pupil turnover and that this impacts on the stability and educational outcomes of the school.

In respect of infant class size compliance, the request by the governing body is supported but with the caveat that the school would return to a higher number should pupil numbers grow in the area.

Recommendation

It is recommended that the published admission number of Highfield Primary School is reduced to 30, with a view to re-consideration of this position in the future, should demand for places in the area determine a need.

District 11 – Ribble Valley

Sabden Primary School – 11/65

Current Admission Number	=	15
Indicated Admission Number	=	15
Proposed Admission Number	=	15
Governors' Proposal	=	20

Comments made by the School:~

The growing population in Sabden. Currently, there are 30 new homes [3, 4 and 5 bedrooms] being built near to school.

Officer Comments

The School Planning Team provided the following reason for objection to the proposal: As the birth rate in the local area drops away from 2022, 30 houses would not generate enough pupils to require additional places in this planning area. Officers will keep this situation under review as new houses are built in the area. There is added concern that, as there are enough places in the area, raising the admission number could destabilise other schools in the planning area.

There are currently places available in all year groups with the exception of year 6. This is also the case in the other Sabden primary school. The school has been able to accommodate all parental preferences, for the reception intake, for the last three years. There have been no admission appeals.

Recommendation

It is recommended that the published admission number at Sabden Primary School remains at 15.

CONSULTATION ON ADMISSION ARRANGEMENTS – 2021/22

There has been one response by a Community and Voluntary Controlled [C&VC] Governing Body in relation to the Admission Arrangements [school admission criteria].

For the 2021/22 Admissions round, the Authority had suggested a number of amendments to the School Geographical Priority Areas; the priority area relates to each C&VC Secondary School, indicating a likely offer school to local residents.

SECONDARY

District 14 – Rossendale

Whitworth High School – 14/107

Comments made by the School:~

Governors have decided that it is not currently in the best interests of our school to request this change to the Geographical Priority Area (GPA) at this time of significant change in D14. Historically, the school has relied on students from the Rochdale area as well as from across D14 to ensure the school is fully subscribed, and the Chair of Governors and School Leadership Team have reconsidered our initial request and are reluctant to jeopardise the relationship with any of our current partner/feeder/local schools by requesting a change to the GPA at this time. We therefore withdraw the request but will keep the issue under review by the Governing Board.

Officer Comments

It is recommended that the proposed changes are considered for future intakes to Whitworth High School. There were over 35 Rochdale pupils offered places for the September 2019 intake with a number of Rossendale parents failing to secure any of their preferred schools.

Recommendation

That further consideration is given to amending the GPA for September 2022.

PRIMARY

District 6 – Preston

Queen's Drive Primary School – 06/060

Comments made by the School:~

The school governors would like to propose that Queen's Drive Primary School is part of a Geographical Priority Area from 2022/2023.

We are aware that this would need to go out for consultation in the next year or so.

The governing body are keen to pursue this 'GPA' to safeguard the community around Queen's Drive. The school would welcome some support from the school planning team in establishing a GPA.

The governors are keen to establish the following admissions criteria.

When a primary school with a GPA is oversubscribed the following priorities will be applied in order:

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

Point 5 is the change for us.

We would also like to consider the possibility of utilising the 'staff in school' option on the online admission form.

Officer Comments

The School Planning Team note the proposed amended GPA and will respond to the consultation at the appropriate time.

It is not possible to give priority to the children of staff without extensive consultation. As Queen's Drive Primary School is a community school the local authority is the admissions authority and determines the priority for places. The same admission criteria is applied to all the community schools.

Any change in criteria would have to be applied to all the community primary and secondary schools necessitating a widespread consultation involving all the schools and our neighbouring authorities.

Recommendation

The proposed GPA will be consulted upon in the Summer Term 2020.

Report to the Cabinet

Meeting to be held on Thursday, 6 February 2020

Report of the Head of Service - School Improvement

Part I

Electoral Divisions affected: (All Divisions);

Co-ordinated Admissions Scheme 2021/22 - Determination of the Qualifying Scheme

(Appendices 'A' and 'B' refer)

Contact for further information:

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Executive Summary

This report concerns the determination of the statutory scheme and the mandatory timetable for co-ordinating admissions for Lancashire's primary and secondary schools and academies for 2021/22.

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

Recommendation

Cabinet is asked to:

- (i) Approve that the scheme listed at Appendix 'A', and its accompanying timetable in Appendix 'B', be adopted as the qualifying scheme for admissions to Lancashire primary and secondary schools and academies for 2021/22; and
- (ii) Approve that the Executive Director of Education and Children's Services seeks to secure the adoption of the scheme by the governing body of each Lancashire voluntary aided and foundation school and academy, in order to inform the Secretary of State for Education that a scheme has been introduced in Lancashire.

Background and Advice

Every local authority is under a duty to formulate a scheme to co-ordinate the admission process for every state funded school in their area. The requirements for such a 'qualifying scheme' for the co-ordination of admission arrangements for the academic year 2013/14 onwards are set out in The School Admissions (Admission

Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012. New free schools may be exempt from this scheme during the first year of their establishment.

A draft scheme and timetable for Lancashire schools and academies/free schools was circulated for consultation with schools and academies, governors, diocesan representatives and neighbouring authorities during Autumn Term 2019. These are attached at Appendices 'A' and 'B'.

The scheme for 2021/22 maintains the focus on on-line applications being the principle means of applying for school places.

Every voluntary aided and foundation school and academy governing body in Lancashire will be asked to adopt the scheme during spring term 2020. Any participating free schools will also be asked to adopt the scheme.

The Secretary of State for Education must be informed that a scheme is in place. If a scheme is not adopted by all admission authorities then a scheme will be imposed by the Secretary of State.

Consultations

Consultations have been held with the governing bodies of all schools and academies in Lancashire, representatives of the local Diocesan Education Authorities and neighbouring authorities. One response was received to this consultation which sought clarification to the keeping of the waiting list and issue of offer letters.

Implications:

This item has the following implications, as indicated:

Risk Management

Financial

The adoption of this scheme has no financial implications.

Legal

If a qualifying scheme is not adopted by the authority before 28 February 2020, a scheme will be imposed by the Secretary of State for Education.

List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A



CO-ORDINATED ADMISSION SCHEME FOR LANCASHIRE SCHOOLS AND ACADEMIES 2021/22 SEPTEMBER 2021 INTAKES

1. Introduction

Lancashire's co-ordinated admission scheme provides a fair and transparent route for the consideration of parental preferences in accordance with legislation and the Department for Education (DFE) School Admissions Code.

The scheme allows parents of all pupils living within Lancashire to complete a single application expressing up to three preferences for admission to maintained schools, academies and free schools within Lancashire and, if they wish, to include those in neighbouring authority areas.

Following consideration of expressed preferences, the Local Authority (LA) will issue to parents living within Lancashire the offer of a single school or academy place. This will be for all admission authorities which are required to comply with the statutory co-ordinated scheme.

All preferences from parents will be considered equally and where more than one offer is possible *the priority order in which the parents expressed their preferences* will then be used to determine which single offer is made.

The scheme preserves the powers and responsibilities of individual admission authorities to determine and apply their published admissions policies. At the same time it enables decisions to be taken within a co-ordinated framework covering the whole County.

For the scheme to operate successfully it is important for all admission authorities to work together closely and to share information as required and as far as possible within the agreed timescales.

2. Applying for School Places

Lancashire's online admission application system is the main route for all applications for new Reception (primary) and Year 7 (secondary) places.

Paper copies of the prospectus and application form will not be routinely available. These will however be supplied on request in exceptional circumstances eg where there is no broadband link or for medical reasons.

Full versions of the prospectuses and application form can be viewed on the online application system and the Lancashire County Council website www.lancashire.gov.uk .

3. The Offer of a Place

The scheme will ensure that Lancashire parents only receive a single offer. The scheme also ensures that each parental preference is considered equally. Where multiple offers are possible the Local Authority (LA) will refer to the priority order of preferences identified by parents on their application. In these circumstances the school or academy at which there is an available place and which is the highest ranked priority on an application will be the confirmed offer.

Processing of Preference Forms

3.1 Stage 1 - Expression of preferences

In early Autumn Term each year the LA will provide flyers and information notices for schools to issue / include in communication with parents. These will refer prospective applicants to the online application system and to links and contacts for information and advice.

The parents of children who do not attend Lancashire primary schools or academies and those who reside outside of Lancashire's administrative boundaries will be able to access information and advice via the online application system and via the County Council website.

Admission information for parents will include:-

- a) Details of how the process is co-ordinated with all admission authorities within Lancashire and how that information is exchanged with neighbouring local authorities.
- b) A summary of the determined admission arrangements for all Lancashire maintained schools, academies and free schools.
- c) Information about the number of applicants received the previous year.
- d) Other admission information to help parents to make realistic preferences and to help them assess the likelihood of obtaining an offer for a preferred school or academy.
- e) Timescales for the primary and secondary admission processes and for the subsequent admission appeal schedule.

THE MAJORITY OF LANCASHIRE PARENTS USE LANCASHIRE'S ONLINE ADMISSION APPLICATION SYSTEM TO BE LEGALLY REGISTERED WITHIN THE ANNUAL PROCESS FOR PRIMARY AND SECONDARY INTAKES (SOME MAY STILL REQUEST PAPER APPLICATION FORMS).

Some schools and academies have a supplementary information form (SIF) which parents may complete. This allows that school or academy to apply particular criteria within its own published admission arrangements. The Lancashire County Council

website www.lancashire.gov.uk/schools will provide standard downloadable SIFs for Lancashire's voluntary aided primary schools and primary academies. Please note that secondary school SIFs are available directly from the school or academy.

Completion of a SIF is not a legal requirement – it is however necessary if parents applying for these schools and academies wish to have their application considered fully against the relevant admission criteria.

Lancashire resident parents must also fill in Lancashire's online (or paper) application for their children to be considered for Reception and year 7 places for each September. **Completion of only a SIF does not constitute registration within the annual admission process for primary or secondary intakes.**

Parents living outside of Lancashire can access the online system and the County Council web site for information and advice only. These parents **must** however apply for school places via their home local authority – even where they wish to express preferences for Lancashire schools and academies.

Lancashire resident parents will return applications online to the Local Authority. For those where paper forms are still required these can be returned to Area Pupil Access Teams (in Lancaster, Preston and Accrington) or to the child's primary school or academy if this is within Lancashire.

All applications must be returned by the national statutory closing dates

(See timetable.)

Parents who apply near to the closing date are encouraged to apply online. This is a secure system which provides email acknowledgement of receipt of an application and allows earlier email notification of the school offer.

3.2 Stage 2 – Circulating Preferences

Lancashire primary schools and academies must forward any paper applications received to the Area Pupil Access Team by the agreed date (see timetable).

Primary schools and academies must not forward applications or the details of these to any secondary schools or academies. Under no circumstances must primary schools provide the priority order of parental preferences to secondary schools or academies.

All preferences received will be transferred or inputted into the Lancashire admissions database. This will include all online applications and paper applications including those received individually or in bulk from out of area.

Voluntary aided and foundation schools, academies and free schools will be provided with details of all their applications. They will not be informed of their own establishment's priority order on each parent's application.

The Governing Bodies of voluntary aided and foundation schools, academies and free schools must consider and rank all received applications. Schools and academies which have a SIF must consider applications even where a SIF has not been completed (based upon the information which is available at that time).

If schools or academies chase SIFs which have not been provided with applications this must be for all applicants without a SIF and not only for selected cases.

If a SIF only has been completed then there can be no consideration for a place. Schools and academies should notify the Area Pupil Access Team where this has happened. Pupil Access must be made aware of these cases in order to make alternative offers later in the process.

By an agreed date (see timetable) the Local Authority will notify other admission authorities about all of their preferences. This notification will include straight line distance measures. Any additional or supplementary information provided by parents will also be provided. Lancashire will also exchange information with neighbouring local authorities (information exchanges will continue throughout the process as required).

At this time Lancashire also verifies the details of many applications eg in relation to children in care, special needs, siblings, addresses and claimed medical, social and welfare issues.

(Please note that the background accuracy checks and verifications and the provision of distance measures will only be provided to Lancashire academies and Free Schools which have bought into the admissions traded service).

Stage 3 – First Sort

By (see timetable) each Lancashire voluntary aided and foundation school, academy and free school will return to the Local Authority via the SPVaR System, which is accessed by the Schools' Portal, a ranked list of all applicants for places at that establishment.

By (see timetable) any admission authority which wishes to exceed its published admission number (PAN) for the forthcoming September intakes (reception or years 3, 7 or 10) must notify the Local Authority. This will allow time for effective co-ordination to occur and for the necessary system changes to be made.

It is necessary for every application to be ranked in priority order to accurately allocate places for all admission authorities (those from in and outside of Lancashire).

All Governing Bodies must therefore be aware that their own ranked list will be manipulated in accordance with the agreed equal preference admission scheme and each parent's priority order of preferences as stated on their application.

The Local Authority will:-

- a) Identify applications where more than a single offer would be possible and then refer back to that parent's preference priorities. The school or academy with an available place listed *highest in priority* by the parent will be the single offer.
- b) Identify where a first preference school or academy cannot be offered and ensure that the parents' other preferences are considered.

- c) Identify where none of a parent's preferences can be offered and ensure that an alternative offer is made. This will usually be the nearest suitable school or academy with an available place (straight line measure).
- d) Ensure that all non-first preference offers issued automatically refer parents to the appropriate reserve list and appeals information and documentation.

Stage 4 – Notification of Offers

By (see timetable) the Local Authority will provide all other admission authorities with details of those pupils who they originally wished to offer a place but who will receive an alternative offer.

All admission authorities will then need to revise their own ranked lists and submit an updated version to the Area Pupil Access Team.

A similar exchange of information and revision of offers lists will be undertaken with neighbouring local authorities.

This element of the process will continue to be repeated as required. This is necessary as initial changes often lead to others (and so on).

The Local Authority will send all other admission authorities their final offer lists by (see timetable). There will be some time to review these again and make changes if these are absolutely essential.

NO CHANGES TO OFFER LETTER WILL BE MADE AFTER (see timetable).

The Local Authority will issue offers for primary and secondary schools on the defined national statutory offer dates (see timetable). These will be electronic for all online applicants (around 95%) and by letter – 2nd class – for those who submitted paper forms.

Offers will be for Lancashire resident applicants only. Those resident outside of Lancashire will receive offers from their home local authority. Offers made on behalf of other admission authorities (voluntary aided and foundation schools, academies and free schools) will state that this is the case.

Online applicants will receive an email and also be able to view their school or academy offer on the statutory offer date / day. Letters issued 2nd class to those who applied on paper may arrive slightly later.

4. Late Applications

Applications received after the statutory closing dates (see timetable) may be made via the 'late' online admissions system or a paper form may be requested.

Applications received late must be receipted and / or date stamped. These will generally only be considered if the following apply:-

- (a) If the overall number of preferences received for a school or academy is below its published admission number or:
- (b) The school or academy is exceeding its published number to a defined limit and has notified the Local Authority in time for co-ordination to successfully occur (and if available places remain) or;
- (c) There are extenuating circumstances justifying a late application.

These may include:

- (i) Parents moving into the County or Country (see note 5) after the closing date;
- (ii) Parent / carer illness which required hospitalisation for the major part of the period between the issue of admissions information and the closing date for applications.

Individual parents will be responsible for providing evidence to support a late application within the admission process. The Local Authority will determine the appropriateness and strength of each case and there will be liaison with other admission authorities where this is necessary.

The Local Authority will therefore refer some late application cases (but not all) to other admission authorities.

IT IS NOT ANTICIPATED THAT ANY LATE APPLICATIONS WILL BE INCLUDED IN THE PROCESS AFTER PROVISIONAL OFFERS HAVE BEEN RANKED.

For clarity, the final dates for inclusions into the rounds are:~

Secondary – 15 January in the relevant admissions round.

Primary – this will be 28 February in the relevant admissions round.

Applications received after the statutory offer dates (see timetable).

Any applications received for places after the offer date will be considered by the Local Authority as being late. Parents will apply for places using the County 'late' eform. If parents feel they have mitigating circumstances which justify the acceptance of a late application, the Local Authority will review the situation. The relevant admission authority may be consulted where this is felt to be necessary.

The eform will be in place until the end of August of that admissions round.

The LA will retain the responsibility for issuing offer letters to parents up to 31st December (for Reception and Year 7 places) in liaison with own admission authority schools and academies as required.

There is a requirement that after the September term starts, all Lancashire maintained schools, academies and free schools will liaise with the LA about any Reception and Year 7 offers which they make. This will allow closer monitoring of the overall availability of places across the County and facilitate dealing with new applications.

Late allocation changes (each year)

Offers are issued centrally (from County Hall). This requires the electronic transfer of information from each Area Pupil Access Team. Arrangements will be made to signpost or include other information with some offers (eg reserve lists, appeals and home to school transport).

It is not possible to make any amendments to the primary or secondary allocations in the 7 to 10 working days preceding these being issued (see timetable).

Waiting Lists (Reserve Lists)

All admission authorities must retain Reception or Year 7 waiting lists for 1 term into the new school year (up to 31st December).

Parents may express an interest in a pupil's name being added to a waiting list for a school / academy at any time. Names of pupils to be added to waiting lists will be collected by the LA and shared with other admission authorities. These are not restricted to those who applied initially for particular establishments – *any parents may access any reserve lists*. Parents can therefore have a place on a school / academy waiting list even if this was not one of their initial preferences.

The LA will compile reserve lists in the priority order of each school or academy admission arrangements (in liaison with individual admission authorities). The LA will issue any offers which can be made as a result of places becoming available (the number of offers for a school falling below the school's published admission number for the required year group).

The only legal offers up to 31st August will be from the LA. All parents may place children on school / academy waiting lists in the priority order of the relevant admission arrangements (irrespective of whether they originally applied for that school or academy or if they are new to area). Lists must not be held on a first come first served basis and neither must places be offered on this basis.

Any pupils who are subject to a Local Authority direction to admit or who are allocated in accordance with Fair Access Arrangements (as described within the School Admissions Code) must take precedence over others who are on any school or academy waiting list.

Individual admission authorities must continue to compile and manage waiting lists until 31 December*. Parents who want a pupil to be included on a school or academy list after this date must then contact that establishment direct to enquire about their particular arrangements and requirements.

*The Local Authority will provide this service for academies and free schools which buy into the traded admissions scheme.

5. Applications From Abroad (and other areas of the UK)

It is required that families must be physically resident in Lancashire (or nearby) in order to apply within the annual intake processes. Exceptional circumstances will be

considered on request (and will require that individual families provide the necessary evidence for consideration). Exceptions will usually include:-

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

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

Where families relocate or return to an address in Lancashire after a statutory closing date but during the allocation period (ahead of finalisation of offers) then there will be consideration of accepting a late application. Appropriate evidence must be provided of ownership or a lease / rental agreement and date of relocation and residence at that address.

The agreed timetable for co-ordination for the primary and secondary annual intake processes include agreed dates after which offers will not be amended.

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

6. Annual Infant to Junior School Transfers (Year 2 to Year 3)

Some Lancashire infant and junior schools have close links and there is an established annual transfer from Year 2 in the infant school to Year 3 in the associated junior school.

Parents are informed in Lancashire's admissions information that places in Year 3 for annual intakes at this point are open to all applicants.

Where the number of Year 2 to Year 3 transfers / applications can be accommodated in the junior school then the overall process can be managed locally. If however a junior school wishes to exceed its published admission number in Year 3, or there is oversubscription requiring a formal admissions round and the application of determined criteria and tie break - then the Area Pupil Access Team must be informed. The timetable for co-ordination will apply.

Pupil Access Team
January 2020

**CO-ORDINATED ADMISSION SCHEME FOR
LANCASHIRE SCHOOLS AND ACADEMIES 2021/22
SEPTEMBER 2021 INTAKES**



SECONDARY		PRIMARY	
DATE	ACTION	DATE	ACTION
1 September 2020	Online application system goes live and requests for paper forms / booklets accepted and considered	1 September 2020	Online application system goes live and requests for paper forms / booklets accepted and considered
31 October 2020	Closing date for applications (statutory)	15 January 2021	Closing date for applications (statutory)
6 November 2020	Primary schools / academies to forward any paper applications to Area Pupil Access Teams	22 January 2021	Primary schools / academies to forward any paper applications to Area Pupil Access Teams
20 November 2020	Preferences information exchange with other Local Authorities	29 January 2021	Preferences information exchange with other Local Authorities
4 December 2020	Information to be exchanged with Own Admission Authority Schools	5 February 2021	Information to be exchanged with Own Admission Authority Schools

11 December 2020	Admission authority to confirm intention to exceed PAN with the LA	12 February 2021	Admission authority to confirm intention to exceed PAN with the LA
23 December 2020	Prioritised (ranked) lists back to the Local Authority	28 February 2021	No further address changes can be accepted.
15 January 2021	No further address changes can be accepted.	19 March 2021	Prioritised (ranked) lists back to the Local Authority
22 January 2021	Further exchange of lists with other admission authorities	26 March 2021	Further exchange of lists with other admission authorities
12 February 2021	No changes at all can be made to offer letters after this date	2 April 2021	No changes at all can be made to offer letters after this date
26 February 2021	Issue finalised offer lists to secondary schools / academies	16 April 2021	Issue finalised offer lists to primary schools / academies
1 March 2021	Issue offer letters/emails. (statutory date is 1st March or the next working day)	16 April 2021	Issue offer letters/emails. (statutory dates)

The closing dates and offer dates are national statutory requirements. The dates of exchanges of information may on occasion vary slightly by agreement to take into account localised issues associated with workload and / or specific situations affecting a school / academy or a group of establishments. Occasionally delays may occur as neighbouring authorities will be working to different timetables.

Where a statutory offer date is on a weekend or public holiday Lancashire's online system will go live on that day allowing online applicants to access their offer. In these circumstances and for paper applications letters will (where workload allows) be issued on the previous working day and are likely to arrive after the online system notifications.

Report to the Cabinet

Meeting to be held on Thursday, 6 February 2020

Report of the Head of Service - School Improvement**Part I**Electoral Divisions affected:
(All Divisions);**Determination of Home to School Transport Policy - Academic Year 2021/22**

(Appendix 'A' refers)

Contact for further information:

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Executive Summary

Lancashire County Council reviews the Home to School Transport policy on an annual basis. As there have been significant changes to the Home to School Transport Policy in recent years, the amendments to the policy for the academic year 2021/2022 are minimal. There are no changes in respect of parents' entitlement to receive home to school transport assistance. Some minor changes have been made to the wording of the mainstream policy to provide clarification for parents. Additionally, an annex has been added with suggested Home to School Transport arrangements for pupils attending secondary Pupil Referral Units.

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

Recommendation

Cabinet is asked to approve the Home to School Transport Policy for the academic year 2021/2022 as set out at Appendix 'A'.

Background and Advice

In accordance with the Education School Information Regulations 2008 (Regulation 8.), the county council has a duty to publish all relevant information that may inform parental decision making when applying for a secondary school, no later than six weeks before the closing date for secondary school applications which is 31 October each year.

Additionally, the county council is required to publish general arrangements and policies in respect of home to school travel for children of compulsory school age.

The county council informs parents of entitlement to receive transport assistance by publishing a Home to School Transport Policy on the Lancashire County Council website and it is reviewed annually.

Statutory Entitlement

The Department for Education issued statutory guidance in July 2014 that reaffirmed that Local Authorities had a duty to provide free transport for all pupils of compulsory school age (5-16) if their nearest suitable school is:

- beyond 2 miles (if below the age of 8); or
- beyond 3 miles (if aged between 8 and 16)

Pupils attending secondary schools whose parents are on the qualifying benefits for free school meals, or in receipt of the maximum amount of Working Tax Credit, also receive assistance with travel costs if they attend one of their three nearest schools, provided the distance to school is between 2 and 6 miles. For low income families, there is also denominational transport assistance, if a pupil is attending a particular school on the grounds of faith, and the school is between 2 and 15 miles from home.

Recent changes in the county council's Home to School Transport Policy

In light of the current financial climate, there has been careful examination and review of all areas of expenditure, including home to school transport.

It is parental preferences for schools and academies and the application of admission arrangements linked to these which informs and drives the subsequent application of the Local Authority's home to school transport policy. The council has no statutory duty to provide transport assistance in circumstances where pupils do not attend their nearest school or academy. In the past, Lancashire was able to exercise discretion to provide transport assistance over and above that which the authority was legally obliged to offer.

To make budget savings there have been three consultations, followed by significant changes to the home to school transport policy, in recent years:

- In September 2011, the county council introduced a parental contribution towards the costs of providing transport assistance for any new pupils attending denominational schools, where the school was not the nearest geographically to the home address. To qualify for the denominational subsidy pupils have to meet the faith criteria for admission and live over the statutory walking distances. The parental contribution is not required from low income families. The contribution in 2011 was set at £380.00 and each year this has been increased by 5% + RPI. From September 2020, the contribution is £709.00.
- In September 2015, the county council removed further discretionary elements of the policy. All new pupils starting at secondary schools - or over the age of eight - are only given paid transport assistance if they attend their nearest school and live more than three miles away. When undertaking assessments, there is no longer any consideration of which Geographical

Priority Area a pupil lives within and schools in neighbouring districts and local authorities are also taken into account when assessing eligibility.

- From September 2018, the county council removed subsidised discretionary denominational transport assistance for pupils attending faith schools.

Department for Education guidance suggests that any changes to policies should be phased-in, so that children who start under one set of transport arrangements continue to benefit from them until they conclude their education at that school or move to another school. In light of the policy changes, there are now some families where older children are receiving free travel, but younger siblings do not qualify. Similarly, situations arise where older pupils travelling from a bus stop have a bus pass to school whilst younger pupils boarding at the stop do not qualify.

Information about the availability of transport assistance

The admission information which is available for all parents from each September (online and paper where requested) provides a summary transport policy. Parents are advised to check the policy carefully if getting their child from home to school and back is a consideration when choosing a school. Parents are directed to a full copy of the Home to School Transport Policy on the Lancashire County Council website and they are encouraged to seek advice from the area education office if they have any queries. The county council also has officers in attendance at most secondary school open evenings to give advice on transport eligibility and admission queries.

Minimal changes to the Home to School Transport Policy for the academic year 2021/2022 will assist parents' understanding of transport entitlement.

Consultations

It has not been necessary to consult on the Home to School Transport Policy 2021/2022 as there have been no significant changes.

Implications:

This item has the following implications, as indicated:

Risk management

There are no suggested changes to parental entitlement to receive transport assistance.

List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A



**HOME TO SCHOOL
TRANSPORT POLICY 2021/2022
[MAINSTREAM]**

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Home-to-School Transport Policy 2021/2022

1 What do the council have to provide by law?

1a Education acts

Under section 508 (B) of the Education Act 1996 we must provide free transport to and from school for your child if they are aged 5 to 16 and they live outside the legal walking distance between your home and the nearest qualifying school. We must provide additional assistance for families who have a low income.

The Department for Education published statutory guidance for local Authorities in July 2014; Home to school travel and transport guidance.

1b Walking distances

By law, we must provide free transport to and from school if your child is:

- under eight years old and has to walk more than 2 miles (3.218688 kilometres) to the nearest qualifying school; or
- aged eight or over and has to walk more than 3 miles (4.828032 kilometres) to the nearest qualifying school.

We measure the distances using the shortest suitable walking route.

1c Families who have a low income

If you have a low income and your child is in Year 7 to 11 in secondary school, we may be able to provide free transport if they go to one of their three nearest schools. For your child to receive free transport, the school must be between 2 and 6 miles away from your home.

Additionally, we will provide free transport for your child if they go to their nearest school of faith, and they were admitted on faith grounds and the school is between 2 and 15 miles from your home.

If you have a low income and your child is at primary school, we must provide free transport to and from school if they have to walk more than 2 miles (3.218688 kilometres) to their nearest school.

Families qualify for low income, free transport if you are in receipt of one of the qualifying benefits for free school meals or the maximum amount of Working Tax Credit.

1d Parental preference

You have the right to say which school you would prefer your child to go to (under section 86 of the School Standards and Framework Act 1998), but this does not automatically mean that your child has a right to free transport to the school. You are responsible for making sure your child gets to school.

1e Special Educational Needs (SEN)

The Council has a separate SEN Transport policy for children that have an Education and Health Care Plan (EHCP) or have a full Statement of SEN which is due to be converted to an EHCP. The Council must provide transport for your child if they, attend their nearest qualifying school, live under the statutory walking distance but because of a special need or disability it would be unreasonable to expect them to walk to school.

If there are spaces available on taxi contracts transporting pupils with SEN to school, it may be possible to purchase a season ticket for the duration of the contract.

1f Suitable Schools

When assessing eligibility the County Council considers whether the nearest qualifying school has places available and provides education appropriate to the age, ability and aptitudes of your child and any Special Educational Needs your child may have.

1g How do we re-assess your claim?

If your circumstances change, for example there is a change of address, we will re-assess your claim under the policy that is applicable at the time of your application being submitted with your change of circumstances.

2 What extra help can we provide?

2a Section 1 explains what help we have to provide by law. The Education Act 1996 also allows us to provide extra help with travel costs in certain circumstances. These are discretionary elements of the Home to School Transport Policy and can be subject to change in the future.

2b Help with travel costs if your child goes to a school which is not their nearest school

If your child goes to a school which is not their nearest school, we will still provide free transport if they meet the distance criteria and:

- your child moves home while they are in Year 6, 10 or 11, and they previously attended their nearest school and the pupil is from a low income family; or
- there are in the opinion of County Council officers exceptional circumstances.

2c Help with travel costs if your child lives less than the legal walking distance away from their nearest qualifying school

If your child lives within the legal walking distance, we will still provide free transport if:

- the walking route in the opinion of the local authority is not suitable (see Annex A) ; or
- your child has special educational needs or a medical condition which means it is unreasonable to expect them to walk to school.

3 How do I apply for help with transport to and from school?

Application form

When your child starts at secondary school their entitlement to receive transport assistance will automatically be assessed. If your child is eligible to receive help an application form will be issued to your home address in June.

3a Renewing travel passes

Once your child has been awarded travelling expenses this will be automatically renewed each year if you are still entitled. The Council will advise you if you are longer eligible.

If you have been issued with a Gold pass, the bus pass will remain in use until the expiry date on the front of the pass. **It will not be renewed on an annual basis.** If your child loses or damages their travel pass, refer to section 7e.

Some children are subject to an annual re-assessment of their entitlement to receive assistance. This assessment is normally carried out during the summer term.

3b Timescales to apply for a travel pass

It normally takes us up to 10 working days from the date we receive your application to issue your child's pass. This is subject to us having been provided with the full information to assess your claim (it may take longer in busy periods, such as August and September). We recommend that you apply for your child's travel pass in plenty of time before the start of the school year. If you don't, you may have to pay your child's travel fares and we may not be able to refund this money. We will only refund any travel fares you have to pay while you are waiting for your child's travel pass if we have caused the delay.

3c What happens if I move house?

If you move house, you need to notify the County Council as there will be a need to re-assess your application. If you were previously entitled and still remain entitled, the Council may need to amend your travel-pass.

4 How will you assess my claim?

4a The area your child lives in

To be eligible for free transport to and from school under this policy, your child must live in the Lancashire County Council administrative area.

4b Legal walking distances

If your child goes to the nearest qualifying school, we will provide free transport if they are:

- under eight years old and the shortest suitable walking route is more than 2 miles (3.218688 kilometres) from the nearest school; or
- aged eight or over and the shortest suitable walking route is more than 3 miles (4.828032 km) from the nearest school.

4c Assessing your child's eligibility to receive transport assistance is a two part process.

Firstly, your child's nearest school for transport assessment purposes is determined.

The nearest qualifying school for your child will **usually** be the one:

- which is the closest to your home (measured by the shortest walking or road route, as accepted by the Council). For those

children living close to the Lancashire boundary the nearest school may be situated in another local authority area;

- where there is a place available or where a place could have been offered at the allocation stage of school admissions had it been requested.

4d Measuring the shortest route to the determined nearest school

Once the Council has established the nearest school, we will measure the distance to that school using the shortest suitable walking route.

For the 2021/22 round, it is possible that the Local Authority may be using a new measuring system. Should this be in place, the Ordnance Survey Address Point of your home address will be used.

For the existing measuring system, this may include measuring along roads, footpaths and bridleways. We will measure from the nearest boundary entrance of your home (for example, your gate) to the nearest entrance to the school which your child can walk to. We will not include your drive or the drive at the school (if this applies) in this measurement. In most cases, we will take the measurement using computerised map measurements. If these measurements are close to the mileage limits, we will measure them on foot using a trundle wheel.

4e Working out whether a place is available

When we are working out whether places are available at a school nearer to your home, this will be during the normal admissions round when places are being allocated.

Additionally, If you move into a new area or your child changes schools, we will work out if places were available at the time of your change in circumstances.

4f Late applications

If you are offered one of your expressed preference schools, and this is over the legal walking distance from home, then free transport will not be offered if there was a place available at a nearer qualifying school at the time of school place allocation.

4g Schools that are not in Lancashire

If your child gets a place at a school which is located within another local authority, we will only provide free transport if it is determined that this is the nearest qualifying school at which a place is available.

4h If we do not meet your preferences and you made an on time secondary school application

If we offer your child a place at a secondary school which is not one of the three schools you listed as your preferences on your application for a school place, we will provide free transport as long as:

- you meet the conditions relating to distance; and
- there is no place available at an alternative school nearer to your home address(including those in neighbouring districts of Lancashire and in other local authority areas).

4i If your child is nearly eight years old

If we provide free transport for your child and you live between 2 and 3 miles from their primary school, we will continue to provide this help until the end of the academic year in which your child turns eight years old.

4j Compulsory school age

By law, only children aged 5 to 16 are entitled to free transport to and from school. However, if your child is under five years old and at primary school, as part of our discretionary transport arrangements, we will provide free transport as long as they meet all the relevant conditions.

Preschool

We will not provide free transport if your child is at nursery school or in a pre-school class (even if there are agreed deferred entry arrangements in place).

4k Independent (private) schools

We do not provide free transport if your child goes to an independent school.

4l Unsuitable routes

If we think that the shortest walking route to a school is not suitable for children, when walking with an adult, we will look to find a suitable alternative which is less than the legal walking distance to school.

As explained in paragraphs 4c-4e we use the shortest route to decide the nearest school. If we can't find a suitable walking route, we will provide free transport to the nearest school. The council will not consider the suitability of a walking route to a school unless the child

goes to their nearest school. In Annex A we have explained our guidelines for assessing the suitability of walking routes.

4m Definition of 'home'

If your child lives in two different homes, (there is a shared parenting arrangement in place between mother and father or other approved carer's) we will only provide transport from one of the addresses.

To work out whether your child is entitled to transport to and from school, we will use the address which we consider is your child's main home.

To decide which of the homes is your child's main home, we will consider:

- the address which you specifically chose to use when applying for a school place;
- the address at which your child spends most school days; and
- the address you give your child's doctor, dentist etc.

If your child spends an equal amount of the school week at each address, we will usually consider the main address to be the one which you declared on your admission application. This is normally where your child wakes up on the most school days during the school term (Monday to Friday).

You should be aware that entitlement to assistance with home to school transport is assessed separately after the admission process (after school places have been offered)

You cannot use an address to apply for a school place and another to have transport entitlement assessed.

For a new address to be accepted, there must be very exceptional reasons for the change, for example the sale of a property, house fire at one address, bereavement or relocation of the parents/carers to a single property. Parents must provide the necessary evidence for the Council to consider. A change in a child's living arrangements, for example spending more time at the new address, will not generally be considered to equate to exceptional circumstances.

4n Providing free transport to medical or other professional appointments or extra-curricular activities

If your child is entitled to free transport from home to school, their travel pass will not cover any extra journeys during the school day. For example they will not be able to use their travel pass to get to medical or other professional appointments, and we will not refund the cost of fares if your child takes part in extra-curricular activities.

4o If your child moves home while they are in Year 6, 10 or 11

If you move home and your new address is over the statutory walking distance, we will normally provide transport if your child is in their last year at primary school (Year 6) or if they are at secondary school and they have started their GCSE courses (normally Years 10 and 11).

We will consider several things when we make our decision, such as:

- the cost of the transport;
- how easy it is to move your child to another school;
- the distance involved;
- whether your child was at the nearest suitable school to your previous address; and
- whether you chose to move or whether you have been forced to move.

We will also need proof (such as a solicitor's letter or a rental agreement) confirming the date you moved.

This discretion will only apply to pupils from low income families.

4p Help for younger brothers and sisters

If we provide free transport for your child on low income grounds and you move home while they are in Year 6, we will also provide free transport for any of their younger brothers or sisters to go to the same school until the end of that academic year. We will only continue to provide this help after your older child leaves the school if the school your younger children are at, is the nearest school with places available and they meet the distance criteria.

4q Other reasons why your child may not be entitled to help with travel costs to and from school

We will not consider the following when we decide if your child is entitled to free transport to and from school.

4q1 Brothers and sisters

When you are applying for a school place, you have the right to say if you would prefer your child to go to a particular school. If your child has an older brother or sister at the school which you prefer, this will often be considered in the allocation of places. We will not though take this into account when we assess whether your child is entitled to free transport.

4q2 Family links with a school

When we decide if your child is entitled to free transport, we will not take into account whether your child currently has family members at a school, or whether members of their family have gone to that school in the past.

4q3 Financial circumstances

When we decide if your child is entitled to free transport, we will only consider your financial situation if you are on the qualifying benefits for free school meals or the maximum amount of Working tax Credit.

4q4 Single-sex or mixed schools

We will not agree to provide free transport just because you would prefer your child to go to a single-sex school or a mixed school.

4q5 Selection tests

Just because your child passes an entrance exam for a school does not mean that we will provide free transport. This applies to Lancashire's four selective grammar schools/academies.

5 Faith Schools

From September 2018, the County Council will no longer provide any discretionary denominational transport assistance for all pupils commencing at primary or secondary school. The removal of this assistance will be phased-in so that children who started school under one set of transport arrangements will continue to benefit from them until they conclude their education at that school, choose to move school or change address.

New pupils who started at a faith schools, where this was not their nearest school, from September 2011 onwards have been required to pay a contributory charge.

For the academic year 2020/21, this figure is £709.00 per year per child before an award of travel is made. The contributory charge will increase annually by RPI plus 5%.

The contribution is a fixed fee for the year and will not be discounted or refunded.

Pupils admitted to a faith school where this is their nearest school and who meet the distance criterion, will continue to receive free transport.

There is no consideration of which parish a school serves.

If your child was awarded denominational transport assistance before September 2018 then you should note the following.

5a How to pay the contributory charge?

The contributory charge can be paid in one instalment by cheque, credit or debit card or by ten monthly payments by direct debit. A travelpass will not be issued until the fee is received or the direct debit mandate has been set up.

5b Is there any reduction in the contributory charge?

There will however be no reduction in the contributory charge, if for example your child does not travel to and from school each day by bus/rail. Similarly, there is no reduction in the contributory charge for Year 11 pupils who leave school during the summer term.

The contributory charge will reduce however pro rata for applications received once the Autumn term has started.

6 What if I have a low income?

If your child is entitled to free school meals or you receive the maximum amount of Working Tax Credit, you are defined as being on a low income. We have to provide extra help on top of that set out in sections 4 to low income families.

6a Secondary Schools

If your child is at secondary school, we will provide free transport to one of the three nearest schools as long as the school is between 2 and 6 miles from your home.

6b Faith Schools

If you have expressed a wish based on your religion or belief for your child to attend your nearest qualifying school child, we will provide free transport to the nearest faith school if it is between 2 and 15 miles from your home.

6c Applying for a school place outside normal times

If you apply for a school place for your child outside the normal time for applying for places, the three nearest schools will be those with places available at the time of your change in circumstances.

6d Applying for a school place within normal times

If you apply for a school place within the normal time for applying for places, the three nearest schools will be those that can offer your child a place prior to places being allocated.

6e If you have a low income and your child is nearly eight years old

If you have a low income and your child is at primary school and they reach eight years old, we will continue to provide free transport if you live two miles or more and go to the nearest suitable school. This assistance will remain if you continue to receive the qualifying benefits.

7 How do we provide free transport?

7a Travel passes

If your child is entitled to free transport to and from school, we will normally give them a travel pass for a bus service, a contracted vehicle (such as a coach or minibus) or a railway service. Passes are not issued on taxi services as approved lists of pupils are provided to the operator.

7b Travel times

When we are arranging transport, we will try to make sure that your child does not have to travel for more than:

- 45 minutes if they are at primary school; or
- 75 minutes if they are at secondary school.

These are one-way journey times and do not apply if your child does not attend their nearest school.

7c Pick-up points

We will arrange transport from a point that is reasonably near to your home and your child's school.

Parents are encouraged to check the bus stop or pick up point that their child is allocated to ensure that their child knows how to use transport to and from school safely.

7d Behaviour

We have the right to take away your child's travel pass if they seriously or persistently misbehave on the way to and from school.

7e Replacement passes

If your child loses or damages their travel pass, you will have to pay £20 for a replacement pass.

If you are in receipt of one of the qualifying benefits to receive Free School Meals, the cost of a replacement pass is £15.

If you wish to amend your child's travel pass to an alternative service there may be a replacement charge.

7f Paying for replacement passes

You will have to pay your child's travel fares while you are waiting for their replacement pass. We will not refund this money unless your child is eligible for free school meals or you receive the maximum amount of Working Tax Credit.

7g Bus Pass Amendments

In those circumstances where you require your child's bus pass to be amended for example where you move house you must request this from the Council. At this point, eligibility to receive transport assistance will be re-assessed and an amended pass will be issued if your child is still entitled.

7h What if your child forgets their travel pass?

If your child forgets their travel pass they will have to pay their bus fare. We will not refund this money.

7i Bicycles

If your child is entitled to free transport but wants to use a bicycle to travel the whole or part of the way to school, the council may pay you an allowance to help with these costs.

7j Motorbike or car allowances

If there isn't any suitable public transport or private transport available and you have to drive your child to school, the council may refund

you your travel costs for the whole or part of the journey if your child is entitled to free transport.

Please be aware of how this may affect your driving insurance.

7k If your child is not entitled but wishes to use a LCC School Bus Services

The Council provides school bus services to transport children that have an entitlement to transport assistance. However, if there is a suitable bus service to your child's school, and if there is a seat available, your child may be able to travel by buying a season ticket or by paying a bus fare.

It is important to note that we cannot guarantee that a suitable school bus service will always be in operation. Additionally, we cannot guarantee that a school bus service will be available if your child is not eligible for free travel.

8. What happens if you allow my child to travel for free by mistake?

If your child is going to school and we find that we are allowing them to travel for free by mistake, we will let you know that we have made a mistake and we will advise when we will stop providing free transport. Your child will be permitted to travel free of charge for the rest of the term.

9 Can I appeal against your decision?

If the Council have refused your application for free transport it is because you are not eligible under this policy or in law.

If you feel that the Council has applied the law incorrectly or if you consider that you have exceptional circumstances which you have not previously advised us of, you may submit a written appeal.

Your appeal must specify precisely the nature of the error and all exceptional circumstances must be corroborated by appropriate documentation or evidence. If you fail to provide evidence your appeal cannot be considered.

Your eligibility will initially be reconsidered by an officer of the Council who was not involved in the original decision not to award transport for your child. The officer will review the original decision and any personal and/ or family circumstances you believe should be considered. If transport is not awarded your appeal and evidence will then be considered by the Student Support Appeal Committee, whose decision is final.

A further appeal will not be considered unless there have been some significant/exceptional change in your circumstances since the last appeal was heard.

You can get appeal forms from your local area education office or they are downloadable from the County Council's website.

If the Student Support Appeals Committee decides that your child is entitled to help with travel costs, we will refund their travel costs from the date we receive your appeal form with the full evidence to support your appeal.

Annex A

Home to School Transport Policy

UNSUITABLE ROUTES POLICY

In cases where the shortest walking route between home and school is within the statutory mileage distance and a parent believes that the walking route to the school could be considered as unsuitable, the County Council will upon a request from the parent, undertake an assessment of the whole route, or those parts of the route which the parent deems to be unsuitable. Routes will not be considered for their suitability if they do not meet the criteria listed below. When considering walking routes the County Council will take into account footways, verges, walkable roadside strips, footpaths and bridleways. However, the absence of these does not always constitute the route as being unsuitable (See section 5)

The statutory mileage criteria are:

- 2 miles or over for pupils under eight years of age.
- 2 miles or over for pupils over eight years of age if entitled to free school meals or parents receiving maximum amount of Working Tax Credit.
- 3 miles or over for pupils over eight years of age.

The County Council's assessment of the route will consider the following factors:

1. Alternative Routes

If the shortest walking route is felt to be unsuitable, however an alternative walking route or routes are available which may be classed as 'suitable' and which fall within the distance criteria, then assistance with travel costs will not be granted.

2. Accompanied by a suitable adult

Parents have the primary responsibility for ensuring their child's safe arrival at school. In all cases when assessing the suitability of routes the County Council will assume that the child is accompanied, where necessary, by a parent or other responsible person and is suitably clad.

Therefore the existence of the following factors will not usually make a route unsuitable, although they would be taken into account:

lonely routes
moral dangers
canals, rivers, ditches, dykes, lakes and ponds
railway crossings
routes without street lighting.

The responsibility for the child to be accompanied as necessary rests with the parent.

3. Availability of a footway, verge, walkable roadside strip, footpath or bridleway

If these are available then these parts of the route cannot be considered to be unsuitable subject to Clause 4 below.

If the width of the roadside footway/verge/roadside strip falls to less than 1m in width and an alternative footway is not available then traffic counts will be necessary at the points where this happens, in accordance with the width of the road, as shown in the table in Clause 5 below.

Where it is necessary to make road crossings to access an alternative footpath or a footway in excess of 1m width, the volume of traffic on the road at those points will be considered taking into account the 'crossing parameters' outlined in Clause 4 below.

4. Suitable Crossing Points

When undertaking the measuring of walking distances to school the County Council will take into account suitable road crossing points when assessing the suitability of the route.

Where road crossings are necessary it will be assumed that if the half hour two way traffic flow (one way on dual carriageways) is below 240 vehicles per hour, the road should be reasonably able to be crossed.

Conversely, where the half hour two way traffic flow (one way on dual carriageways) is in excess of 700 the road is assessed as being unsuitable to cross, unless there are 'traffic interrupters' (eg traffic lights) which provide suitable crossing gaps at reasonable intervals.

The assessments will not apply if pedestrian crossing facilities are provided.

In cases where central pedestrian islands are provided in the centre of the road to assist pedestrian crossing movements and there are no other pedestrian facilities available (ie pelican/zebra crossing), traffic flows will only be taken in one direction.

For roads where the half hourly traffic flow is between 240 and 700 vehicles, the ability of being able to cross the road comfortably four or more times in each five minute period would normally indicate a road which is reasonably able to be crossed by an accompanied child. In cases where central pedestrian islands are available the number of crossings will be taken from the island to the footway and vice versa.

The County Council will undertake a half hourly traffic count for both the morning and afternoon during school terms to coincide with the times the route would be walked.

When determining the number of vehicles in any time period the following 'passenger car equivalent values' (PCU's) will be used as multiplication factors:

3 pedal cycles	1PCU
2 motor cycles	1PCU
1 car	1PCU
1 LGV (under 3.5tonnes)	1PCU
1 Bus/Coach	2PCU
1 HGV	2PCU

5. Roads without Footways

On roads less than 6.5m in width, where there is no public footpath or walkable verge or refuge points and where the traffic exceeds the maximum vehicle numbers per hour relevant to the width of road shown in the table below, these would be deemed unsuitable routes.

In addition if the proportion of Heavy Goods Vehicles (HGV's) using the route is more than 10% of the highest total traffic volume figure, relative to the road width shown in the table below, the route would be deemed unsuitable.

In undertaking the assessment however, if there are verges which may be 'stepped onto' to avoid vehicles, where there is insufficient road width for the vehicle/s to pass, then these parts of the route are not deemed to be unsuitable, unless the number of vehicles exceeds that which corresponds to the appropriate road width shown in the table below.

A step off or verge is a minimum area that a pedestrian could use as a refuge which is defined as 1.5m in length and 0.5m in depth and relatively level.

Where no 'step-off' exists for any part of the route the number of vehicles using the route will be counted at this point in accordance with the road widths shown in the table below.

Acceptable maximum length of Single sections of road without Verges or refuge before Broken by a verge or refuge	Acceptable number of vehicles per half hour by road width			
	>3.5m road width	3.5>4.5m road width	4.5>5.5m road width	5.5>6.5m road width
10m	201-240	301-360	401-480	501-600
15m	161-200	241-300	321-400	401-500
25m	121-160	181-240	241-320	301-400
35m	81-120	121-180	161-240	201-300
55m	61-80	91-120	121-160	151-200
75m	41-60	61-90	81-120	101-150
120m	31-40	46-60	61-80	76-100
160m	21-30	31-45	41-60	51-75
240m	11-20	16-30	21-40	26-50
300m	6-10	9-15	11-20	13-25
500m	1-5	1-8	1-10	1-12

In order to make the assessment the above table will only compare the number of vehicles at those places on the route where the lack of 'step-off' exists.

Example: 4.5>5.5m road width

There are 3 parts of the route where no verge exists.

Part 1 the gap is 15m there were 200 vehicles counted - Route suitable

Part 2 the gap is 120m there were 27 vehicles counted - Route suitable

Part 3 the gap is 300m there were 21 vehicles - Route unsuitable

Where HGV vehicles (this includes farm vehicles on rural roads) in the hourly two way traffic count on the un-verged portions of the route are more than 10 in number or where this constitutes more than 10% of the total traffic volume, then the route would be classed as unsuitable, irrespective of whether the traffic volume was reached.

6. Pupils not attending their nearest schools

In cases where a pupil chooses not to attend their nearest school, travelling expenses to a more distant school on the grounds that the route to that school is deemed to be unsuitable cannot be considered. .

7. Accident Statistics

If a particular route meets the above criteria as a 'suitable route', the County Council will also take into consideration any significant accident data on the route.

8. Re-imbursements and Unsuitable Routes

Where the Council determines that a route is unsuitable, any claims for retrospective re-imbursement of travelling expenses will only be backdated to the date the Council determined the route as unsuitable.

Annex B

HOME TO SCHOOL TRANSPORT POLICY

SPECIAL PUPIL CASES

The County Council will consider all circumstances which are relevant for the purpose of facilitating the attendance of a child at school and assistance with transport/travel costs may be given at the discretion of the Director for Children's Service in exceptional cases.

Additional assistance may be granted in the following circumstances.

1. Medical Needs of the Pupil

1.1 Long Term Cases

Where pupils live within the statutory walking distance between home and their nearest suitable school and where it is apparent that a pupil is physically unable to walk to school, transport provision may be initially considered. Substantial medical evidence will need to be provided. Provision of transport will not usually be offered where a pupil does not attend their nearest school, unless the medical incapacity arises where the pupil is in Year 10 and Year 11 in secondary school or in Year 6 in primary school. The County Council will however consider cases in other year groups where there has been a significant change in circumstances relating to a child's medical condition.

Assistance will normally take the form of public transport provision unless the pupil is physically unable to access public transport. The provision may also vary dependent on the time of the year.

If the County Council determine that discretionary transport support is no longer required, parents can submit an appeal to the Student Support Appeal Committee if they consider it should continue, subject to a further officer review.

1.2 Short Term Cases (Up to 12 weeks)

Short term taxi transport may be considered where a child has a short term medical incapacity. Medical evidence will be sought to confirm that the pupil will not be able to access public transport. In these cases the provision will normally be made for a maximum of 12 weeks. In these circumstances the Council will consider the provision of transport even if the pupil is not attending their nearest school.

If transport is likely to be required in excess of twelve weeks the case will be reviewed by the County Transport Policy Officer. If it is decided not to extend the transport support, the parents have the option of appeal to the Student Support Appeal Committee

2. Looked After Children (LAC)

Pupils who are 'Looked After' by the County Council who are placed in short term foster care and who do not meet the statutory criteria for transport assistance will not be considered for transport assistance under this policy.

A separate policy is administered by the Children's Integrated Services Group to provide short term transport for LAC pupils who are not statutorily entitled to travel assistance.

3. Emergency Transport Arrangements for non LAC children

In cases where children have been temporarily re-housed due to unforeseen emergency circumstances, transport assistance may be considered to a school other than the nearest provided the distance criteria is met. Assistance would be offered on this basis where it was considered that a pupil would be unable to attend school without support from the County Council. Assistance will initially be provided up to a maximum of twelve weeks. Confirmation of the family circumstances will need to be provided by the local council or other agencies.

Transport assistance will normally take the form of provision on public transport unless the journey times exceed the County guidelines. If transport is required beyond twelve weeks then a review of the case by the County Transport Policy Officer will be undertaken.

4. Managed Transfers and In Year Fair Access Protocol Pupils

Pupils who are admitted to schools under these arrangements may receive assistance with public transport costs if the distance criterion is met irrespective of whether they are attending their nearest suitable school. Short term taxi transport pending receipt of a bus pass may also be provided to aid the smooth transition into the new school during the trial period.

Transport assistance will only be provided for pupils subject to a 'managed move', if the pupil meets the criteria as a low income family as stated in Section 6 of this policy.

5. Children whose Parents due to their Medical Condition are unable to accompany their children to school

In exceptional circumstances where it is not possible due to the medical condition of one or both of the parents or carers, for them to accompany a child to school and it is not possible to make suitable arrangements for a family member or friend to accompany a child to school transport assistance will be considered. Assistance may be provided where it is felt by the County Council that some assistance should be given to ensure that the pupil travels

to school safely and attends the school. Any such assistance is subject to satisfactory medical evidence being provided indicating the parental incapacity.

This assistance will only be provided for pupils who meet the low income criteria as outlined in Section 6 of this policy.

This might include instances where the pupil resides within the statutory walking distance or the pupil does not attend their nearest school.

The County Council will not consider assistance where one parent is unable to accompany the child to school due to work commitments nor will it usually consider it necessary to provide assistance to secondary school aged pupils as they will usually be deemed to be capable of walking to school unaccompanied.

In the above cases transport will be provided for up to a maximum of 12 weeks. Any extension of transport will be subject to a central review process by the County Transport Policy Officer.

6. Pupils under the jurisdiction of the Traveller Education Service.

Where pupils under this category live within the statutory walking distance from their nearest suitable school, short term transport provision may be made to ease the integration into a new school. This provision will be provided for a maximum of four weeks.

7. Pupils with special educational needs.

A separate policy applies to pupils in this category.

In all other cases the County Council will consider requests from parents who feel that their child requires transport to their nearest school and they are not statutorily entitled to any assistance in cases of significant non-financial exceptional circumstances.

Annex C

Transport to School on the Grounds of Religion or Belief

Section 509AD of the Education Act 1996 places a duty on local authorities to have regard to a parent's religion or belief, while fulfilling their duties and exercising their powers relating to travel. 'Religion' in this respect means any religion and 'belief' means any religious or philosophical belief.

It is acknowledged that the definitions of 'religion' and 'belief' are ultimately determined by the courts and there is a substantial body of case law which exists with regard to these definitions.

The Department for Education (DFE) offer the following advice in their Home to School Transport Guidance 2007 regarding religion or belief.

- a) The definition of 'religion'; includes those religions widely recognised such as Christianity, Islam, Hinduism, Judaism, Buddhism, Sikhism, Rastafarianism, Baha'is; Zoroastrians and Jains.
- b) A religion must have a clear structure and belief system.
- c) Equally denominations or sects within a religion may be considered as religions in this context such as Catholicism or Protestantism within Christianity.
- d) 'Belief' may be understood as equating to 'conviction' and must be more than an opinion or idea. It must be genuinely held and parents/carers bear the burden of showing that it constitutes the reason for placing their child at a given school, or not placing them at a particular school.

The DFE consider that the following examples **do not** meet the requirements for the provision of transport on faith or philosophical grounds:

- the wish to have a child educated at a particular type of school (for example a grammar school)
- the wish for a child to be taught in a particular language
- a belief that a child should be privately educated
- objections to rules requiring that a school uniform must be worn
- the belief that a particular school will provide a better level of education.

When pupils attend particular schools on the grounds of religion or belief, the County Council may, in accordance with its policy, exercise discretion towards transport costs.

Annex D

Home to School Transport Policy for pupils attending secondary Pupil Referral Units

INTRODUCTION

The policy will be applied when considering how the secondary aged pupils, attending the 7 secondary Pupil Referral Units (PRUs) in Lancashire undertake the journey to school. It will only apply to those pupils attending places commissioned by the Local Authority; permanently excluded pupils and those approved by the Alternative Provision (AP) Officer who are new to area and referred by the Pupil Access Team.

The transport costs of pupils attending intervention places at the PRU will continue be paid for by the commissioning school. Pupils attending the PRUs for medical provision are not covered by the policy and current arrangements. The policy recognises the statutory duty of the Local Authority to make full time educational provision for permanently excluded pupils from Day 6 of the exclusion.

The policy will be reviewed annually.

ELIGIBILITY

Under section 508 (B) of the Education Act 1996 the Authority must provide transport assistance for pupils attending their nearest qualifying school where the distance between home and school is more than three miles. When assessing eligibility to receive transport assistance the PRU will be the nearest qualifying school.

There is additional assistance available for pupils from low income families where the nearest qualifying school is over 2 miles from the pupil's home. This applies for pupils whose parents are on the qualifying benefits to receive free school meals or the maximum amount of Working Tax Credit.

DETERMINING SUITABLE TRANSPORT.

Permanent Excluded Pupils:

At the PRU admission meeting there will be a discussion with parents about how the pupil will undertake the journey to school. At this point, it is noted that the PRU may have limited background information in relation to the pupil and any risk factors associated with independent travel.

In deciding whether a taxi should be provided, consideration will be given to;

- Age and maturity of the child.
- Health and safety related issues, including risk to self or others.
- Accessibility of PRU on public transport.
- Length of journey.

- Vulnerability of pupil.
- Whether a child is physically able to walk the distance from home to school or from home to an agreed pick up point.
- Any special educational needs.

A taxi may initially be commissioned to ensure compliance with the statutory requirement that pupils are in Day 6 provision and to encourage regular attendance from the point of admission to the school.

Where a taxi has been provided and the pupil has been on roll for six weeks, a review will take place of whether the pupil would be able to undertake the journey to school with a travel pass. The assumption will be that a travel pass will be issued unless the pupil meets one of the criteria listed below.

Where it is deemed that a pupil can safely undertake the journey to school, using public transport, a bus pass application will be completed, with a passport size photograph and forwarded to the local Pupil Access Team to be processed. If a taxi is still required a member of the PRU staff will complete an application form explaining why a bus pass is not suitable and provide additional supporting evidence where appropriate.

Where a taxi is in place transport arrangements will be reviewed on a termly basis by PRU staff to monitor costs, quality and safety. Travel passes will not be suitable for

- Pupils whose journey to school on public transport would take over an hour.
- Pupils who would have to undertake more than one change of bus to undertake the journey to school.
- Pupils on high support.
- Pupils at risk of flight or CSE.
- Pupils who are defined as having severe emotional, social or behavioural difficulties for the period of their attendance at the PRU.

Commissioned Alternative Provision (AP) Pupils:

Prior to commissioning AP, a member of the Pupil Access Team will gather full background information, including the behavioural history, and any ongoing involvement of professionals.

As the vast majority of commissioned places are for pupils who will be attending Year 11 provision a travel pass will normally be provided where the statutory distance requirements are met.

February 2019

Report to the Cabinet

Meeting to be held on Thursday, 6 February 2020

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

Electoral Division affected:
Preston South West;

Temporary Expansion of Primary Pupil Places in Preston Schools

(Appendix 'A' refers)

Contact for further information:

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Executive Summary

Lancashire County Council has a statutory duty to ensure that a primary or secondary school place is available for every child of statutory school age living in Lancashire who requests one.

This report outlines the current and projected position in the North Preston planning area and recommends that additional places be made available at Lea Community Primary School for 2020, initially through temporary expansion.

Recommendation

Cabinet is asked to:

- (i) Approve a temporary increase, for one year only, in the Reception year intake of Lea Community Primary School in North West Preston, from 30 to 60 places for September 2020, to be accommodated within the existing building.
- (ii) Approve the funding set out at Appendix 'A' in order to make internal alterations to the building to accommodate the additional numbers.

Background and Advice

As detailed in the 'School Place Provision Strategy 2017/18 to 2019/20' approved by Cabinet in August 2017, after a steady decrease between 1989 and 2001, birth rates across the county have subsequently been rising.

In addition, the changing dynamics of Lancashire's population, influenced by increased births, immigration, housing developments and economic migration, means that the provision of school places must also change in order to meet the changing needs of residents. This can be through provision of additional places or through the redistribution of existing places within the county.

In dealing with rising numbers resulting from higher birth rates, it is necessary to assess whether or not this is a short term increase or a more sustained trend.

The North and West Preston Planning Areas have been identified together as an area of growth, due to the significant level of housing development planned in the area as part of the Preston, South Ribble and Lancashire City Deal.

The table below shows demand in the combined area, based on the number of recorded births:

		Forecast intake based on births only				
	Total Published Admission Number	Sept 2019 (actual)	Sept 2020	Sept 2021	Sept 2022	*Sept 2023
Reception Places	911	875	928	893	791	791

*this is based on an assumption that the birth rate remains the same because the relevant birth data is not available yet.

The table shows the expected intakes for the North and West primary schools, based on recent admissions to the schools, when compared with the corresponding birth rates 4 years earlier.

The above figures are based only on birth demand and do not take into account the projected impact of housing development in the area. The table below shows projected demand resulting from live births and housing:

		Forecast intake (Births and Housing Projections)				
	Total Published Admission Number	Sept 2019 (actual)	Sept 2020	Sept 2021	Sept 2022	Sept 2023
Reception Places	911	875	941	919	828	841

The above information demonstrates that sufficient primary school places were available for the September 2019 Reception intake, but that once the impact from housing and increased birth rate has been taken into account, there is projected to be a shortfall of places for September 2020.

However, the position for 2021 and 2022 is less clear. Whilst plans were originally being made to provide permanent places in the area, the latest birth data for 2016/17

and 2017/18 provided by the Office of National Statistics showed a reduction in the birth rate, meaning that demand for 2021 and 2022 intakes will be smaller, even with the addition of the yield from new housing.

Given both the significant birth rate drop for the 2022 intake (and without data to show the birth rate beyond the 2022 intake at this point), and with housing build rates being slower than anticipated, together with the fact that a number of schools in the immediate vicinity are currently carrying spare places, it is proposed that the additional places for 2020 be provided on a temporary basis at this stage, until further data is available to evidence the need for permanent places. This will be kept under review.

On identification of the area as a hotspot, all schools within the area of growth were contacted in order to seek expressions of interest in expansion, and visits to interested schools then took place.

In an initial assessment of the potential to expand existing schools, the following factors were considered which are contained within the School Place Provision Strategy (<https://www.lancashire.gov.uk/council/strategies-policies-plans/children-education-and-families/school-place-provision-strategy/>):

- The current strength of the school in terms of attainment levels and leadership;
- Parental preference;
- The existing size and layout of the school, and its potential to accommodate additional pupil numbers;
- Access to the site and proximity to the area of growth.

On application of these criteria, it was decided to propose the temporary expansion of Lea Community Primary School because it was the only option which:

- Expressed an interest to expand;
- Fit the criteria above and;
- Could provide the amount of additional places required for the area.

Permanent expansion of schools in the area was also considered and feasibility studies were undertaken for the permanent expansion of Lea Community Primary School and two other schools in the area. Of the three schools, the scheme at Lea was the most favourable in terms of cost and practicality. At the current point in time, pupil numbers in the area do not indicate that a permanent expansion is required, although this may change in the future. The proposed alterations for the temporary expansion at Lea Community Primary School have been designed to support a permanent expansion in the future, should this become necessary.

Consultations

The headteacher and governing body of Lea Community Primary School have been consulted on the proposals and an increase to the Published Admission Number for September 2020 is supported.

Implications:

This item has the following implications, as indicated:

Risk management

If additional primary school places are not created, there is a risk that the county council would fail in its statutory responsibility to make sure that a maintained school place is available to all Lancashire children of the appropriate age range who want one.

Providing additional permanent places increases the overall capacity in the school planning areas and, if birth rates fail to yield the expected number of pupils, or there is an increased level of outward migration of families from this area, there may be surplus places.

Property Asset Management

The expansion of Lea Community Primary School can be accommodated within the existing school building. A feasibility assessment has been carried out for the proposed expansion.

Legal

Lancashire County Council has a statutory duty to provide sufficient school places.

The governing body has been consulted in line with the Schools Admissions Code 2014.

Financial

The financial implications are set out at Appendix 'A' and are deemed to be Part II for the reason set out below:

This section of the report contains information relating to the financial or business affairs of any particular person (including the authority holding that information).

Procurement

All Lancashire County Council procurement standing orders will be complied with. Contracts will be let through Lancashire County Council's approved frameworks.

Human Resources

The school may need to employ an additional teacher as a result of the temporary expansion in numbers. Should the proposals be approved, the school would receive revenue funding assistance for each year of expansion to reflect the fact that pupils would begin two terms before the increased numbers are reflected in the school budget. This funding would be provided through the Dedicated Schools Grant in

accordance with the rules agreed by the Lancashire Schools Forum. This will ensure that the school is not financially disadvantaged by the expansion.

List of Background Papers

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

Appendix 'A' is not for publication - Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972. The report 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, 6 February 2020

Report of the Head of Service - Libraries, Museums, Culture and Registrars**Part I**

Electoral Divisions affected:
(All Divisions);

Mobile Library Review - Final Report

Contact for further information:

Ian Watson, Tel: 07833 483410, Libraries and Museums Manager,
ian.watson@lancashire.gov.uk

Executive Summary

This report concludes the review of the future of the mobile library service.

Recommendation

Cabinet is asked to:

- (i) Approve the introduction of the revised mobile library routes from 1 June 2020.
- (ii) Approve the use of the trial days to offer mobile library stops to communities without a static library and no existing mobile library stop.
- (iii) Authorise the Cabinet Member for Community and Cultural Services and the Head of Service - Libraries, Museums, Culture and Registrars to make the final decision(s) regarding the trial routes.

Background and Advice

Cabinet approved proposals in a report, on 17 January 2019, on the need to review the future of the mobile library service and the home library service. One of the three recommendations that was accepted was "Cabinet endorses the public consultation process for the future of the Mobile Library Service and requires a further report in mid-2019". The results of this consultation would then inform the proposals that Cabinet would be asked to approve when planning the future of the mobile library service.

The fieldwork ran for eight weeks between 4 March 2019 and 28 April 2019. In total, 564 completed questionnaires were returned (441 paper questionnaire responses and 123 online questionnaire responses).

The analysis of the completed questionnaires was produced in June 2019 and reported to Cabinet when it met on 5 September 2019.

At that meeting, Cabinet agreed that the following criteria should be applied to the revision of the routes followed by mobile libraries:

1. All mobile library stops would move to a three weekly frequency.
2. No mobile library routes would be scheduled over the Christmas and New Year fortnight.
3. Mobile library routes would be maintained throughout the rest of each year whenever possible.
4. A mobile library vehicle would be held in reserve.
5. The minimum stop time would be 15 minutes wherever possible and would be incorporated into the re-organisation of the mobile library routes.
6. All existing mobile stops would continue to be visited and would be incorporated into the re-organisation of the mobile library routes.
7. Requests for new stops within 0.75 miles (approximately a 15 minute walking distance at an average walking speed) of a static library would not be accepted. Any members of the public requesting a stop within this radius will be contacted to see if they were eligible for the home library service.
8. Any stop that was not used within six continuous months (approximately eight visits) would be discontinued.

These criteria have been applied to the existing 784 stops provided by the existing fleet of six mobile libraries (with a seventh vehicle available as a reserve).

By moving all routes to a three weekly frequency, all existing stops can be visited by using five mobile libraries (with a sixth vehicle available as a reserve) providing 70 daily routes within a three week rota (allowing for one maintenance day per vehicle per rota).

The revised routes will keep the majority of existing stops on the same day of the week and approximately the same time of day (within 30 minutes of the current stopping time). However the frequency of visits will change from fortnightly to three weekly for some customers.

There are a limited number of 44 stops (8% of all stops) serving 117 customers that will either need to change the day of the week on which they are visited or will keep the current day of the week, but will require a significant change to the time of day (from morning stop time to an afternoon or vice versa).

The revision of the mobile library routes has been able to free up 4 of the 70 routes and two half-days to become "trial days". There are 49 parish council areas without a static library and which get no mobile library visits. In addition, there are areas of the county that are not parished and have neither a static library nor mobile library visits. It is proposed that the council's Champion for Parishes (with support from the Libraries Service) makes contact with those parish councils and representatives of

those areas not parished to identify those communities that want to benefit from a mobile library visit. The "trial days" will enable those new stops to be piloted and reviewed after six months to see if there is enough customer demand to add those pilot stops to the main routes followed by mobile libraries. Given that there are only 5 trial days in total, it might result in a waiting list of communities to be piloted but these can be worked through over a number of six-monthly periods.

It is proposed that the new mobile routes will commence from Monday 1 June 2020 as this gives adequate time to notify all customers of any changes to existing days or times for people to have time to make any adjustments that they may need to make.

Alongside the review of the mobile library routes, the mobile library vehicles are being replaced due to the age of the existing fleet. Three replacement vehicles are currently being brought into service and a further three vehicles have been ordered with delivery anticipated in September/October 2020.

Consultations

The public was consulted between 4 March 2019 and 28 April 2019 on the draft criteria to be used when reviewing the routes followed by mobile libraries. In addition, a number of parish councils will be consulted about receiving new mobile library stops using trial days available from 1 June 2020.

Implications:

This item has the following implications, as indicated:

Vehicles

There are currently seven mobile library vehicles, of which six are used for the regular delivery of the service with one vehicle held in reserve to replace any vehicle that becomes unavailable. Cabinet has already agreed capital expenditure to replace the entire fleet of ageing mobile library vehicles and the first three new mobile library vehicles were delivered in late 2019 and will go into service during February 2020. Moving the frequency of all the mobile library routes to three weekly will mean that only five rather than six vehicles are required for the regular delivery of the service with a sixth vehicle held in reserve. Therefore, a further three new mobile library vehicles will be ordered and brought into service in 2020.

The bases of the new mobile library vehicles will be reviewed as the new routes are planned but six of the existing seven bases will continue to be used.

Staffing

There are six full-time posts of Mobile Library Officers of which one post is currently vacant but temporarily filled until 31 May 2020. By moving to five mobile libraries delivering the service, the vacant post can be deleted when the new routes are introduced in 2020.

In order to comply with criteria three detailed above, casual or agency drivers would need to be brought in to cover drivers' holidays and other absences whenever possible. As the bases of the mobile library vehicles are reviewed, any changes to vehicle locations might require one or more posts to be re-located and appropriate staff consultation would be conducted.

Financial

The cost of the revised mobile library service will be contained within the existing revenue and capital budgets allocated for the mobile library service. There is the potential for realising vehicle savings by reducing the number of vehicles from seven to six. In addition, the staffing budget would reduce by moving from six to five full-time posts. This saving will offset the occasional cost of the use of casual drivers, to be used only when necessary to comply with criteria three detailed above.

Risk management

Legal

The mobile library service contributes to the overall service offer and thus contributes to the council complying with the obligations of the Public Libraries and Museums Act 1964.

Equality Analysis

As all existing customers will continue to receive a mobile library service and may be eligible to access the home library service, no-one will lose access to the service.

Personnel

As one of the six posts of Mobile Library Officer is filled temporarily by an existing member of staff until 31 May 2020, the number of posts can be reduced from six to five without any personnel issues. Any change to work location will require appropriate consultation with the staff involved.

List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A

Report to the Cabinet

Meeting to be held on Thursday, 6 February 2020

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

Electoral Divisions affected:
(All Divisions);

Adult Social Care Fee Uplifts - 2020/21

Contact for further information:

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Executive Summary

Lancashire County Council supports approximately 35,000 carers and adults in community and residential based settings, at an annual net cost of approximately £341 million per year.

This report sets out the county council's proposed fee uplifts for adult social care providers for 2020/21. However, it should be noted that the county council is currently using structural reserve funding and faces continued financial pressures. Notwithstanding these pressures, the county council continues to increase fees to support Lancashire providers.

The uplifts proposed in this report are a weighted average of national living wage, pension auto-enrolment and other inflationary factors, and are subtly different across services and fee levels due to their differing cost bases.

In response to a successful legal challenge by Mencap in relation to payments for sleep-in services for adults with learning disabilities, changes to night support rates were published in June 2019 and do not form part of this report.

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

Recommendation

Cabinet is asked to approve the following uplifts, with effect from 1 April 2020:

- (i) **Residential and nursing care**
Older Peoples approved residential care rates:
- | | |
|------------------|-------|
| Nursing Standard | 4.65% |
| Nursing Dementia | 4.76% |

Residential Standard	4.54%
Residential Higher	4.82%
Residential Dementia	4.89%

For other client groups: 4.89% minimum fee level for new placements increased to £595.07 per week.

For self-funders living in the county council's in-house older peoples residential homes: 4.89%.

- (ii) **Homecare (all client groups)**
Where care has been commissioned off-framework, an inflationary uplift of 4.88% in line with the forecast 2020/21 cost increase associated with the Homecare Framework.
- (iii) **Supported Living** – increase waking hour rate by 5.67% to £16.03 per hour. No changes to payments for sleep-in services at this time.
- (iv) **Direct Payments** – 4.88%.
- (v) **Carers** – Uplift the annual payments of £230/£340 to £244.29/£361.12 respectively.
- (vi) **Shared Lives** – 6.21%.
- (vii) **Day Care (Non "Older People" services)** – 4.81%.
- (viii) **Rolling Respite and Provider Brokerage** – Uplift in line with the relevant service (e.g. homecare/residential care).

Background and Advice

Lancashire County Council supports approximately 35,000 carers and adults in community and residential based settings, at an annual net budget of approximately £341 million. This net figure includes income from Health and Service User contributions as well as Better Care Funding. The net cost also includes approved savings amounting to £43 million which Adults Services are targeting to achieve.

The county council is faced with a significant shortfall in overall funding during the next three years, as demand and cost pressures are forecast to continue to increase.

Some of the demand pressures are being addressed through the Adults Transformation work, and may be alleviated to an extent by changing models of service delivery.

This report focusses on uplifting rates for existing service models at a level which is affordable for the county council, but also reflects inflationary costs incurred by providers in delivering their services.

The most significant increase in costs for 2020/21 is the continued increase in the National Living Wage, which increases by 6.2% to £8.72 on 1 April 2020.

The Chancellor of the Exchequer, George Osborne, announced what he termed the National Living Wage at the end of his budget speech on 8 July 2015 with a target of at least £9 per hour by 2020. The increase for 2020/21 represents the highest percentage increase since national living wage was introduced however, it should be noted that the rate of £8.72 from April 2020 remains less than the Chancellor's original target of £9.00 per hour.

Uplifts

The National Living Wage increase does not represent the total cost increase of delivering services. Whilst labour constitutes a significant component, there are other aspects of provider's cost base that change by higher or lower amounts.

The uplifts proposed are a weighted average of national living wage, pension auto-enrolment and other inflationary factors and are subtly different across services and fee levels due to their differing cost bases.

Residential Care

It is recommended that Older People's approved residential care rates are increased in line with the table below.

	2019/20 Fee	2020/21 Fee*	Increase
NURSING	£534.55	£559.41	4.65%
NURSING DEMENTIA	£630.75	£660.77	4.76%
RESIDENTIAL STANDARD	£466.55	£487.73	4.54%
RESIDENTIAL HIGHER	£528.36	£553.83	4.82%
RESIDENTIAL DEMENTIA	£567.33	£595.07	4.89%

**The annual fund for room premiums remains available and the fee remains unchanged at £10 per room per week for all new placements. It is the Provider's responsibility to ensure that the room premium is applied for and set up at the time the placement in the compliant room is made. Should a provider make a retrospective claim for room premiums the maximum period the county council will backdate is the later of the compliant room placement start date or 3 months from the date the request is made.*

For other client groups, a rate of 4.89% is proposed and, in turn, the minimum fee level increased to £595.07 per week.

For self-funders living in the county council's in-house older peoples residential homes it is proposed that fees increase by 4.89%.

Through the Healthier Lancashire and South Cumbria partnership, the county council is in the process of implementing a joint Health and Social Care service specification for older adults residential and nursing care. As part of the implementation process it may be necessary to review fee levels.

Homecare

On-Framework

The current Homecare Framework commenced in November 2017, and providers tendered a rate for each year of the contract. No further uplift is proposed in this report.

Off-Framework

It is proposed that, where care has been commissioned off-framework, an inflationary uplift of 4.88% is applied; in line with the 2020/21 cost increase associated with the Homecare Framework.

Supported Living

Waking hours

It is recommended that all supported living rates are increased by 5.67%. This increases the approved rate to £16.03 per waking hour.

Sleep-in payments

In response to a successful legal challenge by Mencap in relation to payments for sleep-in services for adults with learning disabilities, changes to night support rates were published in June 2019 and do not form part of this report. Full details of the sleep in rates can be found on the county council's website at <http://council.lancashire.gov.uk/ieDecisionDetails.aspx?ID=17084>

Extra Care

All extra care contracts have been retendered with providers tendering a rate for each year of the contract. No further uplift is proposed in this report.

Carers

Carers are paid a one off fixed amount of £230 or £340 as a direct payment, depending on the level of support they require. The scheme was introduced in April 2015 and is intended to help people in their role as a carer. They may use this money as they see fit.

The proposal is to uplift the annual payments in line with National Living Wage to £244.29 and £361.12 respectively.

Shared Lives

Shared Lives is a care service for adults with learning or physical disabilities and for older people. Care is family based and provided by individuals and families. Shared Lives carers are local people recruited and trained to make sure they have the right qualities to provide care and support.

The proposal is to uplift fees by 6.21% in line with the forecast National Living Wage increase.

Day Care

Day time support is delivered in a variety of locations from traditional accommodation based services through to outdoor activity centres. During 2018/19, the county council established an open list of pre-qualified service providers who are contracted to meet our quality standards. The list is specific to Older People's day time support services, with prices being pre-agreed during this process. No further uplift to Older People's day time support rates are proposed in this report.

For all other client groups an uplift of 4.81% is proposed.

Council Commissioned Respite & Individual Service Funds

The proposal is to uplift fees associated with rolling respite and provider brokerage in line with the relevant service e.g. residential respite and supported living Individual Service Funds will be uplifted in line with the rates detailed earlier in this report.

Direct Payments

It is recommended that an inflationary uplift of 4.88% is applied to all weekly Direct Payments set up prior to 1 April 2019.

If after this uplift has been applied, any person who still cannot meet their care and support needs within their existing budget, or finds they are receiving too high a personal budget, should contact the county council.

Out of County Placements

In order to prevent unequal price uplifts in neighbouring Authority areas, the rate uplifts described in this report will not be applied to placements made outside of the county council's border. Instead, the county council will honour the host authority uplifts upon receipt of confirmation of the host authority uplift. *(Providers should make contact via contractmgmt.care@lancashire.gov.uk and provide confirmation of the host authority's rate increase).*

Packages Jointly Funded with Health

In cases where Lancashire County Council has been nominated as the lead commissioner for jointly funded packages, care services are paid according to the council's schedule of fees. The relevant clinical commissioning group is then invoiced for their agreed share of the package of care. The uplifts detailed above will apply to the whole care package and not just the county council share.

Consultations

The county council has not undertaken formal consultation in relation to these proposals.

Implications:

This item has the following implications, as indicated:

Financial

The fee uplifts described in this report will cost approximately £20 million and, due to a change in the mix of services being used to support our service users, results in an additional cost pressure of £2.1 million in the Adults Services budgets. The additional pressure has been built into the recommended Quarter 3 Medium Term Financial Strategy.

It should also be noted that county council is currently using structural reserve funding and faces continued financial pressures over the period of the Medium Term Financial Strategy and will require further savings to be identified to offset this cost pressure.

Notwithstanding these pressures, the county council continues to increase fees to support Lancashire providers.

Legal

The Care Act statutory guidance states that "local authorities must not undertake any actions which may threaten the sustainability of the market as a whole, that is, the pool of providers able to deliver services of an appropriate quality, for example, by setting fee levels below an amount which is not sustainable for providers in the long-term."

Fee uplifts proposed in this report have been set at a level that reflects current market conditions. They incorporate changes to the national living wage, as forecast by the Office for Budgetary Responsibility, in addition to other factors such as changes in employer's contribution rates for pension auto-enrolment and general inflation.

Supported Living Night Rate

The county council's decision to return to paying a flat rate fee for sleep-in fees is based on current case law.

The Supreme Court granted Unison the right to Appeal the current decision. However, a decision may not be reached before 2020/21. The county council will review fees for sleep-in payments once a decision is reached.

List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A

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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