



HILLINGDON
LONDON



Cabinet

Date: THURSDAY, 18 FEBRUARY
2016

Time: 7.00 PM

Venue: COMMITTEE ROOM 6 -
CIVIC CENTRE, HIGH
STREET, UXBRIDGE UB8
1UW

**Meeting
Details:** Members of the Public and
Press are welcome to attend
this meeting

Councillors in the Cabinet

Ray Puddifoot MBE (Chairman)
Leader of the Council

David Simmonds CBE (Vice-Chairman)
Deputy Leader / Education & Children's Services

Jonathan Bianco
Finance, Property & Business Services

Keith Burrows
Planning, Transportation & Recycling

Philip Corthorne
Social Services, Health & Housing

Douglas Mills
Community, Commerce & Regeneration

Scott Seaman-Digby
Central Services

Published:
Wednesday, 10 February 2016

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This Agenda is available online at:
www.hillingdon.gov.uk

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Head of Democratic Services
London Borough of Hillingdon,
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Putting our residents first

Useful information for residents and visitors

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Notice

Notice of meeting and any private business

The London Borough of Hillingdon is a modern, transparent Council and through effective Cabinet governance, it seeks to ensure the decisions it takes are done so in public as far as possible. Much of the business on the agenda for this Cabinet meeting will be open to residents, the wider public and media to attend. However, there will be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. Such business is shown in Part 2 of the agenda and is considered in private. Further information on why this is the case can be sought from Democratic Services.

This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 to confirm that the Cabinet meeting to be held on:

18 February 2016 at 7pm in Committee Room 6, Civic Centre, Uxbridge

will be held partly in private and that 28 clear days public notice of this meeting has been given. The reason for this is because the private (Part 2) reports listed on the agenda for the meeting will contain either confidential information or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. An online and a hard copy notice at the Civic Centre in Uxbridge indicates a number associated with each report with the reason why a particular decision will be taken in private under the categories set out below:

- (1) information relating to any individual
- (2) information which is likely to reveal the identity of an individual
- (3) information relating to the financial or business affairs of any particular person (including the authority holding that information)
- (4) information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Notice of any urgent business

To ensure greater transparency in decision-making, 28 clear days public notice of the decisions to be made both in public and private has been given for these agenda items. Any exceptions to this rule are the urgent business items on the agenda marked *. For such items it was impracticable to give sufficient notice for a variety of business and service reasons. The Chairman of the Executive Scrutiny Committee has been notified in writing about such urgent business.

Notice of any representations received

No representations from the public have been received regarding this meeting.

Date notice issued and of agenda publication

10 February 2016

London Borough of Hillingdon

Agenda

- 1 Apologies for Absence
- 2 Declarations of Interest in matters before this meeting
- 3 To approve the Part 1 public minutes of the Cabinet meeting held on 21 January 2016 1 - 8
- 4 To approve the Part 2 confidential minutes of the Cabinet meeting held on 21 January 2016 9 - 10
- 5 To confirm that the items of business marked Part 1 will be considered in public and those marked Part 2 in private

Cabinet Reports - Part 1 (Public)

- 6 Policy Overview Committee Review - Effectiveness of Early Help to Promote Positive Outcomes for Families (Cllr David Simmonds CBE) 11 - 42
- 7 Monthly Council Budget Monitoring - M9 (Cllr Jonathan Bianco) 43 - 92
- 8 The Council's Budget - Medium Term Financial Forecast 2016/17 - 2020/21 (Cllr Ray Puddifoot MBE & Cllr Jonathan Bianco) **To follow**
POLICY FRAMEWORK: TO BE RECOMMENDED TO COUNCIL
- 9 Schools Budget 2016/17 (Cllr Jonathan Bianco, Cllr David Simmonds CBE & Cllr Ray Puddifoot MBE) 93 - 114
- 10 Financial Support to Voluntary Organisations Update (Councillor Douglas Mills) 115 - 136
- 11 Changes to the Admissions criteria for Community Schools (Cllr David Simmonds CBE) 137 - 186
- 12 Hillingdon response to LB Hounslow's 'West of Borough Plan' Issues Consultation (Cllr Keith Burrows) * **To follow**
- 13 Standards and Quality in Education 2014/15 (Cllr David Simmonds CBE) **To follow**
- 14 Deed of Variation of a Lease to the Council at Harlington Community School, Hayes (Cllr Jonathan Bianco) 187 - 192
- 15 School Capital Programme Update (Cllr David Simmonds CBE & Cllr Jonathan Bianco) 193 - 202

Cabinet Reports - Part 2 (Private and Not for Publication)

- | | | |
|-----------|--|-----------|
| 16 | Award of Contract: Vehicle Hire Framework Agreement
(Cllr Jonathan Bianco) | 203 - 214 |
| 17 | Procurement of Sexual Health Contracts (Cllr Philip Corthorne) * | 215 - 220 |
| 18 | Manned Guarding, CCTV Monitoring and General Security Contract
(Cllr Jonathan Bianco) | 221 - 236 |

The reports listed above in Part 2 are not made public because they contains exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

- 19** Any other items the Chairman agrees are relevant or urgent

**denotes urgent business (see agenda notice)*

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Minutes

Cabinet

Thursday, 21 January 2016

Meeting held at Committee Room 6 - Civic Centre,
High Street, Uxbridge UB8 1UW



Published on: 22 January 2016

Come into effect on: from 29 January 2016 *

Cabinet Members Present:

Ray Puddifoot MBE (Chairman)
David Simmonds CBE (Vice-Chairman)
Douglas Mills
Jonathan Bianco
Scott Seaman-Digby
Keith Burrows
Philip Corthorne

Members also Present :

Wayne Bridges
Susan O'Brien
Raymond Graham
Nick Denys
Neil Fyfe
John Oswell
Jane Palmer
Jan Sweeting
Ian Edwards
Henry Higgins
Dominic Gilham
Beulah East
Becky Haggar

1. APOLOGIES FOR ABSENCE

All Members were present.

2. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING

No interests were declared by Members at this meeting.

3. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING

The decisions and minutes of the Cabinet meeting held on 17 December 2015 were agreed as a correct record.

4. TO CONFIRM THAT THE ITEMS OF BUSINESS MARKED PART 1 WILL BE CONSIDERED IN PUBLIC AND THAT THE ITEMS OF BUSINESS MARKED PART 2 IN PRIVATE

This was confirmed, with the change that the School Capital Programme Update report would be considered before the Monthly Council Budget Monitoring Report, where there was the addition of a private matter to be discussed as part of that item.

5. EXTERNAL SERVICES SCRUTINY COMMITTEE: REVIEW INTO ALCOHOL RELATED A&E ADMISSIONS AMONGST UNDER 18S

RESOLVED:

That Cabinet:

- 1. Welcomes the report from the External Services Scrutiny Committee on the review into alcohol related A&E admissions amongst under 18s.**
- 2. Endorses the recommendations of the External Services Scrutiny Committee:**
 - a) That Cabinet asks the Public Health team to work with The Hillingdon Hospitals NHS Foundation Trust and ARCH to gather more detailed information about those young people who attend the hospital as a result of substance misuse so that gaps in service provision can be identified and resources can be targeted to those most in need.**
 - b) That Cabinet asks the Regulatory Services team to encourage the adoption of a Challenge 25 policy by all licensed premises in the Borough.**
 - c) That Cabinet asks officers working on the Hillingdon Healthy Schools Programme to work with Safer Schools Officers to deliver alcohol risk messages to young people across the Borough.**
 - d) That Cabinet asks the Hillingdon Local Safeguarding Children's Board to monitor the number of under 18s being admitted to hospital as part of its monthly performance regime and include the results in its Annual Report.**

Reasons for decision

The Cabinet Member for Social Services, Health and Housing read out the Chairman of the External Services Committee's comments following a report from the Working Group on alcohol related Accident and Emergency Ward admissions amongst under 18s, chaired by Councillor Dominic Gilham.

Cabinet praised the review's recommendations, which would support the Council and health agencies to improve existing monitoring, education and awareness amongst partner organisations in an effort to reduce incidents of such admissions.

Alternative options considered and rejected

The Cabinet could have decided to reject or amend some or all of the Working Group's recommendations.

Officer to action:

Nikki O'Halloran, Administration Directorate

Classification: Public

The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.

7. SCHOOL CAPITAL PROGRAMME UPDATE

RESOLVED:

That Cabinet:

- 1. Note the progress made with primary and secondary school expansions, the school condition programme and other school capital projects.**
- 2. Approve the 2015/16 School Condition Programme of works as outlined in this report.**
- 3. Delegate authority to the Deputy Chief Executive and Corporate Director of Residents Services in consultation with the Leader of the Council and Cabinet Member for Finance, Property and Business Services to make any required changes to the school condition programme of works such as the addition or removal of individual projects.**

Reasons for decision

Cabinet received its regular update on London's largest school building programme which would invest over £300m in new local education facilities by 2020. This would ensure that every child in the London Borough of Hillingdon would have a quality place at a local school.

In addition to this, Cabinet approved the forthcoming School Condition Programme, improving the existing fabric of a number of schools in the Borough.

Alternative options considered and rejected

Cabinet could have determined proposals for alternative school condition works.

Officer to action:

Bobby Finch, Residents Services

Classification: Public

The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.

6. MONTHLY COUNCIL BUDGET MONITORING REPORT - MONTH 8

RESOLVED:

That Cabinet:

- 1. Note the forecast budget position as at November 2015 (Month 8).**
- 2. Continue the delegated authority up until the 18 February 2016 Cabinet meeting to the Chief Executive to approve any consultancy and agency assignments over £50k, with final sign-off of any assignments made by the Leader of the Council. Cabinet are also asked to note those consultancy and agency assignments over £50k approved under delegated authority between the 17 December 2015 and 21 January 2016 Cabinet meetings, detailed at Appendix F.**
- 3. Approve the addition of £111,051 Deprivation of Liberty Safeguards (DoLS) New Burdens Funding to Adult Social Care budgets for 2015/16.**
- 4. Approve acceptance of Planning Performance Agreement income in respect of the following applications:**
 - a) Old Vinyl Factory, Blyth Road, Hayes (£69k-£92k)**
 - b) 15-17 Uxbridge Road, Hayes (£23.5k)**
- 5. Endorse a decision taken on 19 November 2015 by the Deputy Chief Executive and Corporate Director of Residents Services, in conjunction with the Leader of the Council, to secure a 5 year lease of a new development at 9a Great Central Avenue, South Ruislip, HA4 6TT for temporary accommodation purposes at a cost of £223k per annum.**
- 6. Note the rate of Ultra Low Sulphur Diesel fuel price fixed by the Corporate Director of Finance, in conjunction with the Leader of the Council and Cabinet Member for Finance, Property & Business Services as set out in the report.**
- 7. Agree that the Council donates £34,200 to the Mayor of Hillingdon's Charitable Trust to support local good causes, funded from the proceeds of the Textile Waste Charitable Fund and the Priority Growth Fund.**
- 8. Agree all revenue expenditure on ICT Equipment, Equipment and Furniture in the General Fund, HRA and PRA, together with expenditure on Planned Maintenance and contributions to Works to Stock in the HRA is subjected to the same democratic approval procedure as Capital Expenditure (approved by the Leader of the Council and the Cabinet Member for Finance, Property and Business Services).**

Following approval of matters 1-8 on this item in public, Cabinet resolved to go into the private part of the meeting for the remainder of the meeting, in order to consider and make decisions on a matter in relation to Housing Zones in the Borough.

Reasons for decision

Cabinet was informed of the latest forecast revenue, capital and treasury position for the current year 2015/16 to ensure the Council achieved its budgetary and service objectives.

Cabinet made a range of further decisions in relation to the addition of monies for social care burdens, the acceptance of monies to assist in advising on upcoming major development sites and the ratification of previous decisions taken by officers on the provision of affordable housing and the fuel rate set for use in Council vehicles.

Cabinet received supplementary information at the meeting in relation to the Textile Collection Fund, where it decided to donate the monies received to the Mayor's Charitable Trust. Furthermore, Cabinet agreed to institute additional financial controls on expenditure at the democratic level, ensuring the Council remained on a firm financial footing, noting that Members would refine the definitions of expenditure and where appropriate develop any other robust expenditure sign-off arrangements required, including that for urgent expenditure.

Cabinet, in moving to the private part of the meeting, considered a matter in relation to Housing Zones in the Borough and made associated decisions on this, noting that a full public report would come back to Cabinet in due course.

Alternative options considered and rejected

None.

Officer to action:

Paul Whaymand, Finance Directorate

Classification: Public

The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.

In considering this public item, Cabinet resolved to move into the private part of the meeting solely to discuss the Home Zones matter tabled by officers. This is because it contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended).

This is an abridged public record of the Cabinet's decisions on this matter due to the confidential nature of the discussions that took place at the meeting.

8. GOOGLE FOR WORK: CONTRACT EXTENSION

RESOLVED:

That Cabinet award a contract extension for a further 2 years to the current agreement with Cloudfreach for the provision of Google Apps, including Google Vault and Cloudlock add-ons.

Reasons for decision

Cabinet noted that since the Council's trailblazing move to Google in 2011 for its primary business applications, the London Borough of Hillingdon had benefited from a modern digital desktop and mobile toolkit, productivity improvements along with important financial savings.

Following a review of the cloud marketplace, Cabinet agreed an extension of the current contract, along with procurement of the required security and audit add-ons, which would enable the Council to continue the deployment of Google collaborative applications across the organisation to provide further innovations and efficiencies in the way staff and the Council operate.

Alternative options considered and rejected

Cabinet could have considered alternative applications by way of a competitive tender exercise, however, in considering the current market place, Cabinet deemed that this would not provide the necessary financial savings at this time.

Officers to action:

Nick McCarthy, Residents Services

Jo Allen, Residents Services

Classification: Private

Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended.

9. CONTRACT FOR CONTROL OF VEGETATION AND WEEDS TO HARD SURFACED AREAS

RESOLVED:

That Cabinet award the contract for the provision of Ground Maintenance Services for Control of Vegetation to Hard Surfaces (Borough-wide) to Complete Weed Control Trading Ltd. for 3 years with the option to extend for 2x1 year periods.

Reasons for decision

Cabinet agreed to the award of the most economically advantageous tender to provide a high quality weed control programme across the Borough that would assist in the maintenance of the highways and housing estates to be weed free and increase resident satisfaction. Cabinet noted that the weed control contract included the addition of a vegetable dye in their application, which would allow for visual monitoring of the works by officers but also so that residents could see when they had been carried out.

Alternative options considered and rejected

Cabinet could have decided to cancel the weed spraying programme, but rejected this due to the negative visual impact in the Borough that would result.

Officer to action:

Adrian Batten, Residents Services

Classification: Private

Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended).

10. BRACKENBRIDGE DRIVE, RUISLIP

RESOLVED:

That Cabinet:

- 1. Authorise the deed of variation to allow the developer to implement the revised planning permission.**
- 2. Delegate authority to the Leader of the Council and the Cabinet Member for Finance, Property and Business Services, in conjunction with the Deputy Chief Executive and Corporate Director for Residents Services, to make all subsequent decisions about the future of the site.**

Reasons for recommendation

Cabinet agree to a Deed of Variation to implement the revised planning permission received by the developer for homes on Brackenbridge Drive, which would also contribute to increasing the supply of housing in the Borough.

Alternative options considered and rejected

Cabinet could have decided not to enable the building of additional homes on this site.

Officer to action:

J McKenna, Residents Services

Classification: Private

Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended.

11. ANY OTHER ITEMS THE CHAIRMAN AGREES ARE RELEVANT OR URGENT

No additional items were considered by the Cabinet.

The meeting closed at 7.28pm.

*** IMPLEMENTATION OF CABINET'S DECISIONS**

For Members and Officers only

Meeting after Cabinet, the Executive Scrutiny Committee did not call-in any of the Cabinet's decisions. These can therefore be implemented from 5pm, Friday 29th January 2016 upon the expiry of the scrutiny call-in period, unless notified otherwise by Democratic Services.

The officers to implement the decisions are indicated in the minutes.

Agenda Item 4

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government (Access to Information) Act 1985 as amended.

Document is Restricted

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CHILDREN, YOUNG PEOPLE AND LEARNING POLICY OVERVIEW COMMITTEE: *The Effectiveness of Early Help to Promote Positive Outcomes for Families*

Cabinet Member	Councillor David Simmonds CBE
Cabinet Portfolio	Education and Children's Services
Officer Contact(s)	Jon Pitt, Administration Directorate
Papers with report	Appendix A - Policy Overview Committee review - final report

1. HEADLINE INFORMATION

Summary	<p>To receive the Committee's review into The Effectiveness of Early Help to Promote Positive Outcomes for Families.</p> <p>The Committee's report identifies a number of measures that it is anticipated will help to strengthen the Council's Early Intervention and Prevention provision.</p> <p>The Early Intervention and Prevention Service was fully established in September 2015. Bearing this and the ongoing development of the Service in mind, the Committee is recommending that it undertakes ongoing monitoring of progress made in relation to the recommendations contained within the report and the development of the Early Intervention and Prevention Strategy.</p> <p>Cabinet is requested to consider the Committee's findings.</p>
Putting our Residents First	This report supports the following Council objective of: <i>Our People</i> .
Financial Cost	There are no direct financial implications arising from this report. Where resources have been identified these are already within existing service budgets.
Relevant Policy Overview Committee	Children, Young People and Learning.
Ward(s) affected	All.

RECOMMENDATIONS

That Cabinet:

- 1. Welcomes the report from the Children, Young People and Learning Policy Overview Committee on their review into The Effectiveness of Early Help to Promote Positive Outcomes for Families.**
- 2. Agrees the recommendations of the review, along with their implementation, as set out below:**
 - 1. That Cabinet endorses the work undertaken by the Council to support families through the provision of Early Intervention and Prevention.**
 - 2. That the Cabinet Member for Education and Children's Services considers the following recommendations in light of the Committee's review:**
 - a. That officers further develop partnership working in order to ensure effective delivery of early intervention and prevention services to promote positive outcomes for families. In particular, this would be achieved through:**
 - i. Developing the use and sharing of data and intelligence required for effective service delivery, so that individuals, families and communities in need of early support are identified and supported.**
 - ii. Identifying how the effectiveness of partnership and collaborative working can be enhanced.**
 - b. That officers further investigate how the early help offer can be effectively promoted to families and professionals, with a particular focus on digital promotion.**
 - c. Within existing resources, consideration be given as to whether funding that Children's Centres and the Key Working Service receive should be dependent on local levels of need or whether funding should be allocated universally.**
 - d. That officers seek to ensure that principles and best practice in relation to the provision of early help are embedded through the provision of training and development to early intervention staff and practitioners.**
 - e. That an assessment of the development and implementation of the new services be undertaken once the changes have become embedded, with consideration given to a progress report to the Cabinet Member and the Policy Overview Committee's meeting towards the end of 2016. If considered appropriate, this could be followed by regular progress reports to the Committee.**

3. That the Cabinet Member for Education and Children's Services recommends that the following areas be investigated further in light of the Committee's review:

- a. That a review be undertaken of Child and Adolescent Mental Health Services (CAMHS) at the earliest possible opportunity during 2016/17. It is further proposed that this be a joint review to involve the Children, Young People and Learning Policy Overview Committee, the External Services Scrutiny Committee and other bodies, if appropriate.**
- b. That the concerns raised during the review in relation to levels of child obesity in Hillingdon be passed to the relevant Council Committee(s) and officers for them to consider whether further investigation or review would be appropriate.**
- c. That concerns raised during the review in relation to child dental health be passed to the relevant Committee and officers, while noting that a review of child oral health in Hillingdon was undertaken by the Social Services, Housing and Public Health Policy Overview Committee earlier in 2015, with an update due to be considered by the Health and Wellbeing Board in 2016.**

Reasons for recommendation

To consider the report of the Children, Young People and Learning Policy Overview Committee and propose ways in which the Council, working with its partners, can enhance Early Help provision to contribute to the achievement of positive outcomes for families.

Alternative options considered and rejected

The Cabinet could decide to reject some or all of the Committee's recommendations, or pursue alternative routes in which to progress the objectives of the review.

Background to the review

Early Intervention and Prevention are particularly important as it is generally acknowledged that it is best to prevent problems from developing in the first place and to provide help early when problems are first recognised, in order to prevent them from escalating. The consequences of not doing this are increasing demands on more complex services, greater use of resources and most worrying of all, children and young people suffering harm, due to difficulties which might have been preventable.

Independent reviews and research have long championed approaches that provide early help for these children and their families. As Professor Eileen Munro highlighted in her review of child protection, "preventative services can do more to reduce abuse and neglect than reactive services". Local authorities and their partners are focusing increasingly on early help and prevention services for families. Many, including Hillingdon are now establishing a more coordinated and structured approach to this crucial role.

The Committee identified 'The Effectiveness of Early Help to Promote Positive Outcomes for Families' as a review topic due to the infancy of the Council's Early Intervention and Prevention Service, in its current form. The service was in the process of being established when the topic was selected for review and was subsequently fully established in September 2015.

The identification of the review topic followed the development of an initial Early Intervention and Prevention Strategy in 2014-15, which was itself informed by review work undertaken as part of the Children's Pathway Transformation Programme. The transformation programme undertook a range of 'discovery' activities in relation to services and processes which support children, young people and families. The review identified a number of areas of concern (Appendix A, page 10).

This review provided an opportunity to consider how the concerns raised during the Transformation Programme were being addressed and to consider whether there were other areas of Early Intervention and Prevention where improvements could be delivered.

A simple structure was utilized for the undertaking of the review, with the first witness session setting the context of the review. The second witness session enabled understanding of how the need for early help is identified and responded to. The role that early intervention plays in enabling emergent problems to be resolved, without the need for social care intervention, was considered as part of the evidence presented to the Committee.

The third witness session aimed to demonstrate how services provide early support in ways which lead to the resolution of emergent problems, ensuring that the problems did not become more entrenched or escalate. Consideration was given as to how significant and sustainable change is achieved through the provision of early help.

It was clear to the Committee that the newly formed Early Intervention and Prevention Service was already making progress and that many of the services provided were being well received. However, a number of areas have been identified where it is recommended that improvements are considered.

The recommendations put forward by the Committee include the strengthening of partnership working and development of the use and sharing of data and intelligence in support of partnership working and of wider service provision.

The need for staff to be provided with high quality training was raised. Although work to address this is already well underway, steps need to be taken to ensure that training provision reflects and continues to reflect the development of the Early Intervention and Prevention Plan.

Promotion of services to families and professionals is another area that requires attention in order to ensure that resources are allocated effectively and that the benefit to families is maximised. The way in which funding is allocated to Children's Centres has been raised. There is no clear consensus on this issue, but it is one that the Committee feels to be worthy of further consideration.

Given that the Early Intervention and Prevention Service was only fully established in September 2015 and given the ongoing development of the Service, the Committee recommends that an update report is brought to the Cabinet Member for Education and Children's Services and to the Committee, before the end of 2016. It is also proposed that this will be followed by regular progress reports.

A number of issues were raised during the course of the review that do not directly relate to the work of the Early Intervention and Prevention Service or to areas covered by the Children, Young People and Learning Policy Overview Committee's Terms of Reference. The Committee considers that it is important that these issues are not overlooked and has, therefore, made

recommendations that these concerns are referred to the relevant Council Committees for them to further investigate what action they consider to be appropriate. In particular, the Committee wishes to draw Cabinet's attention to the concerns raised in relation to Child and Adolescent Mental Health Services (CAMHS). Bearing these and previously raised issues in mind, the Committee is recommending that a review of CAMHS be undertaken at the earliest possible opportunity during 2016/17.

Cabinet Members' response

The Cabinet Member has considered the recommendations of the review and supports their implementation on the basis set out below.

Recommendation	Response
<p>(1) That Cabinet endorses the work undertaken by the Council to support families through the provision of Early Intervention and Prevention.</p>	<p>Support - There are already a wide range of services in place that offer early intervention and prevention. The significant work undertaken to date is acknowledged and appreciated.</p>
<p>(2) (a) That officers further develop partnership working in order to ensure effective delivery of early intervention and prevention services to promote positive outcomes for families. In particular, this would be achieved through:</p> <ul style="list-style-type: none"> i) Developing the use and sharing of data and intelligence required for effective service delivery, so that individuals, families and communities in need of early support are identified and supported. ii) Identifying how the effectiveness of partnership and collaborative working can be enhanced. 	<p>Support - As for other areas of Council activity, the importance of ensuring accurate data collection and sharing of information is critical to good service delivery and service improvement. The work of the Early Intervention and Strategy Group will be key to strengthening data collection and sharing.</p> <p>Taking the opportunity to enhance partnership working is also important, particularly in view of the conclusions of the Children's Pathway Transformation Programme that 'Some families' problems escalate because agencies do not collectively and effectively respond to their needs early enough.'</p>
<p>(2) (b) That officers further investigate how the early help offer can be effectively promoted to families and professionals, with a particular focus on digital promotion.</p>	<p>Support - Early Intervention and Prevention services can only deliver the maximum benefit for families if the local community is aware of their existence and if the range of professionals delivering services, whether Council officers or external partners, have a good knowledge of what is available. This work needs to recognise the importance of new media. It is worth emphasising that this should not be at the expense of more traditional promotional work. It is noted that this recommendation links to 2) a) as targeted promotion of services requires detailed knowledge and data in relation to service users and potential service users.</p>

<p>(2) (c) Within existing resources, consideration be given as to whether funding that Children's Centres and the Key Working Service receive should be dependent on local levels of need or whether funding should be allocated universally.</p>	<p>Partially Support - The Cabinet Member notes the concerns of some witnesses in relation to certain aspects of the current arrangements. However, these were implemented after careful consideration and it is important to allow time for them to fully embed before any alternatives are considered. It is also noted that the review recommendation is only requesting that further work is undertaken rather than committing the Council to a particular course of action.</p>
<p>(2) (d) That officers seek to ensure that principles and best practice in relation to the provision of early help are embedded through the provision of training and development to early intervention staff and practitioners.</p>	<p>Support - The Cabinet Member concurs that the provision of effective, ongoing training is key to help ensure that Council officers and staff from partner organisations are able to provide services to the best of their ability. As noted in the report, this needs to include embedding Early Help Assessment processes, supporting partners to take on the Lead Professional role and generally ensuring that staff are fully able to deliver the activities set out in the Early Intervention and Prevention Plan.</p>
<p>(2) (e) That an assessment of the development and implementation of the new services be undertaken once the changes have become embedded, with consideration given to a progress report to the Cabinet Member and the Policy Overview Committee's meeting towards the end of 2016. If considered appropriate, this could be followed by regular progress reports to the Committee.</p>	<p>Support - Subject to agreement by Cabinet, The Cabinet Member sees the POC as performing an important role in monitoring the development and implementation of the new services and looks forward to receiving an update later in 2016.</p>
<p>(3) (a) That a review be undertaken of Child and Adolescent Mental Health Services (CAMHS) at the earliest possible opportunity during 2016/17. It is further proposed that this be a joint review to involve the Children, Young People and Learning Policy Overview Committee, the External Services Scrutiny Committee and other bodies, if appropriate.</p>	<p>Support - The Committee has previously identified issues in relation to CAMHS, with this review having identified difficulties in making referrals. It is noted that the Committee previously considered the possibility of undertaking a review of CAMHS. Bearing this in mind, there is no objection to a review being undertaken in the new municipal year, subject to the Committee being in a position to fully assess the ongoing changes being made to the CAMHS Strategy.</p>
<p>(3) (b) That the concerns raised during the review in relation to levels of child obesity in</p>	<p>Support - Levels of childhood obesity in the Borough are indeed a cause for concern and</p>

<p>Hillingdon be passed to the relevant Council Committee(s) and officers for them to consider whether further investigation or review would be appropriate.</p>	<p>the Cabinet Member agrees that this should be referred to other Committees for further consideration, while taking care to ensure that this compliments the Council's Obesity Strategy.</p>
<p>(3) (c) That concerns raised during the review in relation to child dental health be passed to the relevant Committee and officers, while noting that a review of child oral health in Hillingdon was undertaken by the Social Services, Housing and Public Health Policy Overview Committee earlier in 2015, with an update due to be considered by the Health and Wellbeing Board in 2016.</p>	<p>Support - As noted by the recommendation, a review has previously been undertaken on child oral health by another Committee. It is important that the concerns raised as part of the <i>Early Help</i> review are fed back to the relevant parties to ensure that Members and officers have as comprehensive a picture as possible when monitoring progress made in relation to child oral health.</p>

Financial Implications

The recommendations set out in this report do not have any direct financial implications. Any additional work undertaken after agreement by the Cabinet would be met from within the existing resources available.

The recommendations do not create any additional budgetary pressures and primarily seek to ensure that the necessary policies, processes and procedures are effectively developed and embedded in order to maximise the effectiveness of delivery of Early Intervention and Prevention Services.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

These recommendations, if approved by Cabinet, will help to strengthen the Council's Early Intervention and Prevention provision.

The Committee is requesting that it is provided with an update report before the end of 2016, with a view to this leading to regular progress reports. This will help to monitor and steer delivery of the Early Intervention and Prevention Services Plan, thereby helping to ensure that the benefit is maximised to families using Early Intervention and Prevention Services.

Consultation Carried Out or Required

The Committee sought a range of expert witness testimony as set out in Appendix B of its report.

CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance has reviewed this report and concurs with the financial implications above, noting that there are no direct budgetary implications from the recommendations to Cabinet. In addition to the service benefits of early intervention activity discussed in this report, the favourable on-going financial benefit of investment in early intervention will contribute towards the Council's broader financial strategy.

Legal

There are no legal issues arising out of the recommendations proposed at the outset of this report. The Council has a statutory obligation to make arrangements to promote cooperation with its relevant partners, with a view to improving the well-being of all children in its area. The Council should have a range of effective services in place to address needs early. The early help on offer should draw upon the local assessment of need and the latest evidence of effectiveness of early help and early intervention programmes.

BACKGROUND PAPERS

None.

London Borough Of Hillingdon

Report of the Children, Young People & Learning Policy Overview Committee 2015/16

The Effectiveness of Early Help to Promote Positive Outcomes for Families

Members of the Committee

Cllr. Jane Palmer, (Chairman)
Cllr. Nick Denys (Vice-Chairman)
Cllr. Teji Barnes
Cllr. Jem Duducu
Cllr. Duncan Flynn
Cllr. Becky Haggar
Cllr. Tony Eginton
Cllr. Peter Money
Cllr. Jan Sweeting (Labour Lead)
Mr Tony Little

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CHAIRMAN'S FOREWORD

It is generally acknowledged that it is best to prevent problems from developing in the first place and to provide help early when problems are first recognised, in order to prevent them from escalating. The consequences of not doing this are increasing demands on more complex services, greater use of resources and most worrying of all, children and young people suffering harm, due to difficulties which might have been preventable.

The areas of prevention and early intervention, which are the focus of this review, are, of course, not only of value in the early years of a child's life. However, it may be that this is when they are of greatest benefit. This is due to the fact that a child's future development and achievements are built upon their experiences early in life.

The Council's Early Intervention and Prevention Service was fully established in September 2015, although it is important to note that a number of the services were previously provided under a different management structure. It is clear that these are already making a positive contribution to early intervention and prevention. Equally, it is heartening to see the plans being progressed to develop the service over the next couple of years.

Notwithstanding the progress made to date, the review has identified a number of areas where improvements should be considered. As with many services, the Council cannot deliver Early Intervention and Prevention Services effectively in isolation and indeed, relevant Government issued guidance states that 'LAs should work with partners to promote prevention and early intervention and offer early help'.

Effective service delivery requires that relevant, good quality, up-to-date data is available and that this is shared regularly with key service providers. This review has found that such sharing can prove to be challenging. Equally, staff need to receive high quality training to ensure that they can perform their jobs to the best of their ability. Work is already well underway, but steps will need to be taken to ensure that training provision reflects and continues to reflect the development of the Early Intervention and Prevention Plan.

Promotion of available services to families and to partner organisations is key to ensure that resources are allocated effectively and more importantly, to ensure that the benefit to families is maximized. A need to further embrace the various available online tools has also been

identified, although it is acknowledged that more traditional methods of information sharing will continue to play an important role.

The allocation of funding that the Children's Centres receive is potentially contentious. The question of whether each centre should receive an equal amount of funding or whether funding should be based upon specific local need is not one that can be answered easily, but given the discussions and evidence presented during the review, it is an issue that the Committee feels to be worthy of further consideration.

Following the undertaking of a review by a Committee of the Council, it is normal for an update on progress made, with regards to implementation of the review recommendations, to be presented to the Committee. This is typically submitted around one year after the review. Given the ongoing development of Early Intervention and Prevention Services, the Committee is requesting that it is provided with an update report before the end of 2016, with a view to this leading to regular progress reports. This will help to monitor and steer delivery of the Early Intervention and Prevention Services Plan. We look forward to assisting with this important work.

Finally, I would like to thank all the witnesses who helped the Committee to gather evidence, either by attending a Committee meeting or by allowing my colleagues and I to meet with them at some of the Children's Centres in the Borough.

Councillor Jane Palmer
Chairman of the Children, Young People & Learning Policy Overview Committee

RECOMMENDATIONS

The Children, Young People and Learning Policy Overview Committee recommends:

- 1) That Cabinet endorses the work undertaken by the Council to support families through the provision of Early Intervention and Prevention.
- 2) That the Cabinet Member for Education and Children's Services considers the following recommendations in light of the Committee's review:
 - a) That officers further develop partnership working in order to ensure effective delivery of early intervention and prevention services to promote positive outcomes for families. In particular, this would be achieved through:
 - i) Developing the use and sharing of data and intelligence required for effective service delivery, so that individuals, families and communities in need of early support are identified and supported.
 - ii) Identifying how the effectiveness of partnership and collaborative working can be enhanced.
 - b) That officers further investigate how the early help offer can be effectively promoted to families and professionals, with a particular focus on digital promotion.
 - c) Within existing resources, consideration be given as to whether funding that Children's Centres and the Key Working Service receive should be dependent on local levels of need or whether funding should be allocated universally.
 - d) That officers seek to ensure that principles and best practice in relation to the provision of early help are embedded through the provision of training and development to early intervention staff and practitioners.
 - e) That an assessment of the development and implementation of the new services be undertaken once the changes have become embedded, with consideration given to a progress report to the Cabinet Member and the Policy Overview Committee's meeting towards the end of 2016. If considered appropriate, this could be followed by regular progress reports to the Committee.
- 3) That the Cabinet Member for Education and Children's Services recommends that the following areas be investigated further in light of the Committee's review:
 - a) That a review be undertaken of Child and Mental Child and Adolescent Mental Health Services (CAMHS) at the earliest possible opportunity during 2016/17. It is further proposed that this be a joint review to involve the Children, Young People and Learning Policy Overview Committee, the External Services Scrutiny Committee and other bodies, if appropriate.
 - b) That the concerns raised during the review in relation to levels of child obesity in Hillingdon be passed to the relevant Council Committee(s) and officers for them to consider whether further investigation or review would be appropriate.

- c) That concerns raised during the review in relation to child dental health be passed to the relevant Committee and officers, while noting that a review of child oral health in Hillingdon was undertaken by the Social Services, Housing and Public Health Policy Overview Committee earlier in 2015, with an update due to be considered by the Health and Wellbeing Board in 2016.

BACKGROUND TO THIS REVIEW

It has been estimated that over two million children in the UK today are living in difficult family circumstances. These include children whose family lives are affected by parental drug and alcohol dependency, domestic abuse and poor mental health. It is crucial that these children and their families benefit from the best quality professional help at the earliest opportunity. For some families, the difficulties they face can escalate if they do not receive early help. This can lead to children being more at risk of suffering significant harm.

Independent reviews and research have long championed approaches that provide early help for these children and their families. As Professor Eileen Munro highlighted in her review of child protection, "preventative services can do more to reduce abuse and neglect than reactive services". Local authorities and their partners are focusing increasingly on early help and prevention services for families. Many, including Hillingdon are now establishing a more coordinated and structured approach to this crucial role.

Defining the review

In order to undertake the Committee's review effectively, it is first necessary to define what is meant by the key terms of prevention and early intervention.

There are a number of definitions of prevention and early intervention in use. For the purposes of the review, these have been defined as follows:

Prevention

Prevention aims to reduce the risk of worse outcomes by preventing a problem from occurring in the first place.

Universal prevention approaches are accessible to all children and families and can bring benefit to all, but particularly to those who are at greater risk of poor outcomes.

Targeted prevention focuses on those who are more likely to develop problems, but do not have them currently, in order to reduce the risk of problems developing.

Early intervention

The Early Intervention Foundation describes Early Intervention as "taking action as soon as possible to tackle problems that have already emerged. Its purpose is to reduce the likelihood of poor long-term outcomes for children and their families, as well as society at large, whilst being cost-effective. Although it is not the same as prevention, in reality early intervention and prevention programmes and strategies often co-exist". In addition, the Foundation emphasises that early intervention should take a multilevel, holistic approach with sectors working together, sharing data and information about needs and delivering services so that families receive consistent and integrated support. The focus should be on working *with* children and families rather than doing things *to* them.

The Centre for Excellence and Outcomes in Children and Young People's Services (C4EO) identifies as follows the potential for early intervention with individual children and with families and with populations at risk: "Intervening early and as soon as possible to tackle problems emerging for children and young people and their families or with a population most at risk of

developing problems. Early intervention may occur at any point in the child or young person's life".

Graham Allen MP describes early intervention as "providing the social and emotional bedrock for all children". In order to achieve this he describes a life course approach with children being 'School Ready' (by the age of 5), 'Child Ready' (by the age of 11) and 'Life Ready' (by the age of 18). He also identifies a range of evidence-based early intervention programmes, split by the developmental stage of the child and whether they are aimed at all children or those in need.

Review Focus

This review of the Effectiveness of Early Help to Promote Positive Outcomes for Families covers the Council's Early Intervention and Prevention Service. This was fully established in September 2015 as a consequence of transformation activity undertaken within the overall Children's Pathway Transformation Programme.

The new service comprises four divisions that have been created by a combination of aligning existing services within the overall service structure and by disestablishing previous services in order to create new service areas. The four service areas are:

- **Child and Family Development Services:** Securing and providing a range of early learning, childcare and family development services. These are delivered through Early Year's Centres and Children's Centres;
- **Targeted Programmes:** Meeting the needs of families by securing and providing targeted programmes of developmental activity that enable children, young people and families to develop the behaviours, skills and capabilities to avoid or overcome problems and risks;
- **Key-working Services:** Meeting the needs of families by providing integrated 1-1 support and challenge to enable them to overcome problems, including those concerned with school absence and non participation in education employment and training, and;
- **Youth Offending Services:** Meeting the needs of young people who have come to the attention of criminal justice agencies by delivering intervention and tracking services, with a view to reducing the likelihood of further offending behaviour.

In addition to the above services, the externally commissioned 0-19 Healthy Child Programme has been aligned to Early Intervention and Prevention Services.

During the 2014/15 municipal year, the Committee undertook a review entitled 'Reducing the risk of Young People Engaging in Youth Crime and Anti-Social Behaviour.' The review made a number of recommendations that related to Youth Offending Services. An update on this review is due to be presented to the Committee in March 2016. Due to this and the fact that the Committee did not hear evidence from Youth Offending Services during the current review, no specific recommendation recommendations have been made in relation to Youth Offending Services.

Review Context

Bearing in mind the wish to establish a more coordinated and structured approach, an initial Early Intervention and Prevention Strategy was developed in 2014 - 2015. In addition to responding to national and local policy drivers regarding the provision of support for children, young people and families, the Strategy was informed by review work undertaken as part of the Children's Pathway Transformation Programme. The transformation programme undertook a range of 'discovery' activities in relation to services and processes which support children, young people and families. This discovery activity identified areas where changes to existing provision would be beneficial.

There are four tiers of intervention provided to families, based upon their needs. These are as follows:

- Tier 1 - Universal Services: These are services that are available to or are provided to everyone.
- Tier 2 - Targeted Services: This involves meeting the needs of families by securing and providing targeted programmes of developmental activity that enable children, young people and families to develop the behaviours, skills and capabilities to avoid or overcome problems and risks.
- Tier 3 - Specialist Services: Where a family has continuing or more complex needs, the child / family may be referred to other services that specifically address these needs.
- Tier 4 - Acute Needs. The children and families with the most significant and worrying needs are referred for statutory intervention by social services.

Where additional needs are identified which universal provision cannot cater for, the child or family may be referred to tier 2, targeted services. The child/family may then work with a tier 2 professional to address the additional needs. If further needs present themselves, the child / family may be referred once again to another service to address the presenting needs; this could be in tier 3, specialist services. Some of the most serious cases will be referred for statutory intervention by social services at tier 4.

A key aim of Early Intervention Services is to enable families to be able to 'step down'. This stepping down process aims to enable the services provided to families to be moved from tier 4 to tier 3 services, from tier 3 to tier 2 services and from tier 2 to tier 1 services. This is undertaken, while taking care to ensure that families feel adequately supported, in order to reduce the likelihood of problems re-emerging. It is, therefore, sometimes necessary for families to be moved, at least temporarily, back to a higher tier of provision.

The Children's Pathway Transformation Programme review identified that a child / family was often referred to a variety of services for support. Having taken the family out of universal provision, professionals could often find it difficult to return the family to only being reliant on universal services. A number of possible reasons were identified for this, including the risk that universal providers may become disconnected with the journey that the child / family has taken or the family finding it difficult to re-engage or 'step-down' from targeted support provided.

In summary, the findings of this review were as follows:

- § Some families' problems escalate because agencies do not collectively and effectively respond to their needs early enough.

- § The array of services available is complex and not always well co-ordinated, with different systems and definitions of need. Families can struggle to navigate their way to the support they require.
- § A relatively small number of families with complex needs are responsible for a disproportionate amount of the workload of many agencies. These families do not always receive a joined up response to prevent and / or resolve the issues they face.
- § Where issues are identified, services are sometimes too swift in seeking to refer the whole family on, when they could support the family, or individual family members, through their own service.
- § Children and family services need to find new ways to work effectively together to ensure that problems and safeguarding risks for children, young people and families are identified early and that swift and co-ordinated interventions are made.
- § Children and families encountering difficulties can sometimes experience many independent service interventions over time, several years in some cases, without problems being resolved.

A wide variety of work was undertaken following the initial review. The fact that a number of findings proposed within the current review relate to the previous findings, is indicative, both of the fact that the Council's Early Intervention and Prevention was only fully established in September 2015 and also of the iterative, ongoing nature of the work.

Evidence Gathering

The Committee undertook a series of three witness sessions. These included evidence presented by a number of Council officers, in addition to a youth worker and three young people who had been involved in the 'Unique Swagga' programme. This programme is delivered by the Targeted Services division of the Early Intervention and Prevention Service. Three Members of the Committee, including the Chairman and Labour Lead, accompanied officers on visits to three Children's Centres in the Borough - Harefield, Nestles Avenue and Cherry Lane. In addition to meeting staff and centre users, a session took place with Key Working Staff and with three parents who had experience of the Key Working service provided by the Council.

A full breakdown of witnesses who provided evidence to the Committee can be found in Appendix B; The Terms of Reference for the review can be found in Appendix A. The Committee was extremely grateful to those who gave their time to attend a witness session and especially to the parents and young people who volunteered their time to discuss what were, in some cases, challenging and potentially upsetting issues.

Where appropriate, reference has been made to the evidence collected during witness sessions in the main body of this report.

Review Structure

A simple structure was utilized for the undertaking of the review, with the first witness session setting the context of the review. The second witness session enabled understanding of how the need for early help is identified and responded to. The role that early intervention plays in enabling emergent problems to be resolved, without the need for social care intervention, was considered as part of the evidence presented to the Committee.

The third witness session aimed to demonstrate how services provide early support in ways which lead to the resolution of emergent problems, ensuring that the problems did not become more entrenched or escalate. Consideration was given as to how significant and sustainable change is achieved through the provision of early help.

The recommendations for this review have been presented as a single set of recommendations. This is to reflect the overlap between the evidence presented to each of the witness sessions and the information obtained from the Children's Centre visits.

In addition to the areas of work covered by the main recommendations within this review, a number of related issues were highlighted by witnesses during the review. These issues do not fall within the remit of Early Intervention and Prevention Services and are also not areas of work that fall directly under the Committee's Terms of Reference. Accordingly, these issues, which have been included as part of recommendation number three of the review, will be passed to the relevant Council Committees and officers as appropriate.

RECOMMENDATIONS IN DETAIL

The evidence received by the Committee demonstrates that there are a wide variety of services already in place that provide early intervention and prevention. These services are, thereby, contributing to the effectiveness of early help to promote positive outcomes for families. This is partly due to progress made since the full launch of the Council's Early Intervention and Prevention Service in September 2015. It is also due to the fact that many of the services on offer were being provided previously and are now being provided under the new structure.

The Committee was informed that a refreshed Early Intervention and Prevention Plan had been developed and was in the process of being implemented. This document defines the work undertaken by Early Intervention and Prevention Services and outlines the priorities of the service. Development of the Plan has been informed by a range of documents, including the Joint Strategic Needs Assessment (JSNA). It is acknowledged that high quality early intervention and prevention services cannot be delivered in isolation. The Committee was advised that an Early Intervention and Prevention Strategy was in the process of being refreshed and further developed by the Council, in collaboration with a number of key partners. This work includes arrangements for collaboration and coordination of the work with a range of agencies, alongside 'step up' and 'step down' procedures between Early Intervention and Prevention Services, Social Work Teams and the wider range of services available to families in the Borough. This work is underpinned by the overall aim of ensuring the early identification of and engagement with, families in need of early help.

The Early Intervention and Prevention Services Plan defines the outcomes that the service is aiming to realise, along with operational objectives to ensure that the desired outcomes are secured. Each of the objectives set out in the plan has a relationship to high level strategic outcomes and to strategic priorities drawn from the JSNA.

Meanwhile, The Early Intervention and Prevention Services Performance Web, a draft of which was presented to the Committee, aims to provide a service framework to enable performance in order to secure agreed outcomes to be effectively monitored and evaluated. The Performance Web also includes indicators and measures which will demonstrate whether the desired outcomes are being achieved, or not.

At an operational level, there are many examples of services already being in place that are effective in promoting positive outcomes for families. A few examples of this are provided below.

The eighteen Children's Centres in the Borough aim to improve outcomes for young children and their families and to target services at families in the greatest need. Three Member visits were undertaken to Children's Centres in the Borough as part of the review. These received generally positive feedback from parents, both with regard to the Children's Centres themselves and in relation to their experience of the Council's Key Working service. One example of a well received service provided by the Children's Centres were 'Attention Hillingdon' sessions. These eight week courses have been developed for children who would benefit from additional support in developing their attention and listening skills, and their parents. Parents who had experience of provision through the Council's Key Working Service spoke of how they had been helped to end social isolation and assisted to obtain skills that would both support them to enhance their parenting skills and to help them to find work.

Young people who had experienced the Unique Swagga Programme, which was provided by the Targeted Programmes service area, found that the programme had provided them with

invaluable information in relation to a diverse range of issues, such as body image, sex related issues, peer pressure and smoking. The participants felt that they were listened to by programme staff and that they were not judged. They felt that without participation in the programme then they may not have considered the consequences of their actions as fully. The young people also considered that the programme was useful because it could cover key issues in more depth than school could.

Given the positive evidence received by the Committee in relation to the development of the Early Intervention and Prevention Service so far, it is recommended:

1

That Cabinet endorses the work undertaken by the Council to support families through the provision of Early Intervention and Prevention.

It was acknowledged during the review that the provision of early intervention and early help were only likely to be effective if they were based upon robust data. For example, meaningful performance indicators, which were key to ensuring effective service delivery, could only be developed if officers had access to accurate and timely data. Data was also required to enable services to be properly targeted. It was questioned whether the Council had access to all the data necessary in order to facilitate such targeting and as such, it was suggested that if further work identified that it did not, that officers should further investigate potential sources of information and how these matched individual service requirements. It is noted that performance indicators and a scorecard are already in the process of being developed, which should contribute towards addressing this need. However, data was not yet available to inform specific target setting in all areas.

Witnesses interviewed during the review felt that where sufficiently accurate and timely data was available, this was not always being shared as extensively or as regularly as it could be. In particular, the Children's Centres felt that the data sharing arrangements could be improved, although it was acknowledged that data sharing with partners could be a challenge when identifying and supporting vulnerable families. This was partly due to data protection concerns. Work was being progressed with the Early Intervention and Strategy Group to strengthen arrangements. It was suggested that links with the Children's Centres were improving following the recent appointment of a service manager responsible for this element of Hillingdon's early intervention and prevention offer.

The use of data is already being developed by the Council, with 'Clearcore', data matching software providing an opportunity to identify families who are experiencing multiple challenges, but who may only be known by individual organisations. Within the Key Working Service, the aim is to physically co-locate individual services in order to enhance soft data exchange and improve practitioner standards. An existing example of the targeted use of data was joint working by the NHS and youth services where young people were admitted to accident and emergency due to alcohol. This was also demonstrated during the recent External Services Scrutiny Committee review of 'Alcohol Related Admissions Amongst Under 18's.'

Statistical information presented to the Committee during the review demonstrated that wards in the south of the Borough tended to have a high population of children and young people, while wards in south also tended to experience higher levels of deprivation and consequently, higher eligibility for free school meals. It was also noted that increasing birth rates would contribute to an increased number of young people in the Borough over the next twenty years. The

Committee requested that officers ensure that consideration be given to demographic factors as services were developed.

A wider need for partnership working to be enhanced was identified. One of the conclusions of the previous review work undertaken as part of the Children's Pathway Transformation Programme in 2014/15 was that 'Some families' problems escalate because agencies do not collectively and effectively respond to their needs early enough.' The review also concluded that 'The array of services available is complex and not always well co-ordinated'. It is clear that much positive work has been undertaken since this conclusion was drawn. However, the current review has evidenced that there are still further improvements to be made.

The current review was informed that referrals to the Key Working Service (which launched in April 2015) by partners were made in conjunction with the usage of Early Help Assessments (EHA). One of the principles underpinning the use of the EHA and the associated Team Around the Family process is that family problems can and are often best resolved by the identifying agency, without the need to refer to another organisation. The Assessment tool had been designed in conjunction with partners from Hillingdon's Local Safeguarding Children Board (LSCB). This ensured that the process was inclusive of all partners from the outset. Efforts were made to ensure that all organisations working with families and with children aged 0-18 were aware of Hillingdon's Early Intervention and Prevention Services and the range of services on offer from Children's Centres, Targeted Programmes and the Key Working Service. This was done through attendance at service area team meetings, training events and making bespoke one-to-one training available for all partner organisations.

Notwithstanding the positive progress made to engage with partners to provide support and increase awareness of the Council's offer, officers agreed that further work needed to be undertaken. In particular, the number of Early Help Assessments that were provided (92 between January and August 2015) was relatively low compared to the total number of requests made for Early Intervention and Prevention Services, Key Working Services (227 since April 2015). This was partly because there were a range of other assessment routes available to families likely to be in need of help. Also, as the service, was non-statutory, families could not be forced to accept an offer for an Early Help Assessment to be undertaken. Work would take place with partners to increase the number of EHA Assessments. There is also a need to consistently ensure that all relevant colleagues are aware of and are using the EHA process and tools. This is a challenge, that the Key Working Service is working to a plan to meet, as the aim is to enable and ensure usage across all internal and external partner services.

Availability and provision of suitable housing was an issue faced by many families using Children's Centres. Staff assisted by ensuring that the case was logged with the Council's Housing Service and, where relevant, by emphasising the urgency of the case. However, it was felt that joint working with the Housing Service was an area that could be improved as it could sometimes be challenging to get an adequate response when referring a particular case.

The issue of engagement with schools was highlighted, with it being suggested that although schools could be quite proactive in contacting parents with concerns about their children, they did not often share concerns with the Council or other partners. It was felt that cooperation with schools could present a challenge as the majority were not controlled by the local authority. Schools were already being encouraged to share more general information about issues requiring potential early intervention. More general efforts were being made to strengthen working relationships with schools.

It is therefore recommended:

2a

That officers further develop partnership working in order to ensure effective delivery of early intervention and prevention services to promote positive outcomes for families. In particular, this would be achieved through:

- i) Developing the use and sharing of data and intelligence required for effective service delivery, so that individuals, families and communities in need of early support are identified and supported.
- ii) Identifying how the effectiveness of partnership and collaborative working can be enhanced.

A number of information raising activities are already undertaken through the Team Around the Family and consideration is being given as to how information could be shared with other organisations more effectively. Early Intervention and Prevention Services are also promoted on the Council website. This can sometimes be problematic due to legislation with regard to data sharing.

Concerns were expressed during the review that, although a wide range of services was being provided, these were not always being fully utilised. Committee Members were also concerned that there appeared to be a low awareness of some of the services offered by Early Intervention and Prevention. The need for work to be undertaken to promote these services is acknowledged, with it being suggested that this would include a dialogue with universal service providers in order to understand how they could promote Early Intervention and Prevention Services.

Services provided by the Children's Centres are promoted in a variety of ways. This included word of mouth, promotion via pre-schools, leafleting of particular roads and promotion via local secondees from the Department for Work and Pensions. Linking in to recommendation 1a, targeted promotion does require being able to make use of accurate and timely data in relation to potential centre users. More widely, within the Children's Centres and the Key Working Service, promotion of services could be a challenge as it was not always known which families were in need of support until the service received a 'cry for help.' It was noted that the Early Help Assessment and Team Around the Family offer within Key Working Services was available to residents via the Council's website. A number of case studies had been produced to help promote the Children's Centres and it was considered that this work could be continued or expanded.

The information provided to new mothers was discussed in a witness session and as part of the discussion with users of the Key Working Service. This identified that a variety of information was provided to new mothers via health visitor visits. This included information about Children's Centre provision. It was suggested that an even wider range of information could be provided, including the use of 'Bounty' packs¹, which were sometimes provided to new mothers. There

¹ 'Bounty' packs are provided in a number of areas across the country. The spending of public money on the packs is considered to be controversial by some as a private company is responsible for producing and supplying the packs.

was also a need to balance the provision of information with ensuring that new mothers did not feel overwhelmed by the information that they received.

The young people who attended the third witness session of the review as attendees of the Unique Swagga programme felt that it was important to promote the programme and the other opportunities available through social media. The young people were already aware of some promotional activity taking place via Facebook but felt that promotional work should be undertaken through other channels, such as Twitter and Instagram. It was suggested that these platforms could be utilized more extensively and that promotional activity should be increased more generally. With regard to use of social media, it is noted that work is already being undertaken to rationalize Council use of social media, which officers are asked to be mindful of when investigating activity in this area.

It is therefore recommended:

2b

That officers further investigate how the early help offer can be effectively promoted to families and professionals, with a particular focus on digital promotion.

During the review, there was discussion about the capacity of existing services, such as Children's Centres, to provide the targeted support required by families, especially given that some wards lacked Children's Centres or early years facilities. It was acknowledged that capacity would need to be considered as part of the developing strategies and that both qualitative and quantitative analysis of would be required of relevant data.

There are no plans to increase the overall budget for Children's Centres, but it is possible for resources to be prioritised according to specific need. Some staff at the Children's Centres suggested that they would benefit from being able to recruit additional professionals in support of volunteers, but acknowledged the budgetary challenges associated with this.

It has also been suggested that Children's Centres and Key Working provision in areas of the Borough with the highest need should receive more funding than those in the more affluent parts of the Borough. It was further suggested that the current multiple centre funding model for Children's Centres should be reviewed, with this regard.

The Committee notes that each Children's Centre currently receives a budget for staff and a budget for premises costed at a rate of £70 per m². The eighteen Children's Centres within the Borough are grouped into three geographic localities. Each locality receives a budget for the delivery of services to be procured at a local level to meet the needs of residents within the area. The amount given to each locality is calculated using the following four factors in relation to children living within the wards served by the locality. The factors include the total population of children under 5 years; the percentage of children living in poverty; the percentage of children underachieving at the end of the Early Years Foundation Stage and; the percentage of children classed as obese aged 5. This funding formula means that the funding provided to the locality as a whole should reflect needs within it. However, the allocation of funding to individual Children's Centres within a locality will not necessarily fully reflect the needs of the population it serves. While acknowledging that there are benefits of the current funding arrangements, the Committee requests that officers consider the current arrangement and provide an update to Committee in due course

The value of the Children's Centre Locality Groups was questioned on one of the Centre visits as it was felt that the system amounted to micromanagement, which could also result in unnecessary duplication. A previous case where the Locality Group had assigned funding for crèche workers, who had also been funded separately by the Children's Centre, was highlighted as an example of such duplication.

It was suggested during the review that key workers now covered too wide a geographic area and that their effectiveness could be improved if they were based in a particular locality, as had previously been the case. This, however, is not the view of the Key Working service management. It was acknowledged during the review that budgetary constraints may make consideration of this option difficult.

It is therefore recommended that:

2c

Within existing resources, consideration be given as to whether funding that Children's Centres and the Key Working Service receive should be dependent on local levels of need or whether funding should be allocated universally.

A variety of training support is already available for partner agencies and their staff to help ensure that they are able to take on what is known as the Lead Professional role within the Team Around the Family (TAF). TAF is a multi-agency team that supported 170 families between April and September 2015. It is part of the Key Working Service. Families are supported to overcome problems with the support of all relevant partners, via a managed and co-ordinated process - 'The Team Around the Family.' The Lead Professional role involves working within the community and taking a lead in the monitoring the TAF. The role could be assumed by anyone within the child related workforce. However, there appeared to be a reluctance among a number of partners to take on the Lead Professional role as they could see this as being an "extra" responsibility. It was hoped that through the provision of information and targeted training, that this could be addressed over time.

In relation to Early Help Assessments (EHAs), all partner organisations are able to access an e-learning programme and detailed guidance has been produced for professionals and parents / carers. A variety of information and guidance has been published on the Council's website. Staff from partner organisations are also offered advice, when required. A number of EHA Champions have been recruited to provide advice on the EHA and TAF processes. The EHA champions are supported and given the opportunity to discuss any barriers they may be facing with regard to the EHA tool and accessing Early Intervention.

Going forward, there is a need to ensure that all relevant colleagues are aware of and are fully using the EHA process and tools. Part of the challenge will be to ensure usage across all internal and external partner services. The aim is to continually increase and improve the application of the EHA process with ongoing communication with partner agencies, attendance at service area meetings, and continued review.

Some training has been provided to staff in relation to the Early Intervention and Prevention Services Plan, since its launch in September 2015 and a comprehensive professional development package for staff is being designed within the Key Working Service. Officers

acknowledge that further training will need to be developed in relation to the Plan and individual elements contained within it, as the services become fully established and embedded.

Staff at some of the Children's Centres visited emphasised the need for ongoing training opportunities to be made available to them. While existing training provision was seen as being adequate, it was suggested that consideration could be given as to whether additional support could be provided, either on an ongoing basis or through more ad-hoc provision.

It is therefore recommended:

2d

That officers seek to ensure that principles and best practice in relation to the provision of early help are embedded through the provision of training and development to early intervention staff and practitioners.

As noted previously, the Council's Early Intervention and Prevention Service was only fully established in September 2015. Therefore, there cannot realistically be an expectation at this stage that services will have been fully embedded and implemented. The previous recommendations within this report are indicative of the fact that there is still a significant amount of work to be undertaken.

Given the infancy of the services and the wide area of service provision that they cover, the Committee considers that it would be beneficial for it to keep a watching brief on developments to ensure that the development of the service is successful in ensuring promotion of positive outcomes for families and realising the Hillingdon Early Intervention and Prevention Strategy Group's vision that 'Hillingdon families are safe, healthy, prosperous and self-reliant because they have aspirations and means to succeed'.

The Early Intervention and Prevention Strategy, that is currently being developed, covers the period up until the end of 2018. This will aim to ensure that children, young people and families are assisted so that:

- Problems don't arise in the first place (prevention).
- Problems are nipped in the bud (early intervention).
- Something is in place for needs or problems that are serious, will not respond to early help or will endure (specialist and targeted intervention).

The overview role proposed by the Committee could involve a progress report later in 2016 and, if appropriate, further consideration as part of the Policy Overview Committee's future work programme.

A three stage approach is being advocated in order to ensure that the strategic aims are realised. Phase One (2015-16) will focus on agreeing early intervention and prevention strategic direction, priorities and embedding principles across the partnership. It will also enable collective understanding of partner activity and seek to develop a planning framework to enable joint planning and commissioning of services.

Phase two (2016-17) will focus on the joint planning and delivery of services. Activity will include joint needs assessment analysis, joint commissioning of services and integrated planning

across partner agencies. Meanwhile, Phase three (2017-18) will see the bringing together of phase one and two outcomes in a manner that leads to a fully integrated and mature approach to planning, delivering, evaluating and jointly commissioning early intervention and prevention activity across the partnership.

It is therefore recommended:

2e

That an assessment of the development and implementation of the new services be undertaken once the changes have become embedded, with consideration given to a progress report to the Cabinet Member and the Policy Overview Committee's meeting towards the end of 2016. If considered appropriate, this could be followed by regular progress reports to the Committee.

Other Recommendations

This section covers issues that have been raised during the course of the review that do not directly relate to the work of the Early Intervention and Prevention Service or to areas covered by the Children, Young People and Learning Policy Overview Committee's Terms of Reference. The Committee considers that it is important that these issues are not overlooked and has therefore made recommendations that these concerns are referred to the relevant Council Committees for them to further investigate what action they consider to be appropriate.

Difficulties in making referrals to Child and Adolescent Mental Health Services (CAMHS) or other providers and in obtaining effective support in relation to mental health issues were found to be challenging by a number of staff that participated in the review. Notwithstanding this, the overall working relationship with CAMHS was seen as being positive.

The Committee has previously considered recommending the undertaking of a joint review of CAMHS, which would also involve the External Services Committee and other bodies as appropriate. This was based upon concerns that have previously been expressed in relation to CAMHS, including feedback provided during the Committee's previous review of youth crime and anti-social behaviour.

Officers have previously advised that it would be most appropriate to review CAMHS from Spring 2016 onwards. This suggestion was made to enable an assessment to be made of the the current and ongoing changes being made to CAMHS and the revised CAMHS Strategy that the Key Working Service is contributing to.

Notwithstanding the ongoing work to strengthen CAMHS provision, the Committee is of the view that a full review of CAMHS should be undertaken as soon as is reasonably practical in 2015/16.

Accordingly, it is recommended:

3a

That a review be undertaken of Child and Adolescent Mental Health Services (CAMHS) at the earliest possible opportunity during 2016/17. It is further proposed that this be a joint review to involve the Children, Young People and Learning Policy Overview Committee, the External Services Scrutiny Committee and other bodies, if appropriate.

Data presented to the Committee during the review indicated some concerning levels of childhood obesity in Hillingdon. 21% of 4-5 year olds in Hillingdon were obese. Although levels in Hillingdon compared reasonably well against London and national averages, what was of more concern was the increased levels of obesity amongst the year 6 cohort when compared to 4-5 year olds, with 34% of 10-11 year olds in Hillingdon being overweight or obese. Concerns were expressed during the review about the significant differences in childhood obesity levels between wards in Hillingdon. It was stated during the evidence presented to the Committee that the obesity figures demonstrated the importance of healthy eating and of providing information about healthy eating.

While noting that the issue of obesity is already being addressed through an obesity strategy, the Committee recommends that:

3b

That the concerns raised during the review in relation to levels of child obesity in Hillingdon be passed to the relevant Council Committee(s) and officers for them to consider whether further investigation or review would be appropriate.

Concerns were also expressed during the review about child dental health in Hillingdon as the dental health of young children was acknowledged to be amongst the worst in London. The Child Oral Health Survey (published September 2014 and revised in January 2015) for 3 year olds showed that the dental health of children was particularly poor in Hillingdon with it having the highest rate of early childhood caries, which is the breakdown of teeth due to the activities of bacteria, of any London Borough. The rate in Hillingdon stood at 16%, compared to a London average of 5.3%. It was anticipated by review witnesses that two recently new NHS dentists in the Borough and the various work being undertaken with local primary schools would help to address the issue of poor child dental health.

Since 1 April 2013, local authorities have been statutorily required to improve the health of their population, including oral health. This requirement and the relatively poor child dental health locally led to the Council's Social Services, Housing and Public Health Policy Overview Committee undertaking a single meeting review of child oral health in February 2015.

The recommendations arising from this review, which were agreed by Cabinet in May 2015, included an instruction for officers to prepare a report in partnership with Public Health England and NHS England on the uptake and effectiveness of dentistry services for children and for this to be referred to the Cabinet Member for Social Services, Health and Housing and to the External Services Scrutiny Committee or Health and Wellbeing Board as appropriate for consideration in 2016. This work is currently being progressed and it is anticipated that this will be presented to the Health and Wellbeing Board for consideration in early 2016.

The Children, Young People and Learning POC does not wish to duplicate the work already been undertaken by other Committees, including the actions resulting from the Social Services, Housing and Public Health Policy Overview Committee.

It is therefore recommended:

3c

That concerns raised during the review in relation to child dental health be passed to the relevant Committee and officers, while noting that a review of child oral health in Hillingdon was undertaken by the Social Services, Housing and Public Health Policy Overview Committee earlier in 2015, with an update due to be considered by the Health and Wellbeing Board in 2016.

Appendix A - Terms of Reference

The following Terms of Reference were agreed in the review scoping report.

Setting the context

1. To gain an understanding of the range of early help available to families in Hillingdon;
2. To gain an understanding of how this help is accessed and organised; and
3. To gain an understanding of the role intervention services plays in reducing 'front door' demand for social care services and in supporting families to 'step down' from the need for statutory intervention.
4. The review will consider services provided by:
 - a. The Council;
 - b. The voluntary and community sector;
 - c. Schools;
 - d. Public Health Services; and
 - e. Health Services.

Understanding and responding to need

5. To explore how the need for early help and preventative intervention is assessed and responded to. Activity will include consideration of Joint Strategic Needs Assessment findings and other related sources of intelligence.
6. To consider how poverty and other factors can increase the likelihood of prevention or early intervention being required.
7. To explore approaches to assessing individual and family need.

Assessing impact and outcomes

8. To consider the impact and outcomes of early help;
9. To identify gaps in the early help offer;
10. To identify where improvements might be made to the early help available to families; and
11. To propose ways in which the Council could work more effectively with its partners to meet families' need for early help.

Appendix B - Witnesses

Witness sessions for the review were held on 9 September, 7 October and 25 November 2015. These sessions heard from the following witnesses:

Witness Session 1 (9 September 2015)

Setting the context and understanding the services

Tom Murphy - Head of Early Intervention Services, LBH

Deborah Mbofana - Health Promotion Manager, LBH

Witness Session 2 (7 October 2015)

Understanding and responding to need

Dan Kennedy - Head of Business Performance, Policy & Standards, LBH

Belinda Hearn - Early Intervention Officer, Early Help Assessment and Team Around the Family, LBH

Deborah Bell - Service Manager, Key-working Service, LBH

Dr. Steve Hajioff - Director of Public Health, LBH (written submission only)

Witness Session 3 (25 November 2015)

Assessing impact and outcomes

Tom Murphy - Head of Early Intervention Services, LBH

Dan Kennedy - Head of Business Performance, Policy & Standards, LBH

Claire Fry - Service Manager - Child and Family Development, LBH

Chris Scott - Service Manager - Targeted Programmes, LBH

Nicola Brown - Clinical Service Manager and Professional Lead for Children's Nursing Services / Health Visitor Lead, CNWL-Hillingdon (the witness submission was presented to the Committee by Deborah Mbofana)

In addition to these witness sessions, visits were undertaken to the following Children's Centres:

- Cherry Lane
- Harefield
- Nestles Avenue

The visit to Nestles Avenue also included a meeting with staff from the Key Working Service and with three parents who had experience of using this service. A summary report covering this visit was produced for consideration by the Committee as part of the review.

Appendix C - Background Reading

To assist with the writing of this review, reference has been made to the following background information.

- § **Minutes and witness statements from witness session 1:**
<http://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CId=323&MId=2444&Ver=4>
- § **Minutes and witness statements from witness session 2:**
<http://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CId=323&MId=2445&Ver=4>
- § **Minutes and witness statements from witness session 3:**
<http://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CId=323&MId=2446&Ver=4>
- § **Notes of visit to Children's Centres (included in papers for witness session 3)**
<http://modgov.hillingdon.gov.uk/documents/s29687/Notes%20of%20Childrens%20Centre%20Visits.pdf>
- § **Early Intervention and Prevention Services - Strategic Direction Document 2015 - 2016**
<http://modgov.hillingdon.gov.uk/documents/s29682/Appendix%201%20-%20Early%20Intervention%20and%20Prevention%20Services%20Strategic%20Direction%20Document.pdf>
- § **Early Intervention and Prevention Services Plan**
<http://modgov.hillingdon.gov.uk/documents/s29686/Appendix%202%20-%20Early%20Intervention%20and%20Prevention%20Services%20Plan.pdf>
- § **The Early Help Assessment (EHA) and The Team Around The Family (TAF)**
www.hillingdon.gov.uk/eha
- § **Early Intervention Foundation**
www.eif.org.uk
- § **Hillingdon Joint Strategic Needs Assessment**
www.hillingdon.gov.uk/jsna
- § **Local Health Profiles**
<http://localhealth.org.uk/#v=map4;l=en;z=498645,196289,19034,25113>
- § **London Datastore - Population Statistics**
<http://data.london.gov.uk>
- § **The Munro Review of Child Protection**
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/175391/Munro-Review.pdf
- § **Nomis - Labour Market statistics provided by the Office of National Statistics**
www.nomisweb.co.uk

COUNCIL BUDGET -2015/16 MONTH 9 REVENUE AND CAPITAL BUDGET MONITORING

Cabinet Member	Councillor Jonathan Bianco
Cabinet Portfolio	Finance, Property and Business Services
Report Author	Paul Whaymand, Corporate Director of Finance
Papers with report	Appendices A - F

HEADLINE INFORMATION

Purpose of report	<p>This report provides the Council's forecast financial position and performance against the 2015/16 revenue budget and Capital Programme.</p> <p>A net in-year underspend of £1,421k is projected against 2015/16 General Fund revenue budgets as of December 2015 (Month 9), representing an improvement of £117k from the position previously reported to Cabinet.</p> <p>The latest positions on other funds and the Capital Programme are detailed within the body of this report.</p>
Putting our Residents First	<p>This report supports the following Council objectives of: <i>Our People; Our Built Environment; Our Natural Environment; Our Heritage and Civic Pride; Financial Management</i></p> <p>Achieving Value for Money is an important element of the Council's Medium Term Financial Plan.</p>
Financial Cost	N/A
Relevant Policy Overview Committee	Corporate Services and Partnerships
Ward(s) affected	All

RECOMMENDATIONS

That Cabinet:

- 1. Note the forecast budget position as at December 2015 (Month 9).**
- 2. Continue the delegated authority up until the 17 March 2016 Cabinet meeting to the Chief Executive to approve any consultancy and agency assignments over £50k, with final sign-off of any assignments made by the Leader of the Council. Cabinet are also asked to note those consultancy and agency assignments over £50k approved under delegated authority between the 21 January 2016 and 18 February 2016 Cabinet meetings, detailed at Appendix F.**

3. **Accepts capital grant funding of £85,000 from British Cycling towards the development of the link roads and skills apron extension at Hillingdon Cycle Circuit, Springfield Road, Hayes.**
4. **Approves the appointment of Wernick Buildings Limited as principal contractor for the replacement of the Ruislip Lido boathouse project with subcontractor to carry out demolition of the existing boathouse and the installation of the foundations for the new building, subject to costs being as approved by Cabinet in December 2015 (or less), with officers instructed to re-tender the project, should the cost increase.**

INFORMATION

Reasons for Recommendations

1. The reason for the monitoring recommendation is to ensure that the Council achieves its budgetary objectives, providing Cabinet with an update on performance at outturn against budgets approved by Council on 26 February 2015.
2. Recommendation 3 - British Cycling has awarded the Council £85,000 towards a total project cost of £105,450 for the provision of two 'link' carriageways and extension of the existing flat cycle skills teaching area located at Minet Park in Hayes. The remaining £20,450 funding will be met from the Transport for London Local Implementation Plan 2015/16 grant. Work to the full value of British Cycling's award must be carried out and spent by the Council before 31 March 2016.
3. Recommendation 4 - In December 2015 Cabinet approved the appointment of Wernick Buildings Limited to manufacture and install a new building to replace the existing Lido Boathouse for the sum of £180,371 and also the appointment of Evabuild Limited to undertake the demolition of the existing boathouse and the installation of the foundations for the new building within a provisional sum allowance of £56,100. Subsequently Evabuild Limited have withdrawn their services and therefore it is proposed that Wernick Buildings Limited be appointed to cover these elements also. Wernick Buildings Limited will be required to appoint a subcontractor to carry out the work and at this exact stage costs are not yet known, though it is recommended that the project costs remain as approved by Cabinet with officers re-tendering the works if costs are to increase.

Alternative options considered

4. There are no other options proposed for consideration.

SUMMARY

REVENUE

5. An underspend on normal operating activities of £971k is projected at Month 9 for General Fund revenue budgets, with management action across all service areas expected to deliver underspends of £2,584k on Directorate Operating Budgets and £1,370k across Corporate Operating Budgets sufficient to contain £2,983k emergent pressures within contingency. This represents an improvement of £117k on the position reported at Month 8, with further growth in the cost of Looked After Children's placements balanced by improvements across other Directorate Operating Budgets and from the release of contingency previously held to manage Care Act Implementation costs. Outside normal operating activity, recovery of £450k Icelandic investments, first reported in Month 4, brings the headline underspend to £1,421k for 2015/16.
6. The 2015/16 revenue budget contains savings of £10,034k, including £127k items brought forward from 2014/15. At Month 9, £6,144k of savings are banked in full, and a further £2,058k on track for delivery in full. The remaining £1,832k is currently reported as 'amber' primarily due to the expected phasing of delivery rather than more fundamental delivery issues.
7. General Fund balances are projected to total £36,860k at 31 March 2016, after allowing for the release of £5,000k to smooth the impact of front-loaded government funding cuts off-set by the £1,421k in-year underspend. Current forecasts assume that £500k of as yet uncommitted General Contingency and £654k unallocated Priority Growth will be utilised in full during the current financial year.
8. With the exception of the Collection Fund, there are no material variances on other funds affecting the General Fund position. Within the Collection Fund, there is a potential pressure of £1,125k on Business Rates being off-set by a £2,625k surplus on Council Tax activities. Release of this net £1,500k surplus is reflected in the 2016/17 budget proposals.
9. The latest budget monitoring position and current status of the 2015/16 savings programme have been reviewed alongside the development of the 2016/17 proposed budget and have been reflected in the Council's Budget for 2016/17 presented to Members elsewhere on this agenda.

CAPITAL

10. As at Month 9 an underspend of £24,293k is reported on the £80,911k General Fund Capital Programme for 2015/16, with £4,253k favourable cost variances and £20,040k slippage on project expenditure. The forecast outturn variance over the life of the 2015/16 to 2019/20 programme is £4,253k underspend relating partly to completed Primary School expansions projects and also on various other schemes.
11. General Fund Capital Receipts of £9,956k are forecast for 2015/16, with total receipts to 2019/20 expected to reach £62,227k, representing a favourable variance of £322k against budget.
12. Overall, Prudential Borrowing required to support the 2015/16 to 2019/20 Capital Programme is forecast to be £3,592k lower than assumed at budget setting in February 2015. Cost underspends of £4,253k and improvements in Capital Receipts and CIL forecasts totalling £1,822k are partly off-set by shortfalls of grant funding of £2,483k. The grant shortfall is mainly due to 2015/16 Department for Education grant being lower than original budget estimates.

FURTHER INFORMATION

General Fund Revenue Budget

13. An underspend of £971k is reported on normal operating activities at Month 9. This position incorporates a £2,584k net underspend across Directorate Operating Budgets and an underspend of £1,370k across Corporate Operating Budgets, off-set by contingency pressures of £2,983k, primarily relating to Children's Social Care placements and Asylum services. In addition, a £450k favourable exceptional item is reported in relation to the recovery of the majority of outstanding Icelandic investments which brings the reported underspend across the General Fund to £1,421k.
14. Within the reported net underspend there remains a number of risk areas in which management action is in place to contain potential and emergent pressures. These risks are discussed in detail within the service appendices to this report, alongside narrative on the measures being taken to contain cost pressures, including acceleration of savings initiatives where appropriate.
15. The Council's General Fund revenue budget contains £10,034k savings, with £8,202k already banked or on-track for delivery in full at this stage of the year. The reported position on operating budgets reflects the status of these savings.

Table 1: General Fund Overview

Original Budget £'000	Budget Changes £'000	Service	Month 9		Variance (+ adv / - fav)		
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 9) £'000	Variance (As at Month 8) £'000	Movement from Month 8 £'000
186,215	1,458	Directorate Operating Budgets	187,673	185,089	(2,584)	(2,362)	(222)
8,793	(336)	Corporate Operating Budgets	8,457	7,087	(1,370)	(1,370)	0
12,340	(972)	Development & Risk Contingency	11,368	14,351	2,983	2,878	105
1,604	(150)	Priority Growth	1,454	1,454	0	0	0
208,952	0	Sub-total Normal Activities	208,952	207,981	(971)	(854)	(117)
		<u>Exceptional Items</u>					
		Recovered Icelandic Investment		(450)	(450)	(450)	0
208,952	0	Total Net Expenditure	208,952	207,531	(1,421)	(1,304)	(117)
(203,952)	0	Budget Requirement	(203,952)	(203,952)	0	0	0
5,000	0	Net Total	5,000	3,579	(1,421)	(1,304)	(117)
(40,439)	0	Balances b/fwd	(40,439)	(40,439)			
(40,439)	0	Balances c/fwd 31 March 2016	(35,439)	(36,860)			

16. The reported exceptional item relates to a further payment received in respect of outstanding Icelandic Investments, enabling release of £450k from the remaining impairment of these investments. 98% of the £15,000k invested with Heritable has now been recovered.
17. At 31 March 2015 General Fund Balances totalled £40,439k, with the budgeted drawdown of £5,000k and the projected £1,421k surplus the forecast closing balance at 31 March 2016 is

projected to total £36,860k. The Council's Medium Term Financial Forecast assumes that balances will remain between £20,000k and £30,000k to manage emergent risks, with sums above that level earmarked for use to smooth the impact of Government funding cuts.

Directorate Operating Budgets (£2,584k underspend, £222k improvement)

18. An overview of the forecast outturn on Directorate Operating Budgets is contained in Table 2, with further detail for each directorate contained within Appendix A to this report. Variances relating to those more volatile areas of activity being managed through Development and Risk Contingency are expanded upon below.
19. Presentation of Directorate Operating Budgets have been updated to reflect the consolidation of the former Adult Social Care services and Children & Young People's Services into the new Social Care Directorate. Reported variances from Month 8 have been consolidated to enable comparison with the Month 9 position.

Table 2: Directorate Operating Budgets

Original Budget	Budget Changes	Service	Month 9		Variance (+ adv / - fav)			
			Revised Budget	Forecast Outturn	Variance (As at Month 9)	Variance (As at Month 8)	Movement from Month 8	
£'000	£'000		£'000	£'000	£'000	£'000	£'000	
11,133	15	Admin	Expenditure	11,148	10,966	(182)	(187)	5
(1,331)	107		Income	(1,224)	(1,188)	36	41	(5)
9,802	122		Sub-Total	9,924	9,778	(146)	(146)	0
16,867	(38)	Finance	Expenditure	16,829	16,734	(95)	(86)	(9)
(2,583)	2		Income	(2,581)	(2,614)	(33)	(32)	(1)
14,284	(36)		Sub-Total	14,248	14,120	(128)	(118)	(10)
111,957	(2,270)	Residents Services	Expenditure	109,687	108,816	(871)	(705)	(166)
(53,324)	352		Income	(52,972)	(52,923)	49	(82)	131
58,633	(1,918)		Sub-Total	56,715	55,893	(822)	(787)	(35)
139,147	5,828	Social Care	Expenditure	144,975	146,946	1,971	2,366	(395)
(35,651)	(2,538)		Income	(38,189)	(41,648)	(3,459)	(3,677)	218
103,496	3,290		Sub-Total	106,786	105,298	(1,488)	(1,311)	(177)
186,215	1,458	Total Directorate Operating Budgets		187,673	185,089	(2,584)	(2,362)	(222)

20. The Administration position is showing an underspend of £146k at Month 9, no change on the Month 8 position. The underlying underspend is mainly due to elected Members no longer being eligible for membership of the Local Government Pension Scheme. Shortfalls in income within the group are being managed through underspends on expenditure.
21. A minor improvement of £10k is reported across Finance operating budgets, with the headline underspend of £128k primarily due to vacant posts across the Directorate.
22. Residents Services budgets are reporting an underspend of £822k at Month 9, representing an improvement of £35k on Month 8. Within this minor movement, further reductions in Imported Food sampling income at Heathrow are off-set by additional staffing underspends. The overall underspend is mainly due to salaries underspends across a number of services, totalling £1,061k and favourable income projections in planning & highways. These underspends are off-set by income pressures at Uxbridge Town Centre car parks and Imported Food sampling alongside significant pressures on maintenance budgets.
23. An underspend of £1,488k is reported across Social Care, with a £177k improvement reported from the Month 8 position. This movement includes an adverse movement on

Looked After Children allowance payments being off-set by the transfer of an element of equipment expenditure to capital in line with 2016/17 budget proposals. Across the Group, underspends of £1,915k within workforce budgets account for the majority of the reported variance, with a number of pressures across non-staffing expenditure being contained through a combination of earmarked reserves and demand management.

Progress on Savings

24. The Council's 2015/16 General Fund revenue budget contains £10,034k savings, with £9,907k new items approved by Cabinet and Council in February 2015 and a further £127k brought forward from prior years.
25. At Month 9, £6,144k savings are reported as banked, with a further £2,058k on track for delivery in full during the current financial year. £1,832k savings are being classed as Amber, primarily due to the expected phasing of delivery. No items are being reported as having serious risks of non-delivery.
26. Savings classed as amber have been reviewed alongside development of the 2016/17 draft budget, with those higher risk items, mainly related to Social Care, replaced with alternative proposals in the new year. During the current financial year, sufficient underspends across the Council are in place to off-set the risk of a shortfall on remaining amber savings.

Table 3: Savings Tracker

2015/16 General Fund Savings Programme	Admin. & Finance	Residents Services	Social Care	Total Savings	
	£'000	£'000	£'000	£'000	%
B Banked	(780)	(3,940)	(1,424)	(6,144)	61.2%
G On track for delivery	(603)	(408)	(1,047)	(2,058)	20.5%
A Potential significant savings shortfall or a significant or risky project which is at an early stage;	0	0	(1,832)	(1,832)	18.3%
R Serious problems in the delivery of the saving	0	0	0	0	0.0%
Total 2015/16 Savings	(1,383)	(4,348)	(4,303)	(10,034)	100%

Corporate Operating Budgets (£1,370k underspend, no movement)

27. Corporately managed expenditure includes revenue costs of the Council's Capital Programme, externally set levies and income arising from provision of support services to other funds and ring-fenced budgets.
28. A favourable movement in interest costs increases the in-year underspend reported on the management of the Council's loan book and cash balances to £1,100k, which is attributable to on-going reviews of capital financing options and proactive management of treasury activity.
29. As previously reported, there remains a risk that the use of Real Time Information by the DWP may adversely impact upon funding levels for Housing Benefit, however this situation is under review and at present scope exists to contain such a pressure in-year within the wider Subsidy position.

Table 4: Corporate Operating Budgets

Original Budget £'000	Budget Change £'000	Service	Month 9		Variance (+ adv / - fav)			
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 9) £'000	Variance (As at Month 8) £'000	Movement from Month 8 £'000	
0	0	Interest and Investment Income	Salaries	0	0	0	0	0
9,861	(288)		Non-Sal Exp	9,573	8,473	(1,100)	(1,100)	0
(691)	0		Income	(691)	(691)	0	0	0
9,170	(288)		Sub-Total	8,882	7,782	(1,100)	(1,100)	0
493	0	Levies and Other Corporate Budgets	Salaries	493	473	(20)	(20)	0
11,925	(317)		Non-Sal Exp	11,608	11,558	(50)	(50)	0
(12,235)	269		Income	(11,966)	(12,166)	(200)	(200)	0
183	(48)		Sub-Total	135	(135)	(270)	(270)	0
0	0	Housing Benefit Subsidy	Salaries	0	0	0	0	0
151,736	0		Non-Sal Exp	151,736	151,736	0	0	0
(152,296)	0		Income	(152,296)	(152,296)	0	0	0
(560)	0		Sub-Total	(560)	(560)	0	0	0
8,793	(336)	Total Corporate Operating Budgets		8,457	7,087	(1,370)	(1,370)	0

Development & Risk Contingency (£2,983k pressure, £105k adverse movement)

30. The Council has set aside £11,368k to manage volatile and uncertain elements of budgets within the Development & Risk Contingency, which included £10,368k in relation to specific risk items and £1,000k as General Contingency to manage unforeseen risk items. As expected with such volatile areas, a number of variances are reported, including significant growth in the cost of supporting Looked After Children.

Table 5: Development & Risk Contingency

Original Budget £'000	Budget Changes £'000	Service		Month 9		Variance (+ adv / - fav)		
				Revised Budget	Forecast Outturn	Variance (As at Month 9)	Variance (As at Month 8)	Movement from Month 8
				£'000	£'000	£'000	£'000	£'000
400	0	Fin.	Uninsured Claims	400	300	(100)	(100)	0
236	(236)	Residents Services	Carbon Reduction Commitment	0	0	0	0	0
1,836	0		Impact of welfare reform on homelessness	1,836	1,836	0	0	0
2,211	0		Waste Disposal Levy (Demand-led Tonnage Increases)	2,211	2,204	(7)	(7)	0
1,272	0	Social Care	Asylum Funding Shortfall	1,272	2,212	940	940	0
465	0		Social Care Pressures (Children's)	465	3,997	3,532	2,871	661
(117)	0		Early Support Cost Avoidance	(117)	(117)	0	0	0
1,298	0		Potential Shortfall in Social Care & Health Integration Funding	1,298	1,298	0	0	0
129	0		Social Care Pressures (Adult)	129	129	0	0	0
380	0		Increase in Transitional Children due to Demographic Changes	380	380	0	0	0
393	0		Winterborne View	393	67	(326)	(326)	0
520	0		SEN Transport	520	520	0	0	0
250	0	Corp. Items	Pump Priming for BID Savings	250	250	0	0	0
2,067	(736)		Care Act New Burdens	1,331	775	(556)	0	(556)
1,000	0		General Contingency	1,000	500	(500)	(500)	0
12,340	(972)	Total Development & Risk Contingency		11,368	14,351	2,983	2,878	105

31. Homelessness caseloads have remained broadly consistent over the past three months, and if this level of demand continues the full £1,836k contingency and sums from earmarked reserves committed will be applied to manage the cost of temporary accommodation in 2015/16. As previously reported, this pressure is being driven by higher levels of households presenting as homeless and decreasing supply of suitable affordable accommodation.
32. No movement is reported on the Waste Disposal Levy, although indications from the West London Waste Authority are that their balances will exceed target levels by 31 March 2016 and therefore result in a repatriation of funds to boroughs. The projected benefit of this exercise is reflected in the 2016/17 draft budget proposals presented to Cabinet on this agenda.
33. A further adverse movement of £661k is reported on the cost of Looked After Children (LAC) placements within Social Care, reflecting the limited scope to step the most complex cases down to less intensive support during the current financial year. As previously reported, the resulting £3,997k call on contingency reflects the combined effect of a larger LAC population with more complex needs than previously experienced. The projected outturn position for 2015/16 is consistent with the baseline position included in the proposed 2016/17 budget.

34. As at Month 9 the uncommitted element of monies set aside by the Council to manage Phase 1 Care Act Implementation during 2015/16 has been released, resulting in a £556k underspend against Development and Risk Contingency. The element of this expenditure funded through the Better Care Fund remains over committed.
35. The 2015/16 budget included £1,000k of General Contingency to manage unforeseen cost pressures over and above those specific items included in Development & Risk Contingency. In line with Month 8 assumptions, it is projected that only £500k of this sum will be required, reflecting the outturn position in recent years.

Priority Growth

36. The 2015/16 General Fund revenue budget approved by Cabinet and Council in February 2015 set aside £804k of unallocated Priority Growth, in addition to £800k of specific growth monies to support HIP Initiatives. To date £150k has been allocated from Unallocated Priority Growth, to support an increase in support for the First Time Buyer's Initiative. It is expected that Unallocated Growth monies will be applied in full during 2015/16 and not be released into General Balances.
37. The original HIP Initiatives Budget has been supplemented by £430k of uncommitted funds brought forward from 2014/15, providing a balance of £1,230k for investment in the current year. To date approved projects total £413k, and a further leaving £817k available for new initiatives.

Table 6: Priority Growth

Original Budget £'000	Budget Changes £'000	Priority Growth	Month 9		
			Revised Budget £'000	Approved Allocations £'000	Unallocated Balance £'000
800	0	HIP Initiatives Budgets	800	0	(800)
430	0	B/fwd HIP Funds	430	413	(17)
804	(150)	Unallocated Priority Growth	654	0	(654)
2,034	(150)	Total Priority Growth	1,854	17	(1,471)

Schools Budget, Parking Revenue Account and Collection Fund

38. The latest forecasts on other funds indicate favourable positions at year end and therefore will not adversely impact upon the General Fund in 2015/16.
39. A headline pressure of £2,484k is identified on the Schools Budget at Month 9, representing a reduction of £657k on the previously reported figure as funding to support the roll out of two year old nursery provision will now not be utilised until 2017/18. There is sufficient capacity within retained DSG balances to finance the in-year pressure, with £1,709k relating to the one-off release of the 2014/15 surplus to individual schools and £625k increases in the cost of SEN placements under the new banded funding model. This growth in the cost of SEN placements is reflected in the 2016/17 schools budget presented to members on this agenda.
40. A surplus of £258k is forecast on the Parking Revenue Account at Month 9, no change from Month 8, reflecting a broadly neutral position on income and significant reductions in expenditure. Given the volatile nature of enforcement and on-street parking income streams, this position will continue to be closely monitored.
41. The Collection Fund is reporting an estimated surplus of £1,500k at Month 9. This position consists of a £2,625k surplus on Council Tax activities as a result of strong collection performance and a £1,125k deficit on Business Rates principally driven by delays in the

Valuation Office Agency bringing properties into rating. This net surplus is reflected in the Council's 2016/17 budget proposals presented elsewhere on this agenda, with any subsequent movement in the reported position impacting upon the General Fund in 2017/18.

Housing Revenue Account

42. At Month 9 an in-year surplus of £731k is projected on the Housing Revenue Account, a £681k increase from the Month 8 position, which mainly relates to deferral of planned maintenance activity into 2016/17. Within this position there remains a pressure on income arising from increased Right to Buy sales being off-set by underspends across HRA operations.
43. Unallocated General Balances within the HRA are projected to increase to £32,971k as a result of the forecast £731k surplus and £1,663k planned contribution to balances. The current forecast reflects work underway to secure the £2,448k of savings included in the 2015/16 budget, which are reported on track for delivery in full.
44. 100 properties have been sold under Right to Buy arrangements as at Month 9, with a total of 140 sales forecast for 2015/16. Current indications are that sufficient expenditure can be incurred before the initial tranche of retained receipts will become repayable to DCLG in March 2016 to avoid any repayment.

Future Revenue Implications of Capital Programme

45. Appendix D to this report outlines the forecast outturn on the 2015/16 to 2019/20 Capital Programme. Following rephasing of the Capital Programme at Month 7, borrowing projections for 2015/16 are £18,384k lower than budget after allowing for the lower than anticipated level of 2015/16 Department for Education grant funding for school expansions. £3,592k of this sum relates to underspends with the remainder representing slippage of expenditure into 2016/17 and beyond. The on-going revenue implications of this reduced level of borrowing are reflected in the Council's draft revenue budget for 2016/17, as approved by Cabinet in December 2015.

Appendix A – Detailed Group Forecasts (General Fund)

ADMINISTRATION (£146k underspend, nil movement)

47. The Administration position for Month 9 is £146k underspend, representing a nil movement from Month 8. The majority of the overall underspend in the Group is largely due to reduced expenditure on Members Allowances as Members are no longer part of the Local Government Pension Scheme, this additional budget is proposed to be removed from 2016/17 budgets as part of the MTFF process.

Table 7: Administration Operating Budgets

Original Budget £'000	Budget Changes £'000	Service	Month 9		Variance (+ adv / - fav)			
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 9) £'000	Variance (As at Month 8) £'000	Movement from Month 8 £'000	
1,461	0	Democratic Services	Salaries	1,461	1,443	(18)	(16)	(2)
1,841	(69)		Non-Sal Exp	1,772	1,647	(125)	(129)	4
(658)	69		Income	(589)	(554)	35	39	(4)
2,645	0		Sub-Total	2,644	2,536	(108)	(106)	(2)
2,319	80	Human Resources	Salaries	2,399	2,372	(27)	(36)	9
626	(30)		Non-Sal Exp	596	570	(26)	(17)	(9)
(286)	38		Income	(248)	(232)	16	16	0
2,659	88		Sub-Total	2,747	2,710	(37)	(37)	0
1,955	34	Legal Services	Salaries	1,989	2,024	35	26	9
111	0		Non-Sal Exp	111	96	(15)	(10)	(5)
(341)	0		Income	(341)	(341)	0	0	0
1,725	34		Sub-Total	1,759	1,779	20	16	4
592	0	Policy and Partnerships	Salaries	592	597	5	5	0
2,228	0		Non-Sal Exp	2,228	2,217	(11)	(10)	(1)
(46)	0		Income	(46)	(61)	(15)	(14)	(1)
2,774	0		Sub-Total	2,774	2,753	(21)	(19)	(2)
6,327	114	Admin Directorate	Salaries	6,441	6,436	(5)	(21)	16
4,806	(99)		Non-Sal Exp	4,707	4,530	(177)	(166)	(11)
(1,331)	107		Income	(1,224)	(1,188)	36	41	(5)
9,803	122		Total	9,924	9,778	(146)	(146)	0

Democratic Services (£108k underspend, £2k improvement)

48. The slight improvement this month is as a result of a projected upturn in Citizenship ceremonies income, which has been reduced by slight overspends elsewhere.

Human Resources (£37k underspend, nil movement)

49. Vacant posts across the service and underspends on the staff recognition scheme and other non salaries budgets are delivering the underspend position of £37k within Human Resources. These are being partially reduced by pressures on Corporate Learning and Development income targets of approximately £19k.

Legal Services (£20k overspend, £4k adverse movement)

50. There is a slight increase to salaries expenditure this month as a result of an agency member of staff being kept on to cover another vacant post within the team, which was not previously included in budgeting. The breakeven position reported for Legal Services income is on the assumption that increased income of £30k each month will be received until the year end.

Policy and Partnerships (£21k underspend, £2k improvement)

51. Savings on Healthwatch Hillingdon, the Advocacy contract and CAB telephones, which have all been factored into the Zero Based review savings in the 2016/17 MTFF proposals, have led to the underspend position on the service. The over delivery of income shown in the table above actually relates to S106 monies reviewed to pay for contracted costs on the Workplace Co-Ordinator Project, which are included in the non-salaries position.

FINANCE (£128k underspend, £10k improvement)

52. The Finance Group is showing an underspend of £128k at Month 9, an improvement of £10k from Month 8. Slight improvements on staffing budgets in Operational Finance and Revenues and Benefits have led to the improved position this month. The overall underspend position is due to salaries underspends in Operational Finance as a result of the recent restructure of Assistant Finance Business Partners, in the Revenues and Benefits Service as a result of a high level of vacant posts within the Housing Benefits service and also in Strategic Finance due to a vacant post and maternity leave.

Table 8: Finance Operating Budgets

Original Budget	Budget Changes	Service	Month 9		Variance (+ adv / - fav)			
			Revised Budget	Forecast Outturn	Variance (As at Month 9)	Variance (As at Month 8)	Movement from Month 8	
£'000	£'000		£'000	£'000	£'000	£'000	£'000	
487	0	Internal Audit	Salaries	487	495	8	8	0
56	0		Non-Sal Exp	56	58	2	0	2
0	0		Income	0	(11)	(11)	(10)	(1)
543	0		Sub-Total	543	542	(1)	(2)	1
2,185	(222)	Procurement	Salaries	1,963	1,989	26	32	(6)
121	(2)		Non-Sal Exp	119	214	95	90	5
(2)	2		Income	0	(28)	(28)	(28)	0
2,304	(222)		Sub-Total	2,082	2,175	93	94	(1)
3,360	(30)	Operation. Finance	Salaries	3,330	3,246	(84)	(80)	(4)
679	0		Non-Sal Exp	679	682	3	4	(1)
(159)	0		Income	(159)	(159)	0	0	0
3,880	(30)		Sub-Total	3,850	3,769	(81)	(76)	(5)
3,868	12	Revenues & Benefits	Salaries	3,880	3,814	(66)	(62)	(4)
2,285	0		Non-Sal Exp	2,285	2,248	(37)	(37)	0
(2,166)	0		Income	(2,166)	(2,160)	6	6	0
3,987	12		Sub-Total	3,999	3,902	(97)	(93)	(4)
1,300	154	Strategic Finance	Salaries	1,454	1,405	(49)	(48)	(1)
2,526	50		Non-Sal Exp	2,576	2,583	7	7	0
(256)	0		Income	(256)	(256)	0	0	0
3,570	204		Sub-Total	3,774	3,732	(42)	(41)	(1)
11,200	(86)	Finance Directorate	Salaries	11,114	10,949	(165)	(150)	(15)
5,667	48		Non-Sal Exp	5,715	5,785	70	64	6
(2,583)	2		Income	(2,581)	(2,614)	(33)	(32)	(1)
14,284	(36)		Total	14,248	14,120	(128)	(118)	(10)

53. A year end drawdown from the Insurance contingency of £300k is projected at Month 9, a nil movement from Month 8. The contingency of £400k provided for Insurance was fully utilised

in 2014/15, as costs exceeded the available base budget of £359k. Payments of £850k were made in 2014/15 significantly lower than in previous years of which the £91k over budget was funded by a release from the Insurance Provision. The payments this year are projected to further drop and at this time claims payments are projected to be in the region of £572k, however, this does not take into account the potential seasonal impact to claims as a result of adverse weather conditions during winter.

54. In addition to the improvement in the claim payments position, there has also been a reduction in the projected Insurance provision required to be held to cover the Council's liability for open Insurance claims, which further supports the reduction in the draw upon contingency. The provision held at the end of 2014/15, was significantly lower than in previous years as a result of robust challenging of claims by the Insurance team and successful mitigation of a variety of high value claims, which has continued into this year.
55. As such, it is expected that the full contingency will not be required this year. This will continue to be monitored throughout the year, however, any seasonal or exceptional claims could be funded through the General Insurance Reserve if necessary.

Table 9: Development & Risk Contingency

Original Budget	Budget Changes	Development & Risk Contingency	Month 9		Variance (+ adv / - fav)		
			Revised Budget	Forecast Outturn	Variance (As at Month 9)	Variance (As at Month 8)	Movement from Month 8
£'000	£'000		£'000	£'000	£'000	£'000	£'000
400	0	Uninsured Claims	400	300	(100)	(100)	0
400	0	Current Commitments	400	300	(100)	(100)	0

RESIDENTS SERVICES (£822k underspend, £35k improvement)

56. Residents Services directorate is showing a projected outturn underspend of £822k at Month 9, excluding pressure areas that have identified contingency provisions.

Table 10: Residents Services Operating Budgets

Original Budget £'000	Budget Changes £'000	Service	Month 9		Variance (+ adv / - fav)			
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 9) £'000	Variance (As at Month 8) £'000	Movement from Month 8 £'000	
13,368	1,186	Deputy Director Residents Services	Salaries	14,554	14,415	(139)	(126)	(13)
21,204	(3,084)		Non-Sal Exp	18,120	18,154	34	34	0
(10,051)	2,576		Income	(7,475)	(6,965)	510	402	108
24,521	678		Sub-Total	25,199	25,604	405	310	95
1,844	90	Development and Assets	Salaries	1,934	1,934	0	0	0
7,575	347		Non-Sal Exp	7,922	8,207	285	309	(24)
(2,397)	(9)		Income	(2,406)	(2,406)	0	0	0
7,022	428		Sub-Total	7,450	7,735	285	309	(24)
803	(324)	Estates and Tenancy Management	Salaries	479	470	(9)	0	(9)
1,254	(121)		Non-Sal Exp	1,133	1,133	0	0	0
(3,414)	177		Income	(3,237)	(3,164)	73	73	0
(1,357)	(268)		Sub-Total	(1,625)	(1,561)	64	73	(9)
5,050	(47)	Policy, Highways and Community Engagement	Salaries	5,003	4,957	(46)	(56)	10
6,004	(12)		Non-Sal Exp	5,992	5,977	(15)	(15)	0
(12,572)	10		Income	(12,562)	(12,832)	(270)	(270)	0
(1,518)	(49)		Sub-Total	(1,567)	(1,898)	(331)	(341)	10
4,135	(2,497)	Planning and Development	Salaries	1,638	1,584	(54)	(54)	0
1,626	(787)		Non-Sal Exp	839	927	88	80	8
(2,973)	405		Income	(2,568)	(3,028)	(460)	(460)	0
2,788	(2,879)		Sub-Total	(91)	(517)	(426)	(434)	8
12,777	(1,176)	Green Spaces & Culture	Salaries	11,601	11,674	73	66	7
9,229	(1,057)		Non-Sal Exp	8,172	7,988	(184)	(187)	3
(9,819)	126		Income	(9,693)	(9,726)	(33)	(33)	0
12,187	(2,107)		Sub-Total	10,080	9,936	(144)	(154)	10
7,916	(73)	Communication, ICT and Customer Development	Salaries	7,843	7,683	(160)	(160)	0
4,241	170		Non-Sal Exp	4,411	4,420	9	3	6
(2,767)	22		Income	(2,745)	(2,745)	0	0	0
9,390	119		Sub-Total	9,509	9,358	(151)	(157)	6
5,279	0	Business and Technical Support	Salaries	5,279	4,822	(457)	(378)	(79)
879	(1)		Non-Sal Exp	878	840	(38)	(38)	0
(3,772)	0		Income	(3,772)	(3,469)	303	280	23
2,386	(1)		Sub-Total	2,385	2,193	(192)	(136)	(56)
3,537	715	Policy and Standards - Education, Housing and Public Health	Salaries	4,252	3,983	(269)	(204)	(65)
5,236	4,401		Non-Sal Exp	9,637	9,648	11	21	(10)
(5,559)	(2,955)		Income	(8,514)	(8,588)	(74)	(74)	0
3,214	2,161		Sub-Total	5,375	5,043	(332)	(257)	(75)
54,709	(2,126)	Residents Services Total	Salaries	52,583	51,522	(1,061)	(912)	(149)
57,248	(144)		Non-Sal Exp	57,104	57,294	190	207	(17)
(53,324)	352		Income	(52,972)	(52,923)	49	(82)	131
58,633	(1,918)		Total	56,715	55,893	(822)	(787)	(35)

57. The overall variance is a result of staffing underspends across the group and favourable income projections in Highways and Planning, offset mainly by pressure on maintenance budgets in Development and Assets as well as parking income shortfalls at Cedars and Grainges car parks and in Imported Food sampling.
58. The Council's 2015/16 contingency budget contains provision for areas of expenditure or income within Residents Services for which there is a greater degree of uncertainty. At Month 9 projected calls on contingency are £7k below provision. The table below shows the breakdown for each contingency item.

Table 11: Development & Risk Contingency

Original Budget £'000	Budget Changes £'000	Development & Risk Contingency	Month 9		Variance (+ adv / - fav)		
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 9) £'000	Variance (As at Month 8) £'000	Movement from Month 8 £'000
1,836	0	Impact of welfare reform on homelessness (Current)	1,836	1,836	0	0	0
2,211	0	Waste Disposal Levy (Demand-led Tonnage Increases)	2,211	2,204	(7)	(7)	0
4,047	0	Current Commitments	4,047	4,040	(7)	(7)	0

59. The 2015/16 financial year has seen the numbers of temporary accommodation requirements consistently above the original MTFF forecast. Within this increase, a higher proportion are in high cost Bed & Breakfast placements given the challenges on housing supply.

Table 12: Housing Needs performance data

	2015		
	October	November	December
Homeless Threat, Priority Need & Eligible	96	96	88
Presenting As Homeless	59	55	34
Duty Accepted	30	31	20
Households in Temporary Accommodation	587	594	569
Households in B&B	207	210	208

60. It should be noted that whilst the data in table 3 appears to show improvement in demand for December, this data only shows new cases and not any recycled cases. Whilst the overall temporary accommodation numbers remain relatively stable, the proportion of high cost B&B remains above that budgeted in the MTFF. Key variables in terms of keeping high cost Bed & Breakfast type accommodation to a minimum are the prevention rate and the supply of properties.
61. These costs are partially mitigated by net demand over the year to date being lower than expected and a slowdown in the end of lease PSL properties. This in turn has reduced spend on Finders' Fee, Find Your Own and other schemes. Further mitigation has been provided through vacancy management, voids turnover and better than expected performance on arrears.

62. It is therefore expected that the financial risk will remain within the current provision of £1,836k. If this can be maintained over the final quarter of the financial year, it should reduce the need to utilise earmarked reserves.
63. A contingency of £2,211k has been set aside to fund estimated increases in waste tonnages via the levy and the move to a new compliant rubble and hardcore contract.
64. West London Waste Authority (WLWA) is reporting an underspend of £1.9m in their latest monitoring forecast (Month 8), which if maintained until year end will increase WLWA reserves above its target level of £4.2m for 2016/17. In this instance, WLWA will make recommendations regarding disbursement of excess reserves to boroughs. The recommendations will be made when the level of underspend and reserves are confirmed. WLWA have stated this will be following the impact of pension and property valuations and other year end adjustments in June 2016.

Deputy Director Residents Services (£405k overspend, £95k adverse movement)

65. The service is projecting a revised salary underspend of £139k (which reflects favourable a movement of £13k) further to revised salary forecasts across a number of teams within the service.
66. There is a continuing, sustained reduced projection in Imported Food sampling income based on receipts to end of December of £510k (£108k adverse). This income stream has experienced sustained volatility following the cessation of green bean testing from 1st July 2015. The service is currently experiencing a sustained reduction in income of between £6k and £10k per week.
67. Following the cessation of the short-term grant funding from the DCLG in support of weekly recycling and food waste collections, the Council has built up an Earmarked Reserve from the initial funding tranches. It is anticipated that this will be sufficient to fund the cost of continuing to run the service over the next two financial years. The Earmarked Reserve is therefore projected to be used in full by the end of 2016/17.

Development and Assets (£285k overspend, £24k improvement)

68. There is a forecast pressure of £285k (£24k favourable) due to a revised view of the likely reactive maintenance works and ongoing cost pressures associated with the Civic Centre. Ongoing work on existing contracts has so far enabled this pressure to be managed down and ensure only essential works are undertaken.
69. A number of one-off rectification works at the Civic Centre have been identified following compliance testing. After allowing for capital items this is currently forecast at £67k (no change).

Estates and Tenancy Management (£64k overspend, £9k improvement)

70. Following analysis of the latest projections, there is a £9k favourable movement for agency costs across the service.
71. There is a projected income pressure of £73k on garages income (no change). The current income projection is based on the most up to date income schedules received from the service.

Policy, Highways & Community Engagement (£331k underspend, £10k adverse movement)

72. At Month 9, the service is reporting an adverse movement of £10k for agency costs following extension of interim resources for transition support in Highways.
73. Income projections across the service continue to exceed budget by £270k (no change) from crossovers and various other income streams.

Planning and Development (£426k underspend, £8k adverse movement)

74. Planning income streams remain robust with income for planning gift funding and CIL maintained at the previously forecast level.
75. The service is reporting an adverse movement in non-staffing costs of £8k, owing to an increase in advertisement fees.

Green Spaces, Sport & Culture (£144k underspend, £10k adverse movement)

76. A revised projection on staffing costs has resulted in a £7k adverse movement as a result of increased use of casual staff across the Arts service.
77. Following a review of non-staffing costs, the adjusted projections give a £3k adverse movement. Income variances remain unchanged from Month 8.

Communications, ICT and Customer Development (£151k underspend, £6k adverse movement)

78. The service is reporting a salary underspend of £160k at Month 9 (no change) as a result of a delay in recruitment to a vacant post in ICT. The service is also forecasting an adverse movement of non-staffing costs of £6k.
79. A review into Hillingdon Grid for Learning (HGfL) has led to the decision to cease this service from 1 April 2016. Consequently, the level of commitment from schools to progress project work has dropped significantly with no new proposals now coming forward. This will result in a shortfall in income of £39k for 15/16. However, any variance at the year end is managed through the HGfL Earmarked Reserve, which will be able to absorb this projected shortfall in income.

Business and Technical Support (£192k underspend, £56k improvement)

80. The off-street parking income at the Cedars and Graingess multi-storey car parks continues to experience pressure relating to the loss of season ticket income at both car parks. The most recent income projection forecasts a pressure of £303k, (£23k adverse). The adverse movement reflects a revised income projection from the latest available income data.
81. There is a revised projected underspend of £457k (£79k favourable) relating to vacant posts across the service that are not expected to be filled this year.
82. There is a projected underspend on non-staffing costs of £38k (no change) that are not expected to be required further to the vacant posts discussed above.

Policy and Standards - Education, Housing and Public Health (£332k underspend, £75k improvement)

83. There is a revised staffing projection of £65k favourable, owing to revised projections for Performance & Intelligence (£20k) and Housing Options team (£45k).
84. There is a further £10k favourable movement in forecasts for smaller budgets such as removal costs and car allowances across the housing options team.

SOCIAL CARE (£1,488k underspend, £177k improvement)

85. The Social Care Directorate is projecting an underspend of £1,488k as at Month 9, an improvement of £177k on Month 8 projections, which have been restated following the combining of the two directorates. The improvement in Month 9 arises from implementing the proposal in the draft MTFB Budget for 2016/17 to capitalise expenditure on telecare equipment (£280k) using the annual social care capital grant to fund this expenditure. This underspend is netted down by an increase in the number of allowances being paid to Looked After Children and a downward projection in the anticipated grant funding that will be received from the Adoption Support Fund. A number of other significant pressures on non-salary expenditure exist within the directorate which are being mitigated through robust management.

Table 13: Social Care Operating Budgets

Original Budget	Budget Changes	Service	Month 9		Variance (+ adv / - fav)			
			Revised Budget	Forecast Outturn	Variance (As at Month 9)	Variance (As at Month 8)	Movement from Month 8	
£'000	£'000		£'000	£'000	£'000	£'000	£'000	
1,038	677	Safeguarding Children	Salaries	1,715	1,763	48	98	(50)
1,579	20		Non-Sal Exp	1,599	1,739	140	123	17
(150)	(13)		Income	(163)	(162)	1	1	0
2,467	684		Sub-Total	3,151	3,340	189	222	(33)
3,545	953	Children's Early Intervention Services	Salaries	4,498	3,845	(653)	(765)	112
3,631	310		Non-Sal Exp	3,941	3,602	(339)	(308)	(31)
(707)	(278)		Income	(985)	(1,071)	(86)	(94)	8
6,469	985		Sub-Total	7,454	6,376	(1,078)	(1,167)	89
2,091	1,996	Looked After Children	Salaries	4,087	4,150	63	(49)	112
744	(21)		Non-Sal Exp	723	3,591	2,868	2,837	31
(294)	171		Income	(123)	(2,960)	(2,837)	(2,837)	0
2,541	2,146		Sub-Total	4,687	4,781	94	(49)	143
8,352	(1,152)	Children's Resources	Salaries	7,200	7,293	93	294	(201)
12,429	(355)		Non-Sal Exp	12,074	12,528	454	409	45
(7,178)	(842)		Income	(8,020)	(8,501)	(481)	(546)	65
13,603	(2,349)		Sub-Total	11,254	11,320	66	157	(91)
5,402	2,498	All-Age Disabilities	Salaries	7,900	6,917	(983)	(892)	(91)
44,007	498		Non-Sal Exp	44,505	46,090	1,585	1,503	82
(6,852)	(1,584)		Income	(8,436)	(8,770)	(334)	(435)	101
42,557	1,412		Sub-Total	43,969	44,237	268	176	92
4,294	7	Adult Social Work	Salaries	4,301	3,928	(373)	(312)	(61)
29,110	(15)		Non-Sal Exp	29,095	28,635	(460)	(162)	(298)
(8,266)	8		Income	(8,258)	(8,188)	70	26	44
25,138	0		Sub-Total	25,138	24,375	(763)	(448)	(315)
9,018	27	Adult's Early Intervention & Prevention	Salaries	9,045	9,046	1	30	(29)
3,370	(130)		Non-Sal Exp	3,240	3,176	(64)	(68)	4
(11,826)	0		Income	(11,826)	(11,726)	100	100	0
562	(103)		Sub-Total	459	496	37	62	(25)
2,185	206	Safeguarding, Quality & Partnerships	Salaries	2,391	2,330	(61)	(58)	(3)
7,165	28		Non-Sal Exp	7,193	6,929	(264)	(230)	(34)
(378)	0		Income	(378)	(270)	108	108	0
8,972	234		Sub-Total	9,206	8,989	(217)	(180)	(37)
294	120	Directorate & Support Services	Salaries	414	364	(50)	(50)	0
893	161		Non-Sal Exp	1,054	1,020	(34)	(34)	0
0	0		Income	0	0	0	0	0
1,187	281		Sub-Total	1,468	1,384	(84)	(84)	0
36,219	5,332	Social Care Total	Salaries	41,551	39,636	(1,915)	(1,704)	(211)
102,928	496		Non-Sal Exp	103,424	107,310	3,886	4,070	(184)
(35,651)	(2,538)		Income	(38,189)	(41,648)	(3,459)	(3,677)	218
103,496	3,290		Total	106,786	105,298	(1,488)	(1,311)	(177)

86. Within the salaries position there is an underspend of £1,915k, an improvement of £211k from Month 8, due to a reduction in the projected cost of agency staff, as recruitment to new structures continues. The underspend relates to vacancies that existed in the Early Intervention and Prevention and All Age Disabilities Services netted down by the additional cost of agency staff across other Children's services whilst the service undertakes a major recruitment campaign to the new structures.
87. The Council's 2015/16 Development and Risk Contingency contains provision for areas of expenditure for which there is a greater degree of uncertainty. In part this is caused by in year demographic changes in the number of adults and children requiring care and support for a range of care needs, including Asylum seekers and SEN Transport. Table 14 sets out the forecast spend against the development and risk contingency.

Table 14 : Social Care Development & Risk Contingency

Original Budget	Budget Changes	Development & Risk Contingency	Month 9		Variance (+ adv / - fav)		
			Revised Budget	Forecast Outturn	Variance (As at Month 9)	Variance (As at Month 8)	Movement from Month 8
£'000	£'000		£'000	£'000	£'000	£'000	£'000
1,272	0	Asylum Funding Shortfall	1,272	2,212	940	940	0
465	0	Social Care Pressures (Children's)	465	3,997	3,532	2,871	661
(117)	0	Early Support Cost Avoidance	(117)	(117)	0	0	0
1,298	0	Potential Shortfall in Social Care & Health Integration Funding	1,298	1,298	0	0	0
129	0	Social Care Pressures (Adults)	129	129	0	0	0
380	0	Increase in Transitional Children due to Demographic Changes	380	380	0	0	0
393	0	Winterborne View	393	67	(326)	(326)	0
520	0	SEN transport	520	520	0	0	0
4,340	0	Current Commitments	4,340	8,486	4,146	3,485	661

Asylum Service (£940k overspend, nil movement)

88. This service is projecting a draw down of £2,212k from the Development and Risk Contingency, £940k above the budget, which is no change on the Month 8 position. The overspend reported relates primarily to a reduction in the Home Office Grant, notified in March 2015, and a reduction in the grant funding received, relating to the change in the age profile of Asylum Seeking Children. The growth in the over 18 population is projected to increase at a higher rate than the number of new Asylum Seekers below 18, where the grant is significantly higher (£114 per day for eligible under 16's and £91 per day for eligible 16 to 17 year olds, compared to £150 per week for eligible 18+).
89. There are indications from other councils that they are experiencing growth in this provision, especially those with Sea Ports and in particular Kent County Council, which has an agreed redistribution strategy with other Councils. Kent is having ongoing discussions with the Home Office on whether they will fully fund the cost of support for Asylum Seeking Children. The Home Office sent a letter to all councils on 24 November setting out the proposed funding arrangements, which indicates that grant funding will be provided for these children at a rate

of £114 per day for eligible under 16's, £91 per day for eligible 16 to 17 year olds and £200 per week for eligible 18+. The funding for the over 18's is £50 higher than that received by Hillingdon.

90. Recent experience shows that Hillingdon is seeing a slight increase in the number of Asylum Seeking Children. This position is being monitored closely to ascertain whether it is a bulge or a continuing theme. If it is the latter, then there is a possibility that the projected drawdown from the contingency will be higher than currently indicated. An update will be provided in the Month 10 monitoring position.

Social Care Pressures - Children's Demographics (£3,532k overspend, £661k adverse movement)

91. The service is projecting a drawdown of £3,997k from the Development and Risk Contingency, £3,532k above the budget, an adverse movement of £661k on the Month 8 position. There are a number of reasons for this increase relating to the abnormally high numbers of mother and baby placements and a high number of teenage children in residential placements, where the service is finding it very difficult to step down the type of provision due to the complex needs of the children. Earlier assumptions were based on a number of these children being moved on, but this is now more likely to take place in the next financial year.
92. The service continues to have a number of high cost placements, including residential placements that have been made to support children with complex needs and those where there is an identified safeguarding risk. There are 34 current placements (in Month 3 there was 25), which equates to an in year annual increased cost of approximately £1.8 million. This figure includes 3 children in secure placements (one costing £6,250 per week), 9 placements as a result of safeguarding responsibilities (the weekly costs around £4,000) where the children need to be placed out of borough and significant number of mother and baby placements, where the total projected cost is estimated to be £265k. In a normal year these would be around £65k.
93. A rigorous monitoring and review process has been implemented to ensure correct decisions are being made on the most appropriate placement for individual children. Decisions are scrutinised and then agreed at a weekly panel meeting, chaired by the Assistant Director of Children's Services as well as a representative from Operational Finance. Placement data is reviewed each month where the main focus is on the higher cost placements. Steps have also been taken to introduce a weekly review of placements to ensure that the most up to date financial position is available.
94. Additionally, over the last year, there have been a number of changes across this part of the service which have increased the cost of placements. These include the extension of the Staying Put legislation, which increases the age range for children up from 18 to 21 to stay in their current foster care placement; a significant move towards the issuing of Special Guardianship Orders; and a court ruling requiring connected persons to be paid an allowance equivalent to an In-House Foster Carer. They also remove a potential In House Foster Carer from the system as in most cases the new arrangements restricts them from looking after new children.
95. However, it should be noted that the performance data indicates that the service has stabilised, where Looked After Children numbers are consistently within the range of 340 to 360 placements each month from May 2015. Those with a Child Protection Plan is consistent and stabilising on 340 cases and those where children have been identified as Children in Need is relatively consistent standing at approximately 645 cases. Social Work caseloads are and have been consistently at or slightly below the recommended safe level since December

2014. Additionally, since Month 3, the service has reduced the number of Independent Fostering Agency (IFA) placements and has been able to use more In House Foster Carers, improving the proportions from a split of 54% IFA to 46% In House in Month 3, to 46% IFA and 54% In House at Month 9.

Early Support Cost Avoidance (Nil variance, nil movement)

96. The service is projecting that it will be able to deliver a saving of £117k identified within the Development and Risk Contingency, through a review of the resources required to deliver the new Early Support and Intervention services.

Social Care and Health Integration Fund (Nil variance, nil movement)

97. The service is projecting a drawdown of £1,298k from the Development and Risk Contingency, in line with the budget, no change on the Month 6 position. This relates to the additional cost of appointing agency staff, whilst the service implements a major recruitment campaign.

Social Care Pressures (Adults) (Nil variance, nil movement)

98. At Month 9, it is forecast that the contingency (£129k) for, Adult Demographic changes is to be used in full. The demographic forecasting tool is regularly refreshed and expenditure areas are kept under close review and any changes anticipated will be reported as the year progresses.

Increase in Transitional Children (Nil variance, nil movement)

99. At Month 9, it is forecast that the contingency (£380k) for Children in Transition to Adult Social Care is to be used in full. The forecasting tool to track Children in Transition is regularly refreshed and the forecast expenditure is kept under close review and any changes anticipated will be reported as the year progresses.

Winterbourne View (£326k underspend, nil movement)

100. A review of the Winterbourne View cases this month has identified that the position is unchanged since Month 8. Of the 6 expected to transfer in 2015-16, 1 transferred in October and 1 is not now expected to move until 2016-17. The remaining 4 are expected to move this financial year and the part year cost for 2015-16 is now forecast to be £67k, unchanged from Month 8 forecast. The balance of the remaining £326k will be needed in 2016/17 to fund the full year cost of these placements and the slippage of one case into 2016/17.

SEN Transport (Nil variance, nil movement)

101. An external review of the Transport Service has recently taken place, this coupled with a further review of the forecast spend identified that there was a £200k adverse movement in Month 7. Work is underway to review and revise route plans and to re-procure private vehicles for transporting eligible children.

Directorate Operating Budgets:

Safeguarding Children (£189k overspend, £33k improvement)

102. The service is reporting an overspend of £189k, an improvement of £33k on the Month 8 position, due to a slight reduction in the projected cost of agency staff. The service pressure relates to an overspend of £48k on staff due to a number of agency staff covering vacant

posts and an overspend of £140k on non-staffing which relates to an increase in Child Protection, LSCB and Family Conference delivery costs.

Children's Early Intervention & Prevention Services (£1,078k underspend, £89k adverse movement)

103. An underspend of £1,078k is reported, an adverse movement of £89k on the Month 8 position, due primarily to a slight increase in the projected cost of salaries following a further review of agency staffing costs, as the service enters the final stages of permanent recruitment to its new structures. This relates to an underspend of £653k on salaries, which is due to a relatively high number of vacant posts that have existed in the new structure, which have now been recruited to or are actively being recruited to, an underspend of £339k on non-staffing costs, which relates to the cessation of the CfBT (young people's support, information, advice and guidance (YSIAG) services) contract and a surplus of £86k on income, which primarily relates to the receipt of additional grant funding being provided for the programme management of the next phase of the Troubled Families Grant.

Looked After Children (£94k overspend, £143k adverse movement)

104. The service is reporting an overspend of £94k, an adverse movement of £143k on the Month 8 projections, due to an increase in the projected cost of agency staff and minor movements in the cost of allowances. The overspend reported relates to a £63k overspend on staffing costs, an overspend of £2,868k on non-staffing costs, which primarily relates to the cost of the Skylakes managed service and a surplus of £2,837k on income to reflect a proposed use of earmarked reserves to fund the Skylakes managed service up to the end of March 2016.

Children's Resources (£66k overspend, £91k improvement)

105. An overspend of £66k is reported, an improvement of £91k on the Month 8 projections, due primarily to a reduction in the projected cost of agency staff. The overspend reported relates to an overspend of £93k on staffing due to a high level of agency staff being employed prior to instigating a major staff recruitment campaign, which was launched at the beginning of October 2015 and an overspend of £454k on non-staffing costs due primarily to the cost of allowances. This is netted down by additional income of £481k, which relates to a proposed use of Earmarked Reserves to fund the Coram and HCL managed service contract and the cost of agency staff whilst the service continues to seek to recruit permanent staff to the new structure, and the receipt of additional grant income for the use of Hillingdon Adopters by other local authorities.

All Age Disabilities (AAD) (£268k overspend, £92k adverse movement)

106. The AAD Service approved restructure plan is now being implemented and a recruitment drive is underway to fill the remaining vacant posts in the new service. The staff budget is currently forecast to underspend by £983k, an improvement since Month 8. £346k of this underspend is offset by reduced recharge income against the Dedicated Schools Grant (DSG) salary recharges.
107. Within the placements budget a pressure of £1,585k is forecast, an adverse movement of £82k since Month 8. Part of this pressure arises from the slippage in the Supported Living Programme. The movement this month relates to minor changes to placement costs.
108. A key continuing pressure on the placements budgets arises from the devolution of the Independent Living Fund (ILF) from the DWP to the Council in July 2015. The fund provided additional resources to 34 clients and there are a number of these clients receiving support which may be classified as continuing health care (CHC) and CHC referrals have been made

to the CCG. The outcome of the assessments is awaited but if assessed as eligible for CHC then funding received from the CCG will help to mitigate this pressure. Any future funding for these clients from April 2016 and beyond has yet to be announced.

Social Work (£763k underspend, £315k improvement)

109. There are a number of vacant posts within the Social Work Service which are currently subject to recruitment. In addition, there are continuing vacancies within the Telecareline staff establishment of four posts. The forecast underspend is £373k, a favourable movement of £61k since Month 8.
110. The non-staffing budget is forecast to underspend by £460k, a movement of £298k from Month 8. A major contribution to this improvement in Month 9 arises from implementing the proposal in the draft MTFF Budget for 2016/17 to capitalise expenditure on telecare equipment (currently forecast to be £280k) using the annual social care capital grant to fund this expenditure. There is also a favourable movement relating to a reduction in forecast expenditure for Home Care £22k due to robust demand management within the service.
111. Income, mainly from client contributions, is currently forecast to under achieve by £70k, an adverse movement of £44K since Month 8. The continuing reduction in numbers of clients has reduced forecast contributions.

Adults Early Intervention & Prevention (£37k overspend, £25k improvement)

112. There is a net pressure of £37k with the EI&P Service, a favourable movement of £25k since Month 8.
113. As at Month 9 it is forecast that the previous pressure on salaries has been managed back in line with the budget through proactive management action significantly reducing the level of staff absence. A review of the terms of the contract of the new provider of agency staff for the Council has led to a 2% reduction in costs for non qualified social care staff.
114. The slippage in the project to develop new models of delivery for in house Learning Disability services into 2017/18 has led to the rephasing of saving in the draft MTFF agreed at Cabinet in December. In year compensatory savings have been identified to make up the shortfall in savings.
115. There is a pressure on the income budget of £100k due to a forecast reduction in client contributions and the amount of Housing Benefit recovered.

Safeguarding Quality & Partnerships (£217k underspend, £37k improvement)

116. There is an underspend forecast on staff costs of £61k, this underspend is within the Community Mental Health Teams and the Supported Living Team.
117. The non-staffing budget forecast is for an underspend of £264k, an improvement of £34k since Month 8. The movement this month is due to a reduction in forecast for residential placements. The underspend is due to reduced spend against clients with No Recourse to Public Funds and offset against the income pressure.
118. The income budget is forecast to overspend by £108k and which in part offsets the underspend against non staffing costs.

Directorate & Support (£84k underspend, nil movement)

119. The forecast underspend arises from the estimated spend on the responsibilities for the Care Act being less than originally anticipated, in part with slippage in spend against the Safeguarding Board. This will continue to be closely monitored during the year.

Better Care Fund

120. The month 9 budget monitoring for the BCF shows a forecast pressure of £323k on the Council share of the pooled budget an improvement of £410k on Month 8. This pressure is made up of £673k on the Care Act burdens from the cost of providing support and Care to Carers as a new responsibility following the implementation of the Care Act. This pressure has reduced by £110k since Month 8 due to a revised forecast of the cost of the carers support. The Council holds a contingency provision to fund pressures relating to the implementation of Care Act responsibilities.
121. Some of this pressure is off-set by forecast underspends on the TeleCareLine service of £53k and the proposal to implement the proposal in the draft MTFF Budget for 2016/17 to capitalise expenditure on telecare equipment (£280k) using the annual social care capital grant within the BCF to fund this expenditure.

Appendix B – Other Funds

Schools Budget

Dedicated Schools Grant (£2,484k overspend, £657k improvement)

122. The Dedicated Schools Grant (DSG) is projecting an in year overspend of £2,484k, an improvement of £657k on the Month 8 projections, due to a review of the allocations provided for two year old capacity building, where funding has been agreed by Schools Forum, but works have not yet started. The DSG budget is regularly reviewed and amended by the Department for Education (DfE) due to academy conversions and recalculations of two year old and early years funding, which could result in further amendments to the DSG.
123. The overspend on the DSG, in the main, reflects the planned use of the surplus balance that was carried forward from 2014/15, where additional resources totalling £1,709k were delegated to schools above the actual amount of DSG. The remaining pressure relates to a projected increase in the cost of Special Educational Needs/Education Health and Care Plan placements as the new banded funding rates are starting to be applied and the impact of the introduction of the changes set out in the Children and Families Act 2014, which extends the age range down to 0 and up to 25, where there is evidence of additional pressures coming through in pre-school and post 16 children, and an increase in the cost of Looked After Children placements out of Borough. The following table summarises the total DSG income and expenditure for 2015/16.

Table 15: DSG Income and Expenditure 2015/16

Original Budget	Budget Changes	Funding Block	Month 9		Variance (+ adv / - fav)		
			Revised Budget	Forecast Outturn	Variance (As at Month 9)	Variance (As at Month 8)	Change from Month 8
£'000	£'000		£'000	£'000	£'000	£'000	£'000
(145,373)	8,876	Dedicated Schools Grant Income	(136,497)	(136,497)	0	469	(469)
113,606	(11,287)	Delegated to Schools	102,319	104,031	1,712	1,256	456
4,581	(137)	Early Years	4,444	4,042	(402)	317	(719)
3,604	(155)	Centrally Retained	3,449	3,998	549	556	(7)
23,582	2,703	Special Needs	26,285	26,910	625	542	82
0	0	Total Schools Budget	0	2,484	2,484	3,141	(657)
0	0	Balance Brought Forward 1 April 2015	(4,083)	(4,083)			
0	0	Balance Carried Forward 31 March 2016	(4,083)	(1,599)			

Dedicated Schools Grant Income (nil variance, £469k improvement)

124. As stated last month, the Department for Education (DfE) have confirmed that the DSG was adjusted and reduced by £469k following a reconciliation by them of the funding in relation to the Hillingdon Tuition Centre which converted to an academy on 1st September 2015 and St Martin's Primary, the latest basic need academy, which opened to reception pupils on 1st September 2015. The budgets have now been realigned to account for this adjustment, resulting in the movement reported between months.

Delegated to Schools (£1,712k overspend, £456k adverse movement)

125. The overspend is due to Schools Forum agreeing to utilise part of the surplus balance carried forward from 2014/15 by delegating more resources to schools than were provided in the DSG budget allocation. The adverse movement of £456k from the Month 8 position is due to the funding adjustments required to reflect the conversion of the Hillingdon Tuition Centre to academy status and the recoument adjustment for St Martin's Primary school.

Early Years (£402k underspend, £719k improvement)

126. The Early Years funding block is projecting an underspend of £402k, an improvement of £719k on the Month 8 position, due to a review of funding allocations for increasing the two year old provision, where schemes have been agreed but not yet started and not expected to do so before the end of March 2016. The underspend is due to an underspend on the two year old capacity funding budget of £290k, an underspend of £168k on the Early Years Educational Psychology provision, where there is uncertainty around the delivery model required and an underspend of £236k relating to funding set aside to support the placement of vulnerable children where the criteria has not yet been agreed. This is netted down by an overspend of £337k, which relates to an allocation of DSG funds above the base budget to fund the continuation of the two year old capacity building initiative.

Centrally Retained (£549k overspend, £7k improvement)

127. The centrally retained budgets are projecting an overspend of £549k, an improvement of £7k on the Month 8 position. £244k of the overspend is due to the set up costs of the three new Basic Need Academy schools and diseconomies of scale funding, including Lake Farm and John Locke, which opened in September 2014 and St Martin's, which opened in September 2015. The increased cost of support services in line with the 2014/15 outturn figures, which will be charged to the DSG is contributing £182k to the overspend. Additionally, a review of the Barnhill PFI costs has identified a cost pressure of £130k as the PFI grant is cash limited, whereas the PFI contract allows for indexation.

Special Needs (£625k overspend, £82k adverse movement)

128. The Special Needs budgets are projecting an overspend of £625k, an adverse movement of £82k on the Month 8 position, due to an increase in the high needs population and the continued roll out of the new banded funding model. The SEN position could change further once the review of the banding of children in special schools has been completed. Early indications suggest that the top-up funding provided will increase. It is worth noting that there is a significant movement in the cost of Independent School placements, which is projected to be significantly lower than that incurred in 2014/15.

School Academy Conversions

129. The Academies Act 2010, allows schools to convert to academy status and by doing so will receive funding directly from the Education Funding Agency (EFA). Schools can convert at any point in the year, once they have converted, a number of adjustments will be required to realign the DSG Income budget and the amount delegated to schools. The DfE maintain a register online, indicating which schools are proposing to convert. For Hillingdon, Chantry Special School (renamed the Young People's Academy) converted on 1 April 2015 and The Hillingdon Tuition Centre converted on 1 September 2015 (this was delayed by one month).

Year End Balances

130. The DSG is allowed to carry forward any in year over or underspend. At the end of the 2014/15 financial year, the DSG had a surplus balance of £4,083k. It should be noted that

where the DSG is expected to underspend, it is anticipated that this will be factored into the total DSG available for delegation in the following year. At its meeting on 15 January 2015, Schools Forum agreed to include £1,709k of this surplus within the Schools Delegated Budget for 2015/16, additionally they agreed to set aside £337k for two year old capacity funding as an earmarked reserve for the two year old free entitlement offer in 2015/16. Based on the projected outturn position reported in the table above, the projected year-end balance will reduce to £1,599k.

Maintained School Balances

131. An ongoing review of school balances has started to identify that there are a number of schools facing cash flow difficulties, with a number setting an in year deficit, which will be funded from the schools surplus balances. Across Hillingdon, there is only one school that has an approved licensed deficit of £729k, however, it is evident that one primary school will be in deficit by the year end with a projected deficit of £95k (this is a slight improvement on the position reported last month).
132. The following table provides an update on the in year financial position of schools maintained by the Council (this excludes academy schools), based on school budget plans:

School Type	Total Number of Schools	Number of Schools In Year Deficits	Value of In Year Deficit £000
Primary	51	41	3,600
Secondary	2	2	600
Special	2	2	200
Total	55	45	4,400

133. Maintained Schools started the year with an opening surplus balance of £12.5 million, based on the school budget plans and the projected in year deficits, the year-end total schools surplus balance will reduce to £8.1 million.

Parking Revenue Account (£258k in year surplus, nil movement)

134. The Parking Revenue Account is established to govern the use of income from Penalty Charges Notices (PCNs), together with other on-street parking income streams, in accordance with Section 55 of the Road Traffic Regulation Act 1984.

Table 16: Parking Revenue Account

Original Budget	Budget Changes	Service	Month 9		Variance (+ adv / - fav)		
			Revised Budget	Forecast Outturn	Variance (As at Month 9)	Variance (As at Month 8)	Movement from Month 8
£'000	£'000		£'000	£'000	£'000	£'000	£'000
(4,076)	0	Income	(4,076)	(4,084)	(8)	(8)	0
4,076	0	Expenditure	4,076	3,826	(250)	(250)	0
0	0	In-year (Surplus) / Deficit	0	(258)	(258)	(258)	0

135. An in-year surplus of £258k is forecast for the 2015/16 financial year. There is a total income surplus of £8k (no change).

136. The income pressure is offset by compensating savings totalling £250k (no change). The favourable position is a result of a review of recharges to the PRA and a decrease in the cost of levies.

Collection Fund (£1,500k surplus, nil movement)

137. The collection of local taxes is managed through the Council's Collection Fund in order to avoid short-term volatility in income impacting on provision of services. Sums quoted related to the Council's own share of income and disregard monies collected on behalf of the Greater London Authority and Central Government.
138. The overall outlook for the fund is positive, with a surplus of £1,500k anticipated at this stage of the year arising from a £2,625k surplus on Council Tax and £1,125k deficit on Business Rates. Any surplus or deficit will be released to the General Fund from 2016/17 and reflected in the Council's Medium Term Financial Forecast.

Table 17: Collection Fund

Original Budget £'000	Budget Changes £'000	Service	Month 9		Variance (+ adv / - fav)			
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 9) £'000	Variance (As at Month 8) £'000	Movement from Month 8 £'000	
(115,652)	0	Council Tax	Gross Income	(115,652)	(116,841)	(1,189)	(1,189)	0
14,153	0		Council Tax Support	14,153	13,699	(454)	(454)	0
(2,697)	0		B/fwd Surplus	(2,697)	(3,679)	(982)	(982)	0
(104,196)	0		Sub-Total	(104,196)	(106,821)	(2,625)	(2,625)	0
(111,480)	0	Business Rates	Gross Income	(111,480)	(109,432)	2,048	2,048	0
(860)	0		Section 31 Grants	(860)	(836)	24	24	0
60,287	0		Less: Tariff	60,287	60,287	0	0	0
4,598	0		Less: Levy	4,598	3,561	(1,037)	(1,037)	0
500	0		B/fwd Deficit	500	590	90	90	0
(46,955)	0	Sub-Total	(46,955)	(45,830)	1,125	1,125	0	
(151,151)	0	Total Collection Fund	(151,151)	(152,589)	(1,500)	(1,500)	0	

139. As a result of strong performance on collection to December 2015 and resulting reduction in provision for doubtful debts, a £1,189k overachievement of income is projected on Council Tax income at Month 9. In addition, a reduction in eligibility for the Council Tax Reduction Scheme has been seen since approval of the taxbase in January 2015, accounting for a further favourable variance of £454k in 2015/16. Taking account of the £982k surplus brought forward from 2014/15, £2,625k is therefore expected to be available for release to the General Fund in future years.
140. Primarily as a result of continuing delays in bringing Heathrow Terminal 2 back into the rating list since its opening in June 2014, a deficit of £2,048k continues to be reported on the Council's 30% share of Business Rates income. The corresponding reduction in the levy on growth, alongside minor variances on Section 31 grant income and the brought forward deficit, reduces the ultimate impact on the General Fund to £1,125k. It is expected that this position will improve as the full value of new hereditaments are reflected in the rating list, although there has been no change in the situation over the previous months.

Appendix C – Housing Revenue Account

141. The Housing Revenue Account (HRA) forecast is an in-year surplus of £731k, a favourable movement of £681k from Month 8. The table below presents key variances by service area:

Table 18: Housing Revenue Account

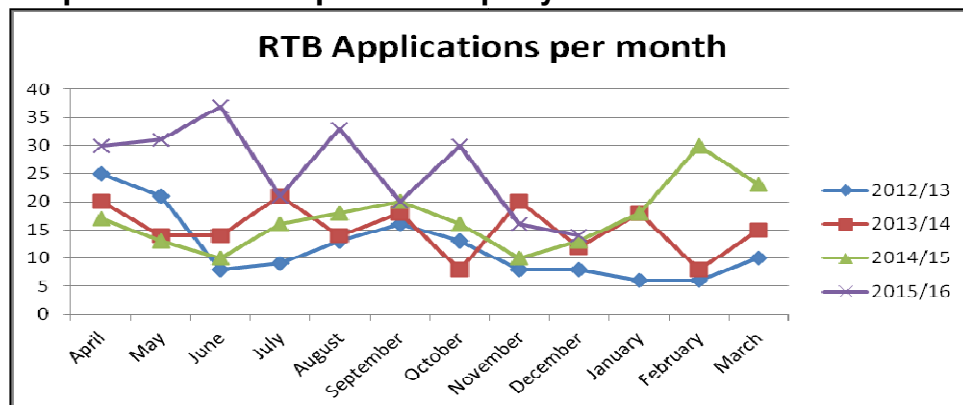
Original Budget	Budget Changes	Function	Month 9			Variance (+ adv / - fav)	
			Revised Budget	Forecast Outturn	Variance (As at Month 9)	Variance (As at Month 8)	Change from Month 8
£'000	£'000		£'000	£'000	£'000	£'000	£'000
(57,573)	0	Rent Income	(57,573)	(57,379)	194	279	(85)
(5,346)	0	Other Income	(5,346)	(4,847)	499	182	318
(62,919)	0	Net Income	(62,919)	(62,226)	694	461	233
10,806	0	Housing Management	10,806	10,873	67	143	(75)
5,320	0	Tenant Services	5,320	4,885	(436)	(390)	(45)
5,078	0	Repairs	5,078	5,054	(24)	(32)	8
3,477	166	Planned Maintenance	3,643	2,610	(1,033)	(232)	(801)
19,810	(166)	Contribution to Works to Stock	19,644	19,644	0	0	0
15,212	0	Interest & Investment Income	15,212	15,212	0	0	0
1,553	0	Development & Risk Contingency	1,553	1,553	0	0	0
61,256	0	Operating Costs	61,256	59,832	(1,424)	(510)	(914)
(1,663)	0	(Surplus) / Deficit	(1,663)	(2,394)	(731)	(50)	(681)
(30,577)		General Balance 1 April 2015	(30,577)	(30,577)	0	0	0
(32,240)	0	General Balance 31 March 2016	(32,240)	(32,971)	(731)	(50)	(681)

Income (£694k pressure, £233k adverse movement)

142. Rental income has improved by £85k from the position shown in Month 8 as RTB sales have been forecast downwards to 140 sales from 175. There have been 100 sales to the end of December.

143. The original estimate was based on the high level of applications received which were far in excess of those received in 2014/15. The number of RTB applications has averaged 14 per month for the period from April 2012 to December 2014. However, for the period January-December 2015 the number of RTB applications has averaged 26 per month, a significant increase in activity.

Graph 1: RTB Sales per month per year



144. The reasons for the slowdown in RTB completions is being investigated, however, there appears to have been an increase in cancellations compared to previous years. This is explained by the following:
- a. The increase in house prices over the last few months has deterred some applicants from proceeding with their applications. This is highlighted by the large number of valuation reviews in the system.
 - b. The Fraud team have included an additional information sheet re: financial information into the application process which has deterred some applicants from proceeding. The Fraud team have also identified tenants trying to exercise the RTB when they were not entitled to, usually through sub-letting.
 - c. The Notice to Complete which allows the Council to cancel applications after an offer is made is up-to-date. Tenants have 12 weeks to complete after legal are instructed to progress or the Council serve notices to complete, and these notices last for 4 months after which the application is cancelled.
145. Other income has been forecast to decrease by £499k against budget. This is due to a further forecast pressure of £275k on leaseholder contributions to capital works which is caused by the re-phasing in the HRA Capital Programme, which contributes to an adverse movement of £318k from Month 8.

Expenditure (£1,424k underspend, £914k improvement)

146. Housing management shows a £75k adverse variance when compared to Month 8. This variance is in the main due to forecast changes for the delivery team, which manages the planned and capital works programme for the HRA. This team has been restructured with a subsequent reduction in staffing levels which has produced savings on salaries but is partly offset by agency costs and redundancy payments.
147. The above savings are, however, mainly offset by the delivery team projecting a £957k underachievement of capital recharge income in Month 9. This is due to the underspend arising from the 2015/16 Capital Programme compared to budget.
148. There are significant legal and consultancy costs arising from the Triscott House dispute with the latest projected costs for the year being £402k. Due to the uncertainty over the scale and timing of the costs and any cost recovery, these costs are to be funded from the general contingency of £873k.
149. For tenancy services, the projected underspend of £436k is an additional underspend of £45k on the Month 8 position. These mainly relate to salary underspends partly offset by increased agency costs in a number of teams
150. The repairs budget is showing a forecast £24k underspend, an adverse movement of £8k from Month 8.
151. Planned maintenance is currently showing an underspend of £1,033k, a favourable movement of £801k from Month 8. This fall in spend is due to a number of reasons including anticipated savings of £130k on gas servicing costs and a reduction in the forecasted spend in revenue on lifts of £247k (it is anticipated that the majority of spend on lifts will be of a capital nature). Forecast spend on asbestos has been reduced by £50k whilst the fencing programme (budget of £85k) has not been approved to date and these works are projected to slip into 2016/17. There are also anticipated underspends within the Better Neighbourhood Team budget (£50k) and within the contingency budget (£150k).

Savings

152. The original budget assumes savings of £2,448k as shown within the table below:

Table 19: HRA Savings 2015/16

2015/16 HRA Savings Programme	Housing Management	Repairs	Planned Maintenance	Planned & Repairs	Total Savings	
	£'000	£'000	£'000	£'000	£'000	%
B Banked	(650)	(123)	(675)	(1,000)	(2,448)	100.00%
G On track for delivery	0	0	0	0	0	0.00%
A Potential significant savings shortfall or a significant or risky project which is at an early stage	0	0	0	0	0	0.00%
R Serious problems in the delivery of the saving	0	0	0	0	0	0.00%
Total 2015/16 Savings	(650)	(123)	(675)	(1,000)	(2,448)	100.00%

153. The restructure of the housing service is still being completed but the required 2015/16 savings have been identified and will be realised. The asset management and tenancy services teams are currently reorganising with further significant savings expected to materialise through this process.
154. The responsive maintenance saving of £123k is achieved through the restructure of the service.
155. The £675k of planned maintenance savings have been allocated to budget headings and have been delivered.
156. The additional £1,000k has been delivered from the planned maintenance budget, with most of the savings being funded from the cyclical decorations and insulation budgets.

HRA Capital

157. The forecast outturn on the HRA Capital Programme is set out in the table below:

Table 20: HRA Capital Expenditure

	Revised Budget 2015/16 £000	Forecast 2015/16 £000	Cost Variance Forecast vs Budget £000	Project Re-phasing £000	Total Project Budget 2015-2020 £000	Total Project Forecast 2015-2020 £000	Total Project Variance £000	Movement from Month 8 £000
Dwelling Components	7,750	2,369	(3,523)	(1,858)	34,355	34,285	(70)	194
Estates / Blocks	2,477	975	(1,425)	(77)	9,951	9,956	5	302
Welfare	2,600	2,088	488	(1,000)	9,500	9,426	(74)	(74)
Other Projects	524	397	(127)	-	524	524	-	-
Contingency	2,000	2,000	-	-	10,000	10,000	-	-
Total Works to Stock	15,351	7,829	(4,587)	(2,935)	64,330	64,191	(139)	422
Purchase & Repair	4,267	4,267	-	-	11,566	11,566	-	-
New Build - General Needs*	5,927	5,927	-	-	31,252	31,011	(241)	-
New Build - RSL			-	-	5,400	5,400	-	-
Supported Housing**	872	872	-	-	39,737	39,978	241	-
Land Appropriations ***	3,508	3,508	-	-	8,026	8,026	-	-
Total Major Projects	14,574	14,574	-	-	95,981	95,981	-	-
Former New Build Schemes	97	50	(47)	-	97	995	898	
Total	30,022	22,453	(4,634)	(2,935)	160,408	161,167	759	422
Movement from Month 8		(1,235)	(4,971)	3,736				

Works to Stock

158. The Works to Stock programme is forecasting a cost variance of £4,587k and a phasing under-spend of £2,935k. The cost under spend is mainly due to a number of schemes that will not be implemented this financial year and will require to be funded from next year's budget allocation in the revised five year programme. However, where there is not sufficient budget provision in future years, schemes slipping into next financial year will require re-phasing of the current year budgets.

- a. Dwelling Components - the forecast cost variance of £3,523k is partly due to the kitchens and bathrooms programme being under review, as well as projected under spends on existing roofing projects, and double glazing installation. There are also slippages requiring re-phasing of Dwelling Components budgets of £1,858k for future roofing projects, structural works, electrical upgrade works and storage heaters replacement at Rabbs Mill House.

- b. Estates and Block Renewal - the forecast cost variance of £1,425k is partly due to the time required to tender and carry out leaseholder consultation on lift works which will now require to be met from next year's budget. In addition, environmental and security works planned at five low rise blocks of flats in Hayes are to be tendered. The works will be completed in 2016/17 and will be contained within next year's budget. There are also cost savings on playgrounds, security works and refuse collection. Forecast project expenditure includes lift works of £247k which were previously reported within revenue. These works are expected to be appropriate for capitalisation.
 - c. Welfare - the cost over spend variance of £488k is mainly due to increased volumes of adaptations to HRA properties in 2015/16 which will exceed the budget. The sheltered remodelling works programme of £1,000k is forecast as re-phasing into 2016/17 to enable a detailed programme to be prepared.
 - d. Other Projects - an amount of £127k is shown as cost under spend representing the uncommitted budget for potential further housing fleet vehicle purchases which are not currently anticipated.
159. Land Appropriations - the revised budget and current year forecast reflects rephasing of £4,518k into future years as not all sites are likely to be appropriated for supported housing this year. Appropriation of the Acol site has been slipped into 2016/17, as it is unlikely that any development of the site for supported housing will commence this financial year. Planning discussions regarding the site are still taking place.

Major Projects

160. Purchase and Repair Programme - There have been 13 purchases in 2015/16 at a total cost of £3,086k (including stamp duty and some repairs costs). There are 5 other potential buy back properties (4 of which have been valued) and are at different stages of the acquisition process.
161. Council New Build General Needs Housing - external consultants are reviewing the feasibility of potential developments. Options are being considered on numerous sites following a feasibility review by external consultants.
162. Approval has been given to the acquisition of one site containing 41 units, currently being developed by Paradigm Housing. The development will cost £10,300k (plus possible stamp duty costs of £206k and survey costs of £10k). The net approved cost is £5,927k, partly funded by the application of the Trickle Transfer Funding and also by utilising RTB receipts. Acquisition of this development has resulted in the re-phasing forward of £3,177k of the New Build General Needs Stock budget into 2015/16.
163. Current proposals for future years spend on General Needs sites include the general needs element of the Acol site development, a mixed development site of 43 units at a cost of £12.5m (2017/18), possible purchase of 5 units from a developer and also development of former garage or other underutilised council sites.
164. Supported Housing Programme - Approval of 2 sites has been given, with external cost and design consultants appointed. Design changes required on one of the sites in order to successfully obtain planning (including the removal of the top floor of the design and creation of a basement floor instead), are expected to cost approximately £300k. These increased costs are included within the forecast for Supported Housing however it is anticipated these can be managed from within the overall Major Projects budget. Planning consent has now been obtained and the works have recently gone out to tender with submissions due by the end of February 2016.

165. The other sites are under consideration. These timescales have resulted in the re-phasing of the budget and forecast by £8,232k.
166. The forecast underspend on former New Build schemes relates to contractual issues around the Triscott House development which have yet to be resolved. The dispute is going through arbitration which is a lengthy process and the outcome remains uncertain, but increased expenditure is forecast to be made in 2016/17.

HRA Capital Receipts

167. There have been 100 Right to Buy sales of Council dwellings as at end of December 2015 for a total sales value of £11,700k and a total of a further 40 sales are forecast to bring the yearly total to 160, totalling approximately £16,300k in 2015/16.
168. The Council has signed an agreement with Department for Communities & Local Government to re-invest the proceeds in housing stock regeneration. This enables the Council to retain a higher level of receipts because of reduced pooling, however, the terms of the agreement stipulate that receipts must be spent within three years or otherwise are returned to government with the addition of punitive interest. The revised General Needs housing programme for 2015-2020 approved by Cabinet in February has been phased to utilise these receipts within the allowed timescales.
169. If the forecast for 2015/16 is 140 RTB sales, the apportionment of receipts is projected below:

Table 21: Projected Apportionment of Receipts 2015/16

		RTB Receipts £	RTB Admin £	Allowable Debt £	LA Assumed Income £	New Provision Receipts £	Pooling Payment £
2015.16	Quarter 1	4,869,300	119,700	1,265,867	117,460	3,068,611	297,661
	Quarter 2	3,401,500	85,500	749,871	117,460	2,151,007	297,661
	Quarter 3	3,389,050	79,800	663,775	117,460	2,230,353	297,661
	Quarter 4	4,637,429	114,000	1,200,576	117,460	2,907,732	297,661
	Total	16,297,279	399,000	3,880,089	469,840	10,357,704	1,190,646

170. Total receipts would amount to £16,300k, a decrease of 16.5% when compared to 2014/15. New provision receipts would total £10,400k, a decrease of 11.7% compared to 2014/15.
171. The table below sets out the total level of retained receipts since the inception of the agreement:

Table 22: Retained RTB Receipts

Period	Number of Sales	Retained Right to Buy Receipts Total (£'000)	Allowable Debt Provisional (£'000)	One for One Replacement Provisional (£'000)	Deadline for Utilisation of 1 for 1 Receipts
2012/13 Q4 Actual	33	3,541	946	2,595	March 2016
2013/14 Q1 Actual	13	910	291	619	June 2016
2013/14 Q2 Actual	35	3,046	1,005	2,040	Sept 2016
2013/14 Q3 Actual	24	1,918	598	1,320	Dec 2016
2013/14 Q4 Actual	34	2,678	945	1,733	March 2017
2014/15 Q1 Actual	56	4,817	1,659	3,158	June 2017
2014/15 Q2 Actual	49	4,679	1,480	3,199	Sept 2017
2014/15 Q3 Actual	50	4,583	1,529	3,054	Dec 2017
2014/15 Q4 Actual	36	3,412	1,090	2,322	March 2018
Total Retained Receipts	330	29,584	9,543	20,040	

172. Up to the end of 2014/15 there have been £29,584k retained Right to Buy receipts to be used for allowable debt purposes and one for one housing replacement of which £57k has been applied as capital financing. The first deadline is at the end of this financial year and provisionally requires £2,595k to be spent by March 2016.
173. The use of retained Right to Buy receipts are limited by the regulations to the agreement to a maximum 30% of the cost of replacement housing although regulations also allow 50% of the cost of purchase and repairs expenditure to be financed from retained receipts however this is capped at 6.5% of the total level of receipts in that quarter. Therefore in order to utilise the £2,595k retained receipts a minimum of £8,560k is required to be spent on one for one replacement by the end of this financial year, with current projections indicating this level of expenditure can be met.

Appendix D - General Fund Capital Programme

174. As at Month 9 an underspend of £24,293k is reported on the £80,911k General Fund Capital Programme for 2015/16, with £4,253k favourable cost variances and £20,040k slippage on project expenditure. The forecast outturn variance over the life of the 2015/16 to 2019/20 programme is £4,253k underspend relating partly to completed Primary Schools expansions projects and also on various other schemes.
175. General Fund Capital Receipts of £9,956k are forecast for 2015/16, with total receipts to 2019/20 expected to reach £62,227k, representing a favourable variance of £322k against budget.
176. Overall, Prudential Borrowing required to support the 2015/16 to 2019/20 Capital Programme is forecast to be within budget by £3,592k. Cost underspends of £4,253k and improvements in Capital Receipts and CIL forecasts totalling £1,822k are partly offset by shortfalls of grant funding of £2,483k. The grant shortfall is mainly due to 2015/16 Department for Education grant being lower than original budget estimates.

Capital Programme Overview

177. The table below sets out the latest forecast outturn on General Fund capital projects, with project level detail contained in annexes A - D to this report. Forecasts for future years include capital projects and programmes of work approved by Cabinet and Council in February 2015.

Table 23: General Fund Capital Programme Summary

	Revised Budget 2015/16	Forecast 2015/16	Cost Variance Forecast vs Budget	Project Re-phasing	Total Project Budget 2015-2020	Total Project Forecast 2015-2020	Total Project Variance	Movement from Month 8
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Schools Programme	34,391	29,175	(2,448)	(2,768)	152,679	150,231	(2,448)	(164)
Main Programme	17,732	10,647	(1,220)	(5,865)	40,324	39,104	(1,220)	(285)
Programme of Works	25,083	15,248	(597)	(9,238)	74,870	74,273	(597)	(185)
Future Projects	3,194	1,037	12	(2,169)	67,997	68,009	12	-
Total Main Programme	80,400	56,107	(4,253)	(20,040)	335,870	331,617	(4,253)	(634)
General Contingency	511	511			6,511	6,511	-	-
Provision for Additional Schools Funding	-	-			7,022	7,022	-	-
Total Capital Programme	80,911	56,618	(4,253)	(20,040)	349,403	345,150	(4,253)	(634)
Movement from Month 8	672	(6,611)	(634)	(6,649)	672	(94)	(766)	

178. The 2015/16 Capital Programme budget has increased by £672k due mainly to further schools' contributions to the devolved formula capital and schools' conditions programmes and also new Section 106 allocations.

179. The Schools Programme reports a cost underspend of £2,448k which is a favourable movement of £164k from the previous month. The overall saving is mainly due to completed schemes within the Primary Schools expansions (phase 2) and new build programmes (phase 3). Further details on the financial performance of the Schools Programme and the Urgent School Building Condition programme of works are provided in the Schools Cabinet Update Report.
180. The main programme forecasts an overall underspend of £1,220k on various schemes inclusive of minor cost pressures of £45k on completion of the Central Library Refurbishment and other residual costs totalling £47k on several prior year schemes. The favourable movement of £285k relates to an underspend on the redevelopment of the Cedars and Grainges car parks which are nearing completion.
181. The forecast underspend on Programme of Works has increased by £185k and this is mainly around elements of the Private Sector Renewal Grants and Adaptations for Adopted Children schemes which are not anticipated to be committed this financial year. The Property Works Programme is forecast to underspend by £90k as there are schemes that will not be completed this financial year and will require to be funded from next year's allocation.
182. Within Future Projects there is a forecast cost pressure of £12k due to a minor overspend of £12k on Harlington/Pinkwell Bowls Club and Pavilion where detailed cost estimates are slightly higher than the approved budget.
183. Slippage of £20,040k is reported across the capital programme and this is partly on various Programme of Works schemes. The reduction in forecast expenditure of £6,611k in month is partly due to re-phasing of the cash flow profile for the replacement of Northwood Academy which is underway. There is also further slippage on the Schools Conditions Building Programme which will largely be implemented next financial year.
184. An amount of £146k has been transferred from the General Fund contingency budget to the Battle of Britain Education Centre and Bunker Renovation Projects, approved in a separate Cabinet Member report under delegated powers. This is partly to cover the costs of refurbishing a modular classroom which was not within the scope of the original budget and also to enable surveys to be undertaken for the bunker renovation project planned to be implemented next financial year.
185. There remain £6,511k unallocated funds within the 2015/16 - 2019/20 programme. The remaining £7,022k provision for additional school expansions will be required in full to manage growing demand for schools places within the Borough.

Capital Financing - General Fund

186. The table below outlines the latest financing projections for the Capital Programme, with a favourable medium term variance of £3,592k reported on Prudential Borrowing, due to scheme cost underspends and an increase in other sources of finance largely offset by a shortfall in grant income for the 2015/16 Schools Programme.

Table 24: General Fund Capital Programme Financing Summary

	Revised Budget 2015/16 £'000	Forecast 2015/16 £'000	Variance £'000	Total Financing Budget 2015-2020 £'000	Total Financing Forecast 2015-2020 £'000	Total Variance £'000	Movement from Month 8 £'000
Council Resource Requirement	52,801	34,417	(18,384)	211,542	209,772	(1,770)	(634)
Capital Receipts	9,956	9,956	-	61,905	62,227	322	(773)
CIL	2,000	2,000	-	20,000	21,500	1,500	-
Prudential Borrowing	40,845	22,461	(18,384)	129,637	126,045	(3,592)	139
Total Council Resources	52,801	34,417	(18,384)	211,542	209,772	(1,770)	(634)
Grants & Contributions	28,110	22,201	(5,909)	137,861	135,378	(2,483)	0
Total Programme	80,911	56,618	(24,293)	349,403	345,150	(4,253)	(634)

187. Total receipts achieved for the year to the end of December amount to £5,428k and the forecast is £9,956k for 2015/16 with the remainder of the forecast largely relating to future appropriations of two General Fund sites to the HRA for the supported housing programme. The overall forecast has reduced by £773k as several sites previously identified as potential disposals may be retained for older peoples' housing.
188. A total of £1,728k Community Infrastructure Levy (CIL) receipts (after administration fees) have been invoiced or received by the Council to the end of December, which represents a movement of £95k from last month on one development. The forecast has improved by £1,500k over the medium term as it is expected that there will be increased residential development over the next five years.
189. Spend to date on eligible activity exceeds the £1,728k receipts to date, with spend on Highways investment and community assets through the Chrysalis Programme meeting the criteria for application of CIL monies. Budgeted expenditure across these projects totals £7,932k for 2015/16, with scope to apply funds in support of schools, libraries and other major community investment in the event of substantial slippage in these areas.
190. The prudential borrowing budget has been reduced by £260k as there have been Section 106 balances identified that will be allocated to finance existing schemes previously funded from council resources.
191. On grants there is an adverse variance of £2,483k which is mainly due to the shortfall of £2,303k in actual Basic Needs and Capital Maintenance grant allocations for 2015/16 announced by the Department for Education since the budget was approved in February. This results in an increase in prudential borrowing to meet the shortfall.

ANNEX A - Schools Programme

Prior Year Cost	Project	2015/16 Revised Budget	2015/16 Forecast	2015/16 Cost Variance	Project Re-phasing	Total Project Budget 2015-2020	Total Project Forecast 2015-2020	Total Project Variance 2015-2020	Project Forecast Financed by:		
									Council Resources	Government Grants	Other Cont'ns
£'000		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
	Schools Expansion Programme										
127,228	Primary Schools Expansions	12,082	9,764	(2,423)	105	15,097	12,674	(2,423)	9,815	1,423	1,436
0	New Primary Schools Expansions	300	300	0	0	13,500	13,500	0	5,246	8,254	0
84	Secondary Schools Expansions	300	300	0	0	76,816	76,816	0	18,399	56,854	1,563
1,207	Secondary Schools New Build	21,499	18,626	0	(2,873)	47,047	47,047	0	37,700	9,347	0
0	Hearing Impaired Resource Base (Vyners)	210	185	(25)	0	219	194	(25)	194	0	0
128,519	Total Schools Programme	34,391	29,175	(2,448)	(2,768)	152,679	150,231	(2,448)	71,354	75,878	2,999

ANNEX B - Main Programme

Prior Year Cost	Project	2015/16 Revised Budget	2015/16 Forecast	2015/16 Cost Variance	Project Re-phasing	Total Project Budget 2015-2020	Total Project Forecast 2015-2020	Total Project Variance 2015-2020	Project Forecast Financed by:		
									Council Resources	Government Grants	Other Cont'ns
£'000		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
	Main Programme										
3,899	Environmental Assets	556	196	(275)	(85)	556	281	(275)	281	0	0
5,196	Purchase of Vehicles	473	421	0	(52)	2,545	2,545	0	2,545	0	0
0	Natural England Fencing & Gating	30	30	0	0	30	30	0	0	30	0
32,198	Hillingdon Sports & Leisure Centre	100	25	0	(75)	862	862	0	862	0	0
285	Sport & Cultural Projects	594	594	0	0	629	629	0	353	0	276
237	Yiewsley Health Centre	4,302	0	0	(4,302)	8,233	8,233	0	8,233	0	0
813	Eascote House Buildings and Gardens	399	399	0	0	434	434	0	0	0	434
158	ICT Infrastructure	822	822	0	0	1,042	1,042	0	1,042	0	0
1,089	Harlington Road Depot Refurbishment	236	236	0	0	263	263	0	263	0	0
0	Uxbridge Cemetery Gatehouse & Chapel	150	30	0	(120)	1,000	1,000	0	1,000	0	0
0	Social Care Investment	580	0	(580)	0	2,900	2,320	(580)	0	2,320	0
255	Hayes Town Centre Improvements	2,227	1,370	0	(857)	4,770	4,770	0	334	4,206	230
25	Inspiring Shopfronts	147	147	0	0	1,553	1,553	0	1,553	0	0
0	Gateway Hillingdon	50	50	0	0	3,378	3,378	0	3,378	0	0
45	Whiteheath Farm Refurbishment	50	0	0	(50)	265	265	0	265	0	0
326	Grounds Maintenance	677	677	0	0	677	677	0	677	0	0
128	West Drayton Cemetery & Resurfacing	450	75	(150)	(225)	503	353	(150)	353	0	0
192	Kings College Pavilion Running Track	38	38	0	0	38	38	0	0	0	38
0	Telecare Equipment	300	300	0	0	600	600	0	300	300	0
152	CCTV Programme	140	100	0	(40)	335	335	0	258	0	77
1	Youth Centres Kitchen Upgrades	142	120	(22)	0	142	120	(22)	90	0	30
9,488	Central Library Refurbishment	0	45	45	0	0	45	45	45	0	0
0	Yiewsley Library Purchase	702	702	0	0	702	702	0	702	0	0
609	Infant Free School Meals	1,222	1,233	0	11	1,248	1,248	0	476	715	57
0	Youth Centre Project	150	50	0	(100)	2,400	2,400	0	2,374	26	0
0	Cedars & Granges Car Park Improvements	2,998	2,743	(285)	30	3,075	2,790	(285)	2,591	0	200
0	Dementia Centre	53	53	0	0	2,000	2,000	0	1,947	53	0
25,033	Major Projects Completing in 2015/16	144	191	47	0	144	191	47	107	84	0
80,129	Total Main Programme	17,732	10,647	(1,220)	(5,865)	40,324	39,104	(1,220)	30,029	7,734	1,342

ANNEX C - Programme of Works

Prior Year Cost	Project	2015/16 Revised Budget	2015/16 Forecast	2015/16 Cost Variance	Project Re-phasing	Total Project Budget 2015-2020	Total Project Forecast 2015-2020	Total Project Variance 2015-2020	Project Forecast Financed by:		
									Council Resources	Government Grants	Other Cont'ns
£'000		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
	Programme of Works										
N/A	Leaders Initiative	536	272	0	(264)	1,336	1,336	0	1,336	0	0
N/A	Chrysalis Programme	1,896	1,196	0	(700)	5,896	5,896	0	5,784	0	112
N/A	Civic Centre Works Programme	1,300	246	0	(1,054)	2,300	2,300	0	2,300	0	0
N/A	Formula Devolved Capital to Schools	1,826	1,678	0	(148)	3,538	3,538	0	0	2,597	941
N/A	Highways Localities Programme	236	236	0	0	1,060	1,060	0	1,060	0	0
N/A	Highways Structural Works	3,276	2,276	0	(1,000)	6,316	6,316	0	6,316	0	0
N/A	Pavement Priority Growth	2,000	677	0	(1,323)	2,000	2,000	0	2,000	0	0
N/A	ICT Single Development Plan	682	313	0	(369)	2,282	2,282	0	2,282	0	0
N/A	Property Works Programme	480	390	(90)	0	2,400	2,310	(90)	2,193	117	0
N/A	Road Safety	380	275	0	(105)	1,180	1,180	0	1,180	0	0
N/A	Street Lighting	144	90	0	(54)	720	720	0	720	0	0
N/A	Transport for London	4,983	3,341	0	(1,642)	19,618	19,618	0	0	18,745	873
N/A	Urgent Building Condition Works	3,597	1,111	0	(2,486)	9,429	9,429	0	2,162	5,582	1,684
N/A	Disabled Facilities Grant	2,300	2,300	0	0	11,500	11,500	0	2,655	8,845	0
N/A	Adaptations for Adopted Children	200	80	(120)	0	1,000	880	(120)	880	0	0
N/A	Private Sector Renewal Grant	562	175	(387)	0	3,610	3,223	(387)	1,975	1,248	0
N/A	Landlord Property Renovation Grant	200	200	0	0	200	200	0	100	100	0
N/A	Section 106 Projects	485	392	0	(93)	485	485	0	0	0	485
0	Total Programme of Works	25,083	15,248	(597)	(9,238)	74,870	74,273	(597)	32,943	37,234	4,095

ANNEX D - Future Projects

Prior Year Cost	Project	2015/16 Revised Budget	2015/16 Forecast	2015/16 Cost Variance	Project Re-phasing	Total Project Budget 2015-2020	Total Project Forecast 2015-2020	Total Project Variance 2015-2020	Project Forecast Financed by:		
									Council Resources	Government Grants	Other Cont'ns
£'000		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
	Future Projects										
N/A	Youth Centre Projects x 2	0	0	0	0	2,700	2,700	0	2,700	0	0
N/A	Environmental and Recreational Initiatives	32	32	0	0	1,000	1,000	0	968	0	32
N/A	Capital Priority Growth	0	0	0	0	965	965	0	965	0	0
N/A	RAGC Car Park	100	20	0	(80)	250	250	0	250	0	0
N/A	Car Park Resurfacing	180	80	0	(100)	250	250	0	250	0	0
N/A	Ruislip Lido Boat House	286	200	0	(86)	301	301	0	301	0	0
N/A	Bowls Club Refurbishments	150	30	0	(120)	750	750	0	50	0	700
N/A	Harlington/Pinkwell Bowls Club & Football Pavillion	303	150	12	(165)	318	330	12	12	0	318
N/A	Haste Hill Golf Club	400	50	0	(350)	530	530	0	530	0	0
N/A	New Years Green Lane EA Works	0	0	0	0	6,490	6,490	0	3,244	3,246	0
N/A	New Theatre	200	50	0	(150)	44,000	44,000	0	42,950	0	1,050
N/A	New Museum	200	75	0	(125)	5,000	5,000	0	4,250	0	750
N/A	Battle of Britain Bunker Heritage Pride Project	896	350	0	(546)	4,996	4,996	0	4,996	0	0
N/A	Local Plan Requirement	197	0	0	(197)	197	197	0	197	0	0
N/A	Community Safety Assets	250	0	0	(250)	250	250	0	250	0	0
0	Total Future Projects	3,194	1,037	12	(2,169)	67,997	68,009	12	61,913	3,246	2,850
	Development & Risk Contingency										
0	General Contingency	511	511	0	0	6,511	6,511	0	6,511	0	0
0	Provision for Additional Secondary Schools Funding	0	0	0	0	7,022	7,022	0	7,022	0	0
	Total Development & Risk Contingency	511	511	0	0	13,533	13,533	0	13,533	0	0
208,648	Total GF Capital Programme	80,911	56,618	(4,253)	(20,040)	349,403	345,150	(4,253)	209,772	124,092	11,286

Appendix E – Treasury Management Report as at 31 December 2015

Table 25: Outstanding Deposits - Average Rate of Return on Deposits: 0.55%

	Actual (£m)	Actual (%)	Bench-mark (%)
Up to 1 Month	58.0	30.75%	40.00%
1-2 Months	35.0	18.56%	10.00%
2-3 Months	40.0	21.21%	5.00%
3-6 Months	37.4	19.83%	25.00%
6-9 Months	12.0	6.36%	5.00%
9-12 Months	6.0	3.18%	10.00%
12-18 Months	0.0	0.00%	5.00%
18-24 Months	0.0	0.00%	0.00%
Subtotal	188.4	99.89%	100.00%
Unpaid Maturities	0.2	0.11%	0.00%
Grand Total	188.6	100.00%	100.00%

192. With the exception of the unpaid Heritable investments, deposits are held with UK or overseas institutions, all of which hold a minimum A- Fitch (or lowest equivalent) long-term credit rating. UK deposits are currently held in AAA rated Money Market Funds, Pooled Funds, Birmingham CC, Blaenau Gwent CBC, Lancashire CC, Wolverhampton CC, Salford CC, Coventry Building Society, Close Brothers, Goldman Sachs International, Lloyds, Nationwide, Santander and UK Treasury Bills. The Council also holds two Certificates of Deposit, with Standard Chartered and Nordea Bank and a Covered Bond with Lloyds Bank. Overseas deposits are held with Svenska Handelsbanken, Development Bank of Singapore, Oversea China Banking Corporation and National Australia Bank.
193. The Council aims to minimise its exposure to bail-in risk by utilising bail-in exempt instruments and institutions whenever possible. However, due to the significant amount held in instant access facilities to manage daily cashflows, it is not possible to fully protect Council funds from bail-in risk. Currently at the end of December 49% of the Council's total funds have exposure to bail-in risk compared to a December benchmark average of 67% in the Local Authority sector. The Council's exposure reduces to 22% once instant access facilities are removed from the bail-in total.
194. During the month cash was placed and withdrawn from instant access accounts. To improve yield, maintain diversification and increase non bail-in exposure, a one year deposit was placed with Salford City Council.

Table 26: Outstanding Debt - Average Interest Rate on Debt: 3.01%

		Actual (£m)	Actual (%)
General Fund	PWLB	64.85	20.45
	Long-Term Market	15.00	4.73
HRA	PWLB	204.32	64.42
	Long-Term Market	33.00	10.40
	Total	317.17	100.00

195. There was one scheduled debt repayment of £750k relating to the General Fund. Premiums still remain high resulting in no early repayment opportunities. There were no breaches of the prudential indicators or non-compliance with the treasury management policy and practices. In order to maintain liquidity for day-to-day business operations, daily cash balances will either be placed in instant access accounts or short term deposits. Opportunities to place longer term deposits will be monitored and placed if viable.

Appendix F – Consultancy and agency assignments over £50k approved under delegated authority

196. The following Agency staff costing over £50k have been approved under delegated powers by the Chief Executive in consultation with the Leader and are reported here for information.

Table 27: Consultancy and agency assignments

Post Title	Original Start Date	Approved From	Proposed End Date	Previous Approval £'000	Approved £'000	Total £'000
Residents Services						
Asset Data Manager	06/07/2015	25/01/2010	28/02/2016	51	10	61
Senior Data Analyst - Public Health	07/04/2013	21/03/2016	19/06/2016	163	23	186
Technical Services Manager	05/08/2013	04/01/2016	03/03/2016	201	24	225
Plasterer / Multi-trade	10/07/2013	30/01/2016	02/04/2016	73	6	79
Plumber	06/01/2014	30/01/2016	02/04/2016	79	6	85
Plasterer	19/09/2013	30/01/2016	02/04/2016	78	6	84
OPHS Officer	23/06/2014	01/02/2016	22/04/2016	57	9	66
Highways Technician	29/06/2015	29/02/2016	29/05/2016	39	16	55
Planning Service Manager	27/07/2015	25/01/2016	22/04/2016	57	30	86
Children & Young People's Services						
Panel Advisor	10/08/2015	07/02/2016	06/03/2016	43	7	50
Social Worker	06/10/2014	07/02/2016	06/03/2016	45	5	50
Child Protection Chair	20/07/2015	07/02/2016	06/03/2016	44	7	51
Social Worker	30/03/2015	07/02/2016	06/03/2016	47	5	52
Independent Domestic Violence Advisor	12/01/2015	07/02/2016	06/03/2016	50	4	54
Social Worker	05/10/2015	07/02/2016	06/03/2016	52	3	55
Social Worker	17/11/2014	07/02/2016	06/03/2016	52	6	58
Social Worker	15/12/2014	07/02/2016	06/03/2016	56	5	61
Social Worker	04/05/2015	07/02/2016	06/03/2016	58	5	63
Key Worker - NEET (Post 16 care leavers)	15/06/2014	07/02/2016	06/03/2016	60	3	63
Social Worker	04/02/2015	07/02/2016	06/03/2016	65	5	70
Social Worker	13/04/2015	07/02/2016	06/03/2016	64	6	70
Social Worker	18/05/2015	07/02/2016	06/03/2016	65	6	71
SW Practice & Development Mentor	17/11/2014	07/02/2016	06/03/2016	67	6	73
Child Protection Chair	13/04/2015	07/02/2016	06/03/2016	69	7	76
Social Worker	27/10/2014	07/02/2016	06/03/2016	72	6	78
Social Worker	11/10/2014	07/02/2016	06/03/2016	74	5	79
Social Worker	06/01/2015	07/02/2016	06/03/2016	73	6	79
Quality Assurance	08/05/2014	07/02/2016	06/03/2016	76	7	83

Post Title	Original Start Date	Approved From	Proposed End Date	Previous Approval £'000	Approved £'000	Total £'000
Auditor (Social Work Cases)						
Social Worker	01/10/2013	07/02/2016	06/03/2016	81	5	86
Social Worker	05/03/2014	07/02/2016	06/03/2016	82	6	88
Independent Reviewing Officer	27/05/2014	07/02/2016	06/03/2016	82	7	89
Social Worker	27/10/2014	07/02/2016	06/03/2016	90	6	96
Senior Social Worker	25/09/2013	07/02/2016	06/03/2016	91	6	97
Social Worker	17/09/2014	07/02/2016	06/03/2016	92	6	98
Social Worker	13/05/2014	07/02/2016	06/03/2016	97	6	103
Social Worker	06/06/2014	07/02/2016	06/03/2016	98	6	104
Social Worker	30/09/2014	07/02/2016	06/03/2016	100	6	106
Social Worker	19/08/2014	07/02/2016	06/03/2016	102	5	107
Social Worker	19/06/2014	07/02/2016	06/03/2016	103	6	109
Social Worker	05/09/2014	07/02/2016	06/03/2016	104	6	110
Team Manager	30/09/2014	07/02/2016	06/03/2016	108	7	115
Child Sexual Exploitation (CSE) Co-ordinator	03/11/2014	07/02/2016	06/03/2016	111	6	117
Corporate Parenting Manager	01/09/2014	07/02/2016	06/03/2016	112	6	118
Social Worker	19/06/2014	07/02/2016	06/03/2016	113	6	119
Social Worker	23/12/2013	07/02/2016	06/03/2016	114	6	120
Social Worker	11/08/2014	07/02/2016	06/03/2016	117	7	124
Social Worker	03/03/2014	07/02/2016	06/03/2016	122	4	126
Team Manager - MASH	28/09/2014	07/02/2016	06/03/2016	121	7	128
Social Worker	02/12/2013	07/02/2016	06/03/2016	128	6	134
Social Worker	30/04/2012	07/02/2016	06/03/2016	131	6	137
Social Worker	01/04/2013	07/02/2016	06/03/2016	135	6	141
Social Worker	01/04/2013	07/02/2016	06/03/2016	161	6	167
Social Worker	01/01/2013	07/02/2016	06/03/2016	166	5	171
Case Progression Manager	07/04/2014	07/02/2016	06/03/2016	164	7	171
Social Worker	01/01/2013	07/02/2016	06/03/2016	176	6	182
MASH Manager	13/01/2014	07/02/2016	06/03/2016	187	10	197
Social Worker	19/12/2011	07/02/2016	06/03/2016	193	6	199
Social Worker	19/12/2011	07/02/2016	06/03/2016	194	6	200
Service Manager Children in Care	07/07/2014	07/02/2016	06/03/2016	192	12	204
Team Manager	01/01/2013	07/02/2016	06/03/2016	212	7	219
Social Worker	19/12/2011	07/02/2016	06/03/2016	218	6	224
Social Worker	05/03/2012	07/02/2016	06/03/2016	230	6	236
Social Worker	06/01/2012	07/02/2016	06/03/2016	241	6	247
Social Worker	05/03/2012	07/02/2016	06/03/2016	246	6	252
Adult Social Care						
Senior Residential Worker	01.09.2014	08/02/2016	30/04/2016	59	3	62

Post Title	Original Start Date	Approved From	Proposed End Date	Previous Approval £'000	Approved £'000	Total £'000
Residential Care Worker	01/04/2012	08/02/2016	30/04/2016	103	2	105
Team Manager	03/11/2014	08/02/2016	30/04/2016	107	7	114
Lead Approved Mental Health Practitioner	01/06/2012	08/02/2016	30/04/2016	159	5	164
Occupational Therapist	07/10/2013	08/02/2016	30/04/2016	138	5	143
Care Act Programme Implementation Manager	02/10/2014	08/02/2016	30/04/2016	207	14	221
Lead Nurse	07/12/2014	08/02/2016	30/04/2016	82	5	87
Assistant Ed Psychologist	12/11/2014	08/02/2016	30/04/2016	75	5	80
Approved Mental Health Worker	01/03/2014	08/02/2016	30/04/2016	91	6	97
Occupational Therapist	01/04/2015	08/02/2016	30/04/2016	57	5	62
Speech & Language Therapist	16/03/2015	08/02/2016	30/04/2016	65	5	70
Contract Management Officer	24/08/2015	08/02/2016	30/04/2016	61	9	70
AMHP	01/06/2015	08/02/2016	30/04/2016	56	6	62
Principle Educational Psychologist	01/06/2015	08/02/2016	30/04/2016	55	10	65
Main Grade Educational Psychologist	15/11/2015	08/02/2016	30/04/2016	55	5	60
LD Programme Review	29/07/2015	08/02/2016	30/04/2016	68	10	78
Occupational Therapist	05/01/2015	08/02/2016	30/04/2016	53	1	54
Senior Social Worker	15/06/2015	08/02/2016	30/04/2016	47	5	52
Social Worker	02/04/2015	08/02/2016	30/04/2016	48	5	53
Senior Social Worker	29/03/2015	08/02/2016	30/04/2016	47	5	52
Approved Mental Health Worker	29/06/2015	08/02/2016	30/04/2016	48	5	53
Approved Mental Health Worker	02/08/2015	08/02/2016	30/04/2016	48	6	54
Approved Mental Health Worker	26/06/2015	08/02/2016	30/04/2016	48	6	54
Business Objects Officer	19/10/2015	08/02/2016	30/04/2016	48	11	59

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SCHOOLS BUDGET 2016/17

Cabinet Members	Councillor Ray Puddifoot MBE Councillor David Simmonds CBE Councillor Jonathan Bianco
Cabinet Portfolios	Leader of the Council Education and Children's Services Finance, Property and Business Services
Officer Contact	Peter Malewicz, Finance
Papers with report	Minutes of the Schools Forum

1. HEADLINE INFORMATION

Summary	The purpose of this report is to seek Cabinet's approval for the size and distribution of the schools budget for 2016/17, following consultation with school Headteachers, Governors and Early Years providers having regard to the advice of the Schools Forum.
Putting our Residents First	This report supports the following Council objectives of: <i>Our People; Our Built Environment; Financial Management</i> Schools are a key frontline service in the Borough and are the largest service providing investment in children and Young People's future life chances. The distribution of funding to schools supports the Council's strategic aims.
Financial Cost	Funding for schools and school related expenditure is provided through the Dedicated Schools Grant (DSG) and the Pupil Premium and as such has no impact on the Council's budget requirement.
Relevant Policy Overview Committee	Children, Young People and Learning Services
Ward(s) affected	All

2. RECOMMENDATION

That Cabinet:

- 1) **Agrees that the total Schools Budget for 2016/17 will be equal to the total of the Dedicated Schools Grant (as set out in paragraphs 59 to 60) provided to the Council.**
- 2) **Approve the Early Years Single Funding Formula, as set out in paragraph 11.**

- 3) Approve the base rate of funding for the Two Year Old Free Entitlement Offer, as set out in paragraphs 12 and 13.**
- 4) Approve the Primary and Secondary schools funding formula as agreed by schools and the Schools Forum, as set out in paragraphs 14 to 18.**

Reasons for recommendation

1. Cabinet is the decision making body for school funding issues and decisions are required on the arrangements to allow for final funding allocations to be provided to schools by no later than 29 February 2016.
2. The School and Early Years Finance (England) Regulations 2015 requires the Council to consult the Schools Forum on a range of financial matters prior to making decisions on them. Each year the Council consults with schools on the following years funding and school funding formulas. For 2016/17 budgets, this consultation ended on 16 October 2015 and was considered at the Schools Forum meeting on 22 October 2015. Additionally, Schools Forum are required to set and agree the DSG budget for 2016/17, taking into account any accumulated surplus balances, this was agreed at the Schools forum meeting on 14 January 2016. The results of both of these decisions are reflected in the recommendations of this report.

Alternative options considered / risk management

3. At its meeting on 30 September 2015 the Schools Forum Individual School Budget sub-group decided that they did not want to make any significant changes to the Primary and Secondary schools funding formula. The only proposed changes were to maintain deprivation funding at 7.87% of total funding and to implement a 1% increase to the Early Years Single Funding Formula base rate. Schools were briefed and formally consulted on these proposals in October 2015.
4. Cabinet could decide to recommend that the Schools Forum reconsider the proposed Primary and Secondary schools funding formula, the Early Years Single Funding Formula and the High Needs Funding Formula. However, such decisions are not recommended as the proposals contained in this report are the result of a significant consultation process with the Schools Forum, schools and other stakeholders and fully meet the requirements as set out in the DfE paper 'Schools Revenue Funding for 2016/17'.
5. The recommended Schools Budget 2016/17 contains a contingency to provide for the growth in nursery age children and for the diseconomies of scale funding for the three Basic Need Primary Academy schools. There are also contingencies for the placement of children with Special Educational Needs, including a provision for the cost of 16-25 placements.

Policy Overview Committee comments

6. None at this stage.

3. INFORMATION

Supporting Information

7. The new Conservative Government announced in the Autumn Statement that it would not be implementing a National Funding Formula in 2016/17. However, it was confirmed that a National Funding Formula would be in place from 2017/18 and consultation is expected on this process in February/March 2016.
8. The Government proposed no significant changes to the schools funding formula for 2016/17.
9. Schools Forum agreed to increase the Early Years Single Funding Formula base rate by 1%, in response to feedback received from the October 2015 consultation.
10. Schools continue to convert to Academy status, following the introduction of the Academies Act 2010 where the current picture in Hillingdon is that 42 schools are now academies (18 Primary, 19 secondary, 4 special and the Pupil Referral Unit). We are not currently aware of any planned conversions in 2016/17. There is also one additional university technical college planned for opening in September 2016.

Early Years (3 and 4 Year Old Provision)

11. The Early Years Single Funding Formula (EYSFF) provides funding for schools, Private, Voluntary and Independent Nursery providers and Childminders for 3 and 4 year old placements. It is proposed that the EYSFF will be amended by increasing the base rate level of funding by 1% from £4.22 per hour per pupil to £4.26 per hour per pupil for 2016/17. There are no other proposed changes to the EYSFF, which will continue to include the following factors:
 - A base rate per hour for all pupils (£4.26 per hour per pupil)
 - Deprivation funding, based on the Income Deprivation Affecting Children Index (IDACI), set at 8% of the total funds available
 - Quality funding, based on the Ofsted rating and Hillingdon Early Years Quality Framework scores, set at 4% of the total funds available
 - Lump Sum (only applies to McMillan Nursery)

Early Years (Two Year Old Free Entitlement Provision)

12. This new provision came into force on 1 September 2013 and was extended further on 1 September 2014, to cover the 40% most disadvantaged families across the country.
13. The DfE strongly recommended that all councils put in place a simple funding formula for the two year old free entitlement offer, which Hillingdon followed, having only a base rate of funding, which for 2013/14 was set at £6.00 per hour per pupil. Schools Forum agreed to maintain this formula and level of funding in 2016/17.

Primary and Secondary Schools

14. The main focus of Schools Forum has been to address the impact that a reduction in the number of children eligible for Free School Meals (FSM) will have on the funding formula.

Approximately half of schools in Hillingdon have seen a reduction in FSM numbers in 2015/16 with a number of possible reasons for this including the introduction of Universal Infant Free School Meals and changes to welfare benefits. Currently the only driver for deprivation funding within the Hillingdon funding formula is FSM and therefore any reduction will lead to a reduction in the deprivation funding pot. To address this, Schools Forum proposed to maintain the deprivation funding pot at its current percentage of total funding (7.87%) by increasing the deprivation factor rate. In October 2015, Schools Forum consulted with schools to determine whether they had any concerns with the proposed change to the deprivation factor.

15. The response from schools to the funding consultation was limited. However, the majority of responses received from schools (80%), supported the proposed change to the deprivation factor. Respondents also appeared in favour of making no further changes to the funding model for 2016/17.

Benchmarking

16. The DfE published a report, which provided local authorities with a range of benchmarking information that could be used to compare its funding formula with all other local authorities (of which there are 151). The table below provides a summary of how Hillingdon's School Funding Formula compared to the benchmarking data provided:

Factor	Benchmarking National Average Amount Per Pupil
Primary AWPU	Slightly above average
KS3 AWPU	Slightly below average
KS4 AWPU	Slightly below average
Deprivation	Slightly below average
Looked After Children	The second highest
English as an Additional Language	Above average
Low Attainment	Above average
Mobility	Slightly below average
Lump sum	Slightly above average

17. This analysis indicates that Hillingdon is at the upper end of the rankings for Looked After Children, and Low Attainment when compared to all other authorities. Most of the others are slightly above average, with only Secondary AWPU, Mobility and Deprivation factors being below the average.

School Funding Arrangements for 2016/17

18. The following sets out the arrangements that the DfE are making to the schools funding system for 2016/17:
- i) No national funding formula until 2017/18.
 - ii) Minimum funding levels have been set for AWPU, deprivation, looked after children, low prior attainment, English as an additional language and lump sum.
 - iii) Minimum Funding Guarantee (MFG) protection remains at minus 1.5% per pupil, so no school will see more than a 1.5% per pupil reduction in its 2016/17 budget.

- iv) The High Needs Block funding has been increased by £92.5m above the 2015/16 baseline. This additional funding has been distributed based on the current SEN pupil population. For Hillingdon this results in an increase of £559k.
- v) Early Years funding rates for 2 year olds and 3 & 4 year olds have been maintained at the 2015/16 levels.
- vi) Pupil Premium rates have been protected at the 2015/16 rates.
- vii) Universal Infant Free School Meals (UIFSM) rate to stay at £2.30 per meal.
- viii) A continuation of the additional funding for early years, through the early years pupil premium to provide nurseries, schools and other providers of Government funded early education with additional funding of £302.10 per eligible child for disadvantaged three and four year olds.

Dedicated Schools Grant Baseline 2016/17

19. The Education Funding Agency (EFA) released the draft DSG figures on 17 December 2015. The following table summarises the comparison between the 2015/16 baseline budget data (as at November 2015) and the 2016/17 budget as released on 17 December 2015:

Funding Block	2015/16 £000	2016/17 £000	Change £000
Two Year Old Funding	2,044	2,044	0
Early Years	16,920	16,920	0
Schools	204,190	208,895	4,705
High Needs	32,501	32,270	-231
Other adjustments	59	62	3
Total	255,714	260,191	4,477

20. The Schools Block Unit of Funding (SBUF) for the Early Years Block and the Schools Block are noted in the following table. The uplift in the SBUF is following the adjustment made in incorporating the funding for the former non-recoupment academies.

Funding Block	2015/16	2016/17	Change
2YO - Pupil Numbers	389	389	0
2YO - SBUF per pupil	£5,253.50	£5,253.50	0
Early Years - Pupil Numbers	3,395	3,395	0
Early Years - SBUF per pupil	£4,897.51	£4,897.51	0
Schools - Pupil Numbers	41,896.5	42,862	964.5
Schools - SBUF per pupil	£4,824.27	£4,872.55	£48.28

Two Year Old Funding

21. From April 2015, funding for 2 year olds, which had previously been distributed to Local Authority's on estimates, moved to funding on participation. Initial allocations for 2016/17 are provisional and have been determined using the January 2015 census count maintaining the rate per pupil at the 2015/16 level. For the purposes of setting the budget for 2016/17, it is anticipated that participation will increase as numbers have been increasing from the January 2015 census data. Therefore, based on current participation levels, it is estimated that the actual funding received for the year will be £2,244k, resulting in an increase of £200k in funding that will be received in the DSG.

Early Years Block

22. The funding for the Early Years Block in respect of 3 and 4 year olds is provisional and will be adjusted throughout the 2016/17 financial year based on the January 2016 census data and again for the January 2017 census data. However, the SBUF has been cash limited to the 2012/13 baseline figure. For the purposes of setting the budget for 2016/17, it is anticipated that participation will increase as numbers have been increasing from the January 2015 census data. Therefore, based on current participation levels, an assumption for growth has been made increasing the funding by £700k.
23. The Early Years Pupil Premium allocation for 2016/17 is provisional and based on the DfE estimate of how many children are eligible. The school census data from January 2016 will be used to determine how much Early Years Pupil Premium funding will actually be received. It is anticipated that the rate will remain the same as 2015/16 (£302.10 for each eligible child taking up the full 570 hours of state funded early education)

Schools Block

24. In the 2016/17 Schools Block there is growth of £4.7m. This relates to funded Pupil Growth of 965 pupils x £4,872.55. The following table provides an analysis of the change in the pupil population between Oct 2014 and Oct 2015, where there is continued growth in the primary (3.2%) and secondary (0.8%) sectors:

Sector	Oct-14	Oct-15	Change
Primary	26,386.5	27,234	847.5
Secondary	15,581.5	15,704	122.5
Less High Needs	-114.0	-118.0	-4.0
Plus Reception Uplift	42.5	41.0	-1.5
Total Schools	41,896.5	42,862	964.5

High Needs Block

25. This funding block has decreased by £231k, however, this primarily relates to a technical adjustment, which when excluded, indicates that the DSG has actually been increased by £559k. The table below sets out the changes that have been made to the High Needs Block;

High Needs Funding Block	£000
2015/16 High Needs block baseline	32,501
Adjustment for EFA direct NMSS place funding	-980
Additional top-up funding 2016/17	559
Exceptions process funding	40
Funding to reflect change from residency to location basis for NMSSS/post-16	150
2016/17 High Needs block baseline	32,270

26. There is a £980k reduction due to a change in the calculation of the High Needs block baseline in relation to places in non-maintained special schools. From 2016/17 place funding for pupils in non-maintained schools will be excluded from the High Needs block as the planned place funding will be provided to them directly by the EFA.
27. The DfE have made available an additional £92.5m nationally for top-up funding. Hillingdon has received an additional £559k based on the SEN population.
28. There is £40k growth to reflect the full financial year impact of the high needs exceptions process for the 2015/16 academic year.
29. There is £150k growth to reflect the full financial year impact of the change from a residency to location funding basis for the 2015/16 academic year post-16 and non-maintained special school places.

Other adjustments

30. Additional funding for NQT's of £62k has been allocated for 2016/17, which is an increase of £3k when compared to 2015/16.

Estimated DSG Budget for 2016/17

31. In determining the final distribution of the DSG funds available, it is a requirement that predicted year end balances are built into the final determination. For 2015/16, there is a planned in year deficit on the DSG, which for month 9 was estimated to be £2.5m. When added to the DSG opening surplus balance of £4.1m, which it carried forward from 2014/15, the adjusted projected year end surplus will be £1.6m.
32. The following table summarises the amount of additional funds in the DSG that have been factored into the determination of the allocation of the DSG budget for 2016/17, which Schools Forum considered at its meeting on 14 January 2016:

Funding Source	£000
Increase in DSG	4,477
Year End Cumulative DSG Surplus	1,602
Early Years Projected Growth	700
Two Year Old Projected Growth	200
Total DSG Funds Available 2016/17	6,979

Proposals for Use of DSG in 2016/17

33. The following proposals for use of the DSG in 2016/17 were discussed and agreed at Schools Forum on 14 January 2016;

Early Years Block

(a) Early Years Demographic Growth

34. The draft Early Years Single Funding Formula identifies a budget requirement of £15,701k, of this, £123k relates to an increase in the base rate of funding (noted below), resulting in a budget requirement of £15,578k, which when compared to the base budget of £14,878k results in an increase of £700k between 2015/16 and 2016/17.

35. Included within this is an increase in the Lump Sum rate, which has been increased in order to retain the current funding proportions. The lump sum payment has been increased by £48k to £279k (this funding element has not been increased for several years).

36. It is worth noting that approximately two thirds of this funding is delegated directly to schools for three and four year old provision.

(b) Increase Early Years Base Rate

37. Schools Forum have previously agreed to increase the Early Years Single Funding Formula base rate by 1% to £4.26 per hour. The financial impact of this increase is £123k.

(c) Two Year Old Provision

38. The current budget for Two Year Old provision is £2,485k, based on the actual numbers in October 2015 and allowing for some estimated growth in line with growth seen in 2015/16, the projected actual cost is £2,434k. It is therefore proposed to maintain the current base budget of £2,485k for this provision.

(d) Two Year Old Capacity Funding 2015/16

39. The DSG base budget includes an allocation of £519k for two year old capacity funding plus an earmarked balance of £337k, totalling £856k. This balance has now been allocated to projects and it is estimated that it will be draw down in full. However, a number of these projects have not yet commenced and it is estimated that the majority of this expenditure will not be incurred in this year. The total of this is estimated to be £660k, which will need to be accounted for as an earmarked reserve.

40. The Council is still in the position of identifying suitable sites and properties to ensure that the level of 2 Year Old free places meets the target set by the Government. It is therefore proposed that a provision of £1,179k is provided for in 2016/17, which would be funded from the base budget of £519k, with a further £660k being funded from the retained earmarked balance.

(e) Early Years Centres

41. In 2014/15 Schools Forum agreed to withdraw DSG funding from the Local Authority run Early Years Centres and retain the £730k funding for the placement of vulnerable children. The expectation was that these centres should breakeven through the generation of fee income alone. A major review of the three centres was undertaken, resulting in a change in the fee structure and an overall increase in the fee rates in line with the Hillingdon average rate. However, it was evident that in order to achieve a breakeven position, the required fee rate would have had to be set at a level significantly above the Hillingdon average and by doing so would have threatened the sustainability and viability of the three centres. The main reason for this relates to the current structures and qualification levels of staff, where the pay rates are above what other providers pay their staff. There is therefore a requirement of £322k DSG funding in 2016/17 in order for the centres to breakeven. This will reduce the retained fund for the placement of vulnerable children to £410k.

(f) Early Years Educational Psychologists

42. In 2014/15 Schools Forum agreed to provide funding for the provision of Early Years Educational Psychologists in order to help identify children with additional needs and needing additional support prior to school entry. This funding was agreed for three years and included in the centrally retained DSG base budget from 2015/16 and it is recommended that this budget remains in the base for 2016/17.

Schools Block

(g) Retained Balance

43. It is good practice to retain a working balance for the DSG. It is proposed that this is set at approximately 2% of the centrally retained budget, if agreed this would result in £750k being held as a reserve in 2016/17. This proposal is a £250k increase to the retained balance from previous years. The reason for the proposed increase is as a consequence of future uncertainties particularly around the provision of 30 hours childcare for 3 & 4 year olds, the funding of High Needs growth and the possibility of successful new free school applications.

(h) Growth Fund Contingency

44. A review of the Growth Fund Contingency requirement, which provides funding for expanding schools and funding for new Basic Need Academies (including diseconomies of scale funding and set up costs), estimates that the budget should be £1,738k, which when compared to the base budget of £1,862k results in a required reduction of £124k for 2016/17. This reduction is as a consequence of the completion of expansion in a number of schools and also with no new basic need academies opening in 2016/17 no requirement for set-up costs.

(i) Procurement Officer

45. In the 2015/16 budget setting process, Schools Forum agreed to provide an additional £55k of funding for a temporary second school procurement officer post. The post is now filled by an ICT procurement expert who is assisting schools through the transition away from the Hillingdon Grid for Learning. It was agreed in 2015/16 that this funding would be in place initially for a two year period and the proposal is that this funding continues for the second year in 2016/17.

(j) School Admissions

46. Hillingdon, in recent years, has experienced a significant increase in admissions workload due to the substantial increase in pupil numbers across the Borough. In addition the admissions team is facing further pressure as a consequence of an increase in exclusions and year 11 in-year admissions. The admissions process has been made more efficient in an attempt to contain this increase in costs, however, a budget increase of £137k is required to cover the full cost of the service.

(k) Support Service Costs

47. A proportion of the total support services costs for central services at the Local Authority are charged to the DSG under a locally agreed model. The increased cost of these support services, in line with the 2014/15 outturn figure, has led to an increased DSG budget requirement of £150k.

(l) Targeted Youth Support

48. Historically there has been a £40k recharge to the DSG for targeted youth support. Following a review this budget has been identified as no longer required in 2016/17.

(m) Barnhill Private Finance Initiative (PFI)

49. A review of the Barnhill PFI costs has identified a cost pressure of £165k. The reason for this increase in cost is due to the PFI grant being cash limited, whilst the contract allows for indexation year on year.

High Needs Block

(n) High Needs Demographic Growth

50. Other than the four places agreed as part of the high needs exceptions process for 2015/16, the DSG has received no increase in funding for growth in planned places. Based on the growth projections in the table below, the Council estimates that a further 17 new planned places will need to be funded in 2016/17 (assuming that approximately 60% of the pupil growth is placed in special schools), which would require additional funding of £170k. It is proposed that this additional funding is built into the base budget for 2016/17.

(o) SEN Pupil Numbers

51. The table below sets out the latest projected numbers of SEN pupils:

Difficulty	Actuals 01/09/15	Projection 31/3/16	Change	% Change
Autistic Spectrum disorder	531	543	12	2.3%
Social, Emotional and Mental Health	149	151	2	1.3%
Hearing Impairment	44	45	0	2.3%
Mild Learning Difficulty	165	168	3	1.8%
Multi-Sensory Impairment	1	1	0	0%
Other ie: (Medical/mental health)	30	31	1	3.3%
Physical Disability	81	83	2	2.5%
Profound & Multiple learning diffs	32	33	1	3.1%
Speech Language and Communication Needs	356	361	5	1.4%
Severe Learning Difficulty	157	161	4	2.5%
Specific Learning Difficulty	35	35	0	0%
Visual Impairment	32	32	0	0%
Unclassified	9	9	0	0%
Total	1,622	1,651	29	1.8%

52. The table indicates that there will be projected growth of 29 SEN pupils between the period September 2015 to March 2016, which has been translated into an annual increase of 58 places in 2016/17, the majority of whom will have an Autistic Spectrum Disorder (ASD) SEN. Assuming an average cost of £20k per place, and a standard distribution model, the estimated additional costs would be approximately £580k.

(p) Impact of Banded Funding Model on Special Schools

53. When Schools Forum agreed to the new banded funding model to take effect from 1st April 2015, it was also agreed that to ease the transition all special school pupils would be assimilated to a 'nearest fit' banding based on the existing top-up for the setting plus any other agreed costs (e.g. educational therapies). Weightings were applied to special schools in order to avoid destabilising funding during the transition process and it was agreed that these weightings would no longer apply as and when pupils are moved to their correct banding. Following a recent modelling exercise carried out by Hillingdon special schools, where revised bands which more accurately reflect the needs of the pupils were proposed, the indication is that by April 2018, when all statements should be converted to Education & Health Care Plans (EHCP), there would be an increase in top-up funding of £1.52m. Assuming that the conversions are spread evenly each term over the two year period the budget requirement for 2016/17 is approximately £460k. There will be further increases required in 2017/18 and 2018/19.

(q) Independent & Non-Maintained Special Needs and Out of Borough Placements

54. The increase in top-up funding for our in-borough special schools should be considered in conjunction with the projected decrease in spend on placements in Independent and non-maintained schools. There has been a significant reduction in the number and total spend on these placements and this reduction is forecasted to continue over the coming years. Over the next five years it is expected that there will be a further decrease of 52 placements as pupils leave and the Council continues to provide adequate places within in-borough provision. It is estimated that the financial impact of this reduction could be over £2m over the five year period. The estimated reduction in 2016/17 is £410k.

(r) Post-16 Special Educational Needs Placements

55. 2015/16 has seen significant growth nationally in the number of post-16 pupils with special educational needs requiring college placements. Currently the budget for post-16 college placements is £1,143k (split between FE Colleges and Independent Specialist Providers) and it is estimated that the full year impact on the DSG of the growth in September 2015 will be £280k. There is an assumption that there will be further growth in September 2016 and it is estimated that this will result in an additional budget requirement of £190k for 2016/17. Resulting in a total required increase of £470k in 2016/17.

(s) Hillingdon Virtual School

56. Recent changes in legislation in relation to the extension of the age range for the production of Personal Education Plans for Looked After Children (LAC) has led to a significant increase to the workload of the Hillingdon Virtual School (HVS). There is significant movement in the Hillingdon LAC population which also impacts on the workload of the HVS team. As a consequence of these changes a review has been undertaken of the HVS resulting in an agreed restructure of the team in order to meet the needs of the LAC population. The restructure requires a realignment of £100k budget to the HVS with additional costs associated with the restructure to be funded through Pupil Premium Plus grant in 2016/17.

(t) SEN Support Services

57. These specialist centrally retained SEN services support statemented and non-statemented pupils in mainstream, special schools and Special Resource Provisions (SRPs) as well as pre-school children. Included are services and specialist equipment for visual and hearing impairment, specific learning difficulties, speech language and communication, profound and severe learning difficulties and autism. In recent years there has been an underspend on SEN support services as a consequence of vacant posts within the various teams. However, there is an expectation, following the recent restructure of the All Age Disabilities service, that these posts will now be filled and therefore there is no proposed change to the budget requirement for these services.

(u) Proxy SEN Funding Threshold

58. In 2015/16 Schools Forum agreed to the implementation of a protection mechanism which ensured that schools who do not have enough Low Attainment funding (the designated factor for proxy SEN) to cover the first £6k of every statemented child's needs

(up to the 2% threshold) will receive a funding adjustment increasing their notional SEN funding to at least £6k per statemented pupil. The budget requirement for this in 2015/16 was £78k and it is proposed that this mechanism remains for 2016/17.

Proposed Increase in Schools Delegated Budget 2016/17 and Proposed DSG Budget for 2016/17

Schools Delegated Budget 2016/17

59. The following table sets out the proposed increase in the Schools Delegated Budget, should all of the above proposals be agreed.

Ref	Proposal	Budget £000	Budget £000
	<u>Growth</u>		
	Growth in DSG 2016/17	4,477	
	Early Years/Two Year Olds Projected Growth	900	
	Year End Cumulative DSG Surplus	1,602	
	Total Funds Available	6,979	
	<u>Proposals and Adjustments</u>		
	<i>Reserves</i>		
d	Two Year Old Capacity Funding	660	
g	Retained Balance	750	
			1,410
	<i>Base Budget Adjustments</i>		
a	Demographic Growth Early Years	700	
b	Increase EYSFF Base Rate to £4.26	123	
c	Two Year Old Provision	0	
e	Early Years Centre Shortfall	322	
e	Retained Fund for the Placement of Vulnerable Children	-322	
h	Growth Fund Contingency	-124	
j	School Admissions	137	
k	Support Service Costs	150	
l	Targeted Youth Support	-40	
m	Barnhill PFI	165	
n	Unfunded Increase in Planned Place Numbers	170	
o	Demographic Growth SEN Pupil Numbers	580	
p	Impact of Banded Funding Model on Special Schools	460	
q	Independent & Non-maintained Special Needs Placements	-410	
r	Post-16 Special Needs Placements	470	
			2,381
	Total Proposals and Adjustments	3,791	
	Funds Available for Delegation	3,188	
	One Off Use of Surplus Balances 2015/16	-1,709	
	Growth in Delegated Budgets	1,479	

Proposed DSG Budget 2016/17

60. The following table sets out the final DSG Budget for 2016/17, ignoring academy recoupment to ensure that the baseline equates to the amount of DSG that has been noted above:

Cost Centre description	2015/16 Base Budget	Adjustments	Required Budget 2015/16
	£'000	£'000	£'000
22850 Dedicated School Grant	-255,714	-6,979	-262,693
20998 Early Years Single Funding Formula	14,879	823	15,702
Individual Schools Budget	207,469	3,358	210,827
24553 16-19 EFA Funding	-479		-479
23161 DSG Funded Business Support	65		65
24702 Schools Forum	5		5
21393 Local Leaders in Education	87		87
21500 DSG-Trf to TYST	40	-40	0
21501 DSG Trf to Procurement	110		110
22117 DSG-Barnhill PFI	209	165	374
23035 FE college provision (Alternative Provision)	222		222
23012 Admissions- DSG	162	137	299
Overheads	712	150	862
20396 DSG Growth Fund Contingency	1,862	-124	1,738
22998 Courier Service School	21		21
23114 Early Years Psychology Team	196		196
24329 Core Childcare & Early Years- DSG	220		220
24361 Nestles Ave. Early Years Centre- DSG	0	85	85
24362 Sth.Ruislip Early Years Centre- DSG	0	107	107
24363 Uxbridge Early Years Centre- DSG	0	130	130
24509 Early Years Advisory Teachers	294		294
20691 DSG 2YO Funding	2,485		2,485
20699 2 YO Free Entitlement Capacity Building	519		519
21918 DSG Looked After Children	630	100	730
21994 Non statedemented LAC placements	100	-100	0
20997 Maintained SEN primary top up funding	1,478	232	1,710
21995 Non statedemented pupils - exceptional	32		32
21997 Maintained SEN secondary top up funding	162		162
22100 Independent placement provision	6,931	-410	6,521
22991 Spec Contingency Spec Needs	1,111		1,111
26147 Tuition - SEN out of school	128		128
26150 Academy school SEN top up funding	7,883	323	8,206
26151 FE college ALS top up funding	323	470	793
26153 Special school & SRP top up funding	5,006	485	5,491
20310 Uxbridge Language Unit Erp	227		227
SEN Support Services	528		528
23109 DSG Education Psychology	394		394
23110 Sen Early Years Team/Portage	154		154
23002 Sick and Vulnerable pupils	349		349
60671 DSG LAC Education	176		176
Early Years Pupil Premium	293		293
Provision for Vulnerable Children Placements	731	-322	409
Surplus Balances - General Reserve 1.5%	0	750	750
Earmarked Balance - Two Year Old Capacity Fund	0	660	660
Total	0	0	0
Proposed Increase in Delegated Budget		3,188	

Financial Implications

This is a financial report dealing with funding issues affecting schools. The financial impact on Schools Delegated Funding, will see a reduction for the first time in many years, in school budgets, most of which will be capped at the Minimum Funding Guarantee level of minus 1.5% of per pupil funding. The majority of this relates to the inclusion of £1.7 million of surplus balances in the 2015/16 schools delegated budget, which will be the first call on the growth provided in the DSG through growth in pupil numbers. The DSG also has competing demands across the three funding blocks (Early Years, Schools and High Needs), where all three funding rates have predominantly been cash limited to 2012/13 rates (subject to minor amendments), which has not been sufficient to fund the growth in High Needs relating to the actual growth in pupil numbers experienced over the period.

The proposals contained within this report do not affect the General Fund proposals that are considered elsewhere on this agenda, as the School Budget is fully funded from the ring-fenced Dedicated Schools Grant.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

The approval of the recommendations as set out in this report will enable the distribution and confirmation of the funding arrangements for schools for 2016/17, including the final individual school budget shares, which have to be distributed to schools on or before 29 February 2016.

Consultation Carried Out or Required

The Council is required to consult with the Schools Forum on any changes to the school funding formula and the Early Years Single Funding Formula as prescribed in the Schools Forums (England) Regulations 2013, which are covered in this consultation paper. The Schools Forum has a limited range of decision making powers with regards to school funding. In most aspects the Schools Forum role is to advise the Council on decisions that rest with Cabinet, such as the school budget. The main role of the Schools Forum is to consult with schools on proposed changes to funding arrangements, including any changes to the school funding formula. For 2016/17, the consultation with schools revolved around changes to the deprivation factor rates within the schools funding formula and an increase to the Early Years Single Funding Formula base rate. The formal consultation ended on 16 October 2015.

5. CORPORATE IMPLICATIONS

Corporate Finance

Whilst the regulations covering the operation of school forums give more decision making powers to schools with regard to certain aspects of the schools funding it remains the responsibility of the Cabinet to agree the Schools Budget for 2016/17 as set out in this report. The Council may add to the amount of the Schools Budget from resources funded by Government grants or through Council Tax raised to fund the General Fund, but may not set the Schools Budget below the level of the DSG.

Funding proposals for the Schools Budget for 2016/17 set out in this report are fully consistent with the report on the General Fund Revenue funding and Capital Programme for 2016/17 elsewhere on the agenda.

Legal

The Borough Solicitor confirms that this budget has been set in accordance with the School and Early Years Finance (England) Regulations 2015

6. BACKGROUND PAPERS

Report to Schools Forum on Budget

Hillingdon Schools Forum

Minutes of the Meeting held on Thursday 14 January 2016

Commencing at 17:00

Civic Centre, Committee Room 5

Maintained Primary Representative Members:	Mr Jim Edgecombe (JE) (Chair) Ms Kris O'Sullivan (KOS) Mr Duncan Greig (DG) Ms Chris Weaving (CW) Ms Chris Shasha (CS)	Whiteheath Junior School Deanesfield Primary School Breakspeare Primary School Whiteheath Infant School Oak Farm Infant School
Maintained Secondary School Representative:	Mr Mark Bland (MB)	Abbotsfield School
Maintained Special Representative	Mr Ross Macdonald (RM)	Meadow School
Academy Representative Members:	Mr Bob Charlton (BC) Ms Wendy Bhad (WB) Ms Tracey Hemming (TH) Mr Robert Jones (RJ) Mrs Ann Bowen- Breslin (ABB) Mr Peter Ryerson (PRy) Ms Rhona Johnston (RJ) Ms Jacqueline Lack (JL)	Charville Primary School Bishop Ramsey CofE School Barnhill Partnership Trust Haydon School Hillingdon Primary School Guru Nanak Sikh Academy Queensmead Frays Academy Trust
Special Academy Representative	Mr Sudhi Pathak (SP)	The Eden Academy
Maintained Primary Governor Members:	Ms Jo Palmer (JP) Mr Phil Haigh (PH) Mr Tony Eginton (TE)	Hillside Infant School Cherry Lane Primary School and The Eden Academy Minet Nursery & Infant School and Hillside Junior School
Other Members:	Ms Ludmila Morris (LM) Ms Elaine Caffary (EC) Ms Lesley Knee (LK) Ms Laurie Cornwell (LC) Ms Alison Moore (AM)	McMillan Early Childhood Centre Nursery Manger - 4 Street Nursery Ruislip Methodist Pre-School The Skills Hub The De Salis Studio College
<u>In attendance from:</u> London Borough of Hillingdon	Mr Dan Kennedy (DK) Mr Peter Malewicz (PM) Ms Ruth Munro (RM) Mr Philip Ryan (PRy) Mr Graham Young (GY) Ms Sarah Hydrie (SH) Ms Muir Laurie (ML)	Head of Business Performance, Policy & Standards Group Finance Manager - Education Senior Accountant School Funding Families Information Service Lead Business Partner for Schools Assistant Internal Audit Manager Head of Internal Audit
Observers:	Ms Lisa Corrigan (LCo) Ms Joanne Nightingale (JN) Ms Debbie Gilder (DG)	Highfield Primary School (Shadow Representative) Whitehall Junior School (Shadow Representative) Pield Heath School
Clerk:	Ms Anne Thomas (AT)	Independent Clerk
Apologies:	Mr Bob Charlton (BC) Mr Mark Bland (MB)	Charville Primary School Abbotsfield School

The meeting was quorate

Minutes:

Item 1 Welcome & Apologies

JE welcomed everyone and apologies were received from BC, MB, TH and EC for lateness. PM advised this would be the last meeting ABB would be attending as she had resigned. JE thanked ABB for all her work and contributions. JE announced there should be an item on the agenda for AOB. PH stated he had one item of AOB, grant funding for two year old provision following receipt of a written report received from Philip Ryan.

Item 2 Minutes of the meeting held on 9 December 2016

Peter Ryerson advised an amendment that he should be listed on the agendas and minutes for the Schools Forum as (PRy). JL advised her name was missing from the minutes. The minutes were approved and signed by the chair subject to the above amendments.

Item 3 Matters Arising from the meeting held on 9 December 2016

3.1 JE advised that at the last meeting he had been elected Chair which was for a period of two years. It was noted his term of office would conclude on 31 March 2017.

3.2 In Year Admissions Funding Proposal

JE advised this item was referred back to the next meeting of the Formula Funding Sub Group to be held on Tuesday 26.01.16 however, it was noted this meeting would now be a training session. JE was concerned that this item should not be overlooked. PM advised the meeting that a review of this funding would be carried out in 2016/17.

3.3 Update on HGFL/SIMS

DK gave a verbal update and stated he had communicated with all schools. There was concern that schools should continue to have all the support they required until the 1.4.16. If any school had further concerns they could raise them with DK directly. DK further reiterated that SIMS would continue until the 31.3.16. Further discussion took place on whether it was possible to retain the service team of SIMS support.

3.4 Non-Teaching Staff Pensions Update

JE advised the meeting that DK had sent an email to JP that afternoon however, he was aware she had not had the opportunity to read it. DK responded by stating he had looked at the draft letter and had concerns in relation to the purpose. TE advised that the draft minutes of the last Pensions Committee stated that approval was given to remove Capita from 31.10.16. Surrey County Council would take over from 1.11.16. Capita would endeavour to get the data up to date and officers of the local authority would be providing assistance. DK agreed to discuss this matter with JP after the meeting.

3.5 Membership Update

PM stated there was now one vacancy from the Academies sector due to the resignation of ABB.

3.6 Early Years Educational Psychologist Service

PH advised he had attempted to progress this and had a meeting with the procurement team. Due to the size of the contract, it would require an OJEU procurement. The contract would need to be approved by the Cabinet and therefore the process would not be completed until the end of April 2016.

Item 4 Information Items

4.1 School Audits - Final Summary

PM advised the meeting this would be the last report and there would be no further routine school audits. Further discussion took place and it was noted that audits were generally planned on those organisations with high risk. Schools were considered to be low risk therefore no further audits would be carried out unless concerns were raised with the local authority who would undertake further investigations.

4.2 Month 7 DSG Monitoring Report

PM presented the report and explained that the DSG was projecting a planned in year overspend of £2.7m. PM explained the table in the report indicated that two of the maintained schools were predicting an in year deficit for 2015/16. The meeting was asked to note the report and that PM would continue to provide monthly updates.

Schools Revenue Funding Settlement

The report provided the Schools Forum with some of the relevant changes from the funding settlement. GY highlighted the main headlines. The minimum funding guarantee remains the same. The high needs block funding nationally had been increased by £92.5m above the 2015/16 baseline. Hillingdon would receive £5m based on the current SEN pupil population. The Education Services Grant rate had been reduced by £10 per pupil for 2016/17. Infant Free School Meals would continue at the same rate per meal. There would also be an increase for three and four year olds provision for September 2016/17. The Forum was asked to note the report.

Item 5 Distribution of Dedicated Schools Grant

5.1 Growth Contingency Allocation 2016/17

PM explained that every year decisions were made on funding for schools expanding and basic needs academy funding. The spreadsheet attached to the report detailed the pupil data. It was proposed that there be a further review in the case of one school before any funds are released. The other two schools were now full and as school expansions was drawing to a close the figures would drop down considerably. In respect of recommendation 2 (iii) PM advised the meeting it was a funding requirement of the EFA to review school costs and a requirement for the local authority to fund dis-economies of scale funding to schools. PH enquired whether the authority was underwriting any potential deficits and in response this was confirmed. JE requested a report detailing the deficits be brought back to the Schools Forum at the end of the year and for the previous year. The meeting was requested to agree the recommendations as detailed in the report:

- i) To release the expanding schools funding to schools as set out in the spreadsheet included with this report. **Agreed**
- ii) To hold back the allocation for Pinkwell Primary subject to review. **Agreed**
- iii) To release dis-economies of scale funding to schools subject to a further review. **Agreed**

De-Delegation

5.2 PM presented the report and advised Schools Forum was required to review the de-delegated items each year and undertake a vote on whether to delegate or retain the budget centrally. The meeting was requested to vote on the recommendation in the report. **Agreed**

5.3 Early Years Single Funding Formula

PM provided a summary of the report and asked the meeting to sign off the proposed EYSFF for 2016/17. **Agreed**

5.4 Planned Place Numbers and Top-Up Funding

PM presented the report and advised the spreadsheet attached to the report indicated the pupil place numbers based on a mixed economy of banded and weighted top up rates. There were two exceptions; the final rates for Glebe needed to be recalculated and would be presented for agreement at the next meeting of the Schools Forum, the Skills Hub would now have a simpler resource funding. It was noted that Pentland Field School was not listed on the spreadsheet and PM agreed they should be included. PH advised that Cherry Lane School pupil number would be 10 and not 12 based on space available and agreed to return the funding. The meeting was asked to agree the recommendations:

2. i) The proposed planned places funding. One no vote recorded. **Agreed**
- ii) The proposed top-up rate of funding. One no vote recorded. **Agreed**

5.5 Draft DSG Budget 2016/17

GY highlighted the differences between the figures for 2015/16 baseline budget data and the 2016/17 budget as released on 17 December 2015 in each of the funding blocks. There is a significant increase in the schools block, high needs showed a reduction and other adjustments related to NQT funding. Two year old funding was expected to increase for 2016/17. There was no change in the numbers for the early years block. In the schools block there was a growth of 965 pupils mainly in the primary sector. Under the high needs block Hillingdon DSG had actually increased by £559k. The table on page 4 of the report detailed the total DSG funds available for 2016/17.

GY further outlined the proposals for use of DSG in 2016/17:

- a) The early years block had a built in projected growth of £700k based on historic data.
- c) The two year old provision will have some growth in numbers but no increase in the budget.
- d) Two year old capacity funding of £660k allocated to projects agreed and started, but not completed.
- e) Early Years Centres require £322k DSG to help fund the three childrens centres. It was noted that the DSG Sub Group monitored and would continue to monitor this area of funding. The meeting discussed this funding in more detail in relation to whether the money was actually being spent to support vulnerable children. A proposal was made to the DSG sub group with the idea of producing a plan to remove this subsidy in 2 years. **Agreed**
- f) The meeting considered whether £47k was required every year for the on-going running, maintenance and staffing backfill costs for the play van. It was proposed to remit back to the Early Years Sub Group to decide how much money to allocate to the plan van. **Agreed**
- h) In relation to the Retained Balance it was proposed to retain £750k an increase of £250k from previous years. It was considered that this figure was reasonable based on historical spend. **Agreed**
- j) The meeting noted the funding for the procurement officer was initially agreed in 2015/16 for two years and the proposal was that funding continue for the second year. **Agreed**
- k) The meeting noted that a report had previously been presented to the DSG Sub Group who had accepted the £137k additional funding to cover the provision of the school admissions service.
- l) It was noted that a £150k increase was required to cover the support service costs. PM stated these support service costs were subject to review every year by the DSG Sub Group.
- u) The Forum noted the current year underspend on SEN support services due to restructure.

In summary GY advised the meeting that the total of the proposed increase in delegated DSG funds in 2016/17 amounted to £3.8m. **Agreed**

5.6 Schools Funding Formula Anomalies 2016/17

The report made recommendations to resolve anomalies in respect of Rosedale Primary and De Salis Studio School. **Agreed**

The meeting discussed a protocol on how future discussion on individual schools would be managed at the Schools Forum. It was suggested that a declaration of interest be made and representing parties leave the meeting. A further proposal suggested that the school should be informed in advance if a discussion was going to be had about that individual school. JE proposed this topic be discussed at the meeting of the Funding Formula Working Group on Tuesday 26 January 2016 which would now be a training session.

In relation to item 5g (ii) PRY provided a brief outline of the difficulties faced by Nanaksar School in meeting the demand for more pupil places. Following further discussion ABB requested that her thanks be noted that the school do not intend to backfill the vacant places. The meeting was asked to agree the recommendation detailed in item 5g i) and item 5g ii). **Agreed**

Item 6 AOB

6.1 Grant Funding for Two Year Old Provision

PH proposed that the two year old funding granted to Laurel Lane be suspended so that it could be reviewed and reconsidered at the next meeting of the Early Years Sub Group. **Agreed**
It was further agreed that the Chair of the Schools Forum write to the school and advise them of the decision.

JE

Future Meeting Dates

Meeting:	Date & time:	Venue:
Formula Funding Working Group	Tuesday 26 January 2016 at 10:00	Cherry Lane School - TRAINING
Early Years Sub-Group	Tuesday 26 January 2016 at 13:00	Cherry Lane School
Formula Funding Group	Tuesday 23 February 2016 at 10:00	CANCELLED
Early Years Sub-Group	Tuesday 1 March 2016 at 10:00	Cherry Lane School
High Needs Group	Tuesday 1 March 2016 at 11:30	Cherry Lane School
DSG Monitoring Group	Tuesday 1 March 2016 at 13:30	Cherry Lane School
Schools' Forum	Wednesday 9 March 2016 at 17:00	Civic Centre, C/Rm 4/4a
Formula Funding Working Group	Tuesday 26 April 2016 at 10:00	Cherry Lane School
Early Years Sub-Group	Tuesday 3 May 2016 at 10:00	Cherry Lane School
High Needs Group	Tuesday 3 May 2016 at 11:30	Cherry Lane School
DSG Monitoring Group	Tuesday 3 May 2016 at 13:30	Cherry Lane School
Schools' Forum	Wednesday 11 May 2016 at 17:00	Civic Centre, C/Rm 6
Early Years Sub-Group	Tuesday 21 June 2016 at 10:00	Cherry Lane School
High Needs Group	Tuesday 21 June 2016 at 11:30	Cherry Lane School
DSG Monitoring Group	Tuesday 21 June 2016 at 13:30	Cherry Lane School
Schools' Forum	Wednesday 29 June 2016 at 17:00	Civic Centre, C/Rm 5
Schools' Forum	Wednesday 21 September 2016 at 17:00	TBA
Schools' Forum	Wednesday 19 October 2016 at 17:00	TBA
Schools' Forum	Wednesday 7 December 2016 at 17:00	TBA
Schools' Forum	Wednesday 18 January 2017 at 17:00	TBA
Schools' Forum	Wednesday 8 March 2017 at 17:00	TBA

The meeting concluded at 19:55

Signed:

Date:

If you have any issues to refer to the Schools Forum you should contact one of the representatives.

FINANCIAL SUPPORT TO VOLUNTARY ORGANISATIONS 2016/17

Cabinet Member	Councillor Douglas Mills
Cabinet Portfolio	Community, Commerce and Regeneration
Officer Contact	Kevin Byrne : Policy and Partnerships, Administration
Papers with report	Appendix 1: Responses from Voluntary sector partners to consultation. Appendix 2: Equality & Human Rights Impact Assessment for Grant to Hillingdon Autistic Care and Support.

1. HEADLINE INFORMATION

Summary	Further recommendations to Cabinet regarding three voluntary sector core grants, following consultation, as requested at Cabinet meeting in December 2015.
Putting our Residents First	This report supports the following Council objectives of: <i>Our People; Our Natural Environment; Our Heritage and Civic Pride; Strong financial management.</i>
Financial Cost	A reduction of up to £70k on the voluntary sector core grants budgets for 2016/17
Relevant Policy Overview Committee	Corporate Services Policy Overview Committee
Ward(s) affected	All

2. RECOMMENDATION

That the Cabinet agrees the proposed grant reductions for 2016/17 for Age UK Hillingdon (AUKH), Hillingdon Autistic Care and Support (HACS) and Groundwork South noting their responses to consultation and, in the case of HACS, an Equality Impact Assessment of the potential impact this may have on residents.

Reasons for recommendation

At its December 2015 meeting, Cabinet agreed a grants programme for 2016/17 based on applications received and assessments provided. In addition, Cabinet asked officers to consult three organisations to assess the impact of a reduction in their grant from the previous year. The consultation has taken place and responses are set out in Appendix 1.

Alternative options considered / risk management

Cabinet has a range of options available; to agree to reduce the grant for three groups to the levels indicated, to reinstate the grants to previous levels for any of the groups or to agree grants at another level. Officer assessments of the consequences of reductions are set out below.

Policy Overview Committee comments

None at this stage.

3. INFORMATION

Supporting Information

Age UK Hillingdon (AUKH).

AUKH is a key partner in supporting older residents to live independently in their own homes, to feel safe and secure and to enjoy a good quality of life.

At its December meeting Cabinet asked whether, given the level of support and reserves held by AUKH, it was feasible to reduce the core grant by £25k from that awarded in 2015/16. It was agreed that discussions be held with AUKH to assess impact of a £25k reduction.

In 2015/16, AUKH received a core grant of £295k. AUKH has been working hard at reducing its reliance on statutory grants and is moving towards a more business orientated model which would have a greater focus on income from contracts and social enterprise earnings. It has successfully increased its overall contracts from the HCCG both individually, with the "primary navigators" scheme and as a consortium with H4All. Its total subsidy from Hillingdon Council stands at 16% this year (core grants and rate relief). In addition AUKH is also commissioned to deliver several services through adult social care.

Approximately £100k of the core grant has been earmarked to run the Helping Hand shopping service. This scheme was originally set up and funded by the Leader's Initiative fund. The plans for the service over the past 2-3 years have been to gradually reduce the service by offering any new clients the alternative fully self funded Help at Home service. This operates as a social enterprise and covers a range of support that clients can pay to enable them to remain independent and at home. It is envisaged that the social enterprise could be self sustaining by end of 2017. It was anticipated that the costs of the shopping service would reduce year on year.

As Appendix 1 sets out, whilst the client numbers have fallen the costs of delivery have increased and under the current model this subsidy is still required. Service users are asked to contribute towards costs at £8 per shop. The unit costs for this service are high, reflecting the resource intensive model, with 75 clients receiving this service. One option for Cabinet would be to delay any reduction for 2016/17 with a view to making a more significant reduction in 2017/18.

The consultation asked what impact the potential reduction would have on residents. The response identifies that, through adjustments, the impact would mean that AUKH would cease planned expansion of the Financial healthchecks project but maintain it at existing levels (saving

£15k). An additional £10k saving would be made against the helping hand service by raising the contribution from clients by £1 per shop, resulting in approximately £3k with the shortfall coming out of reserves.

Cabinet should also be aware that the Financial healthchecks projects was first piloted through a grant from the Leader's initiative. The service has supported 251 clients in 2014/15, identifying savings and offering practical support in accessing benefits. The scheme has saved residents approximately £335k in identified benefits

In addition AUKH points out that their reserve levels are a result of donations and legacies and not built up through underspend of grant or surplus.

In terms of impact on residents, therefore, Age UKH would minimise the impact by curtailing expansion of Financial healthcheck service but not withdrawing the service. By increasing charges and supporting the helping hands service from reserves, the direct impact on residents should be manageable and small.

In summary, therefore, the suggested reduction of £25k remains feasible without direct impact. It would place some pressure on Age UKH's development which plans to expand effective schemes to support more residents.

Hillingdon Autistic Care and Support (HACS)

HACS supports families coming to terms with diagnosis of autism offering support groups, coping strategies and advice and information. They also provide a range of clubs and activities for those with autism, training for professionals and have recently branched into employment provision.

HACS has benefitted from two years of uplift in its core grant from £25k to £70k initially proposed as a one-off request, in order to put the organisation on a more sustainable financial footing with the recruitment of a business development manager. Prior to the 2014/15 increase, HACS received a grant of £25k but in view of their expanded activities, Cabinet agreed to a request that a £40k core grant from 2016/17 was a more realistic and sustainable figure.

HACS bid for 2016/17 for a £70k grant stated that they wished to recruit a part time information officer. This has now been clarified during the consultation as not the case as the priority is to fund the role of Business Development Manager.

The 2014/15 accounts show a surplus generated of £139k and bank balances at September 2015 stood at £230k which, although most of it is restricted, represents substantial running costs.

HACS were consulted, therefore, on the full impact of re-instigating a core grant for 2016/17 at a level of £40k, in line with the decisions taken by Cabinet in 2014 and 2013 which were aimed at providing the additional increased support on a temporary basis.

HACS full response is at Appendix 1 and an Equality Impact Assessment is at Appendix 2.

Since their application, the Children in Need bid has not been successful which has caused pressure to the running of Saturday youth clubs.

The role of Business Development Manager has, for the past year, been a shared one with the Senior Family Support worker. HACS now wishes to recruit a new Lead Family Support Worker, using funds previously secured for the purpose and thereby enabling the Business Development Manager, to dedicate time to this role. Over the period of uplift 2014-16, there have been vacancies and some roles have been shared.

HACS have stated in Appendix 1, that the impact of failing to agree the full grant requested of £70k would be the loss of the Business Development Manager from 1 April 2016. The impact on the sustainability of existing services and development of new services is described as catastrophic to HACS services.

Without a Business Development Manager role in place HACS have said that there are a number of potential new projects that they would not be able to pursue. These are argued as potentially saving the Authority money in the long run through, for example, providing support for autistic people in the Borough rather than paying for out of Borough provision.

The following initiatives are specifically referred to:

- The planned expansion of the Rural Activity Garden Centre (RAGC) Stepping Stones to employment project and takeover and management of a second cafe site, with Hillingdon Adult Community Learning.
- Planned development of Merriman's cottages and independent living programme.

In terms of impact on residents, these initiatives are, in effect, growth opportunities for HACS and should not impact on the current level of services they are providing. The cafe at RAGC is under a funded arrangement and, although HACS have stated they would like to see this placed on a proper footing, it is not suggested this would be impacted upon. It would also be open to the Authority to consider alternative partners for any new developments.

In addition HACS have stated that the Business Development Manager role should now be viewed as a permanent requirement and not temporary or funded through revenue raised. It should be noted that one of the key reasons the Council supports groups through core grants is to enable them to lever in further funds externally and to have the capacity to partner with the Council at a strategic level. This is usually included as part of the role of the Chief Executive.

HACS have also stated a further consequence of the grant being set at £40k not £70k, is that it will withdraw from the running of three youth clubs. These are a Wednesday club supporting 25 young people, a Thursday club supporting 30 young people and Charville youth club on Saturday supporting 12-15 young people.

The Wednesday and Thursday clubs are run in partnership with the Council. The Council provides the venue and some staff. HACS provides skilled staff to support the particular needs of young people all of whom have disabilities. The equalities profile of this group has been ascertained through Hillingdon's Wellbeing services and included in the Equalities Impact Assessment at Appendix 2.

The third club at Charville on Saturdays is run by HACS and the Authority provides only the venue. The equalities profile is not fully known but the young people will all have disabilities.

With each of these clubs there will be a number of young people who would be disadvantaged by their closure - a total of up to 70. Potential mitigating action is identified in the attached Equalities and Human Rights Impact Assessment as including the Wellbeing service considering alternative partners or up skilling Council staff to continue provision in some way. This would be likely to increase costs.

HACS have directly linked the continuation of these three clubs to the additional £30k core grant sought for the role of Business Development Manager. HACS's budget, provided with their consultation response, demonstrates that even with this post funded, there would remain a deficit in the budget of approximately £24k, which must leave the clubs still under threat.

It would also be open to HACS to reprioritise its core activities to release capacity to enable it to look for external funding. In many groups that receive core grant this is a function of the CEO and trustees.

It should also be noted that during the consultation the budget for 2016/17 has increased by £33.5k from that given in the application reflecting the intention to recruit an additional Family Support Officer. Overall, together with financial implications below and given that the Business Development Manager role has been funded for two years already, this does not provide assurance that HACS has strong financial management in place to plan for all its activities, cover its overheads and adjust to peaks and troughs in external funding.

In summary, in agreeing a grant £40k for HACS the Council would forego the opportunity to develop new programmes with HACS and reduce their capacity for securing income to run the three youth clubs that support up to 70 young people.

On balance, and given the nature of the temporary up lift initially agreed, and financial implications of revised budget provided, it is considered reasonable that a grant of £40k could be applied for 2016/17. Should, however, Cabinet feel that the opportunities for greater collaboration warrant this additional investment then it could be offered again on a temporary basis with the expectation that income generated contributes towards all overheads to cover this longer term. A further reasonable condition would be that the post be dedicated and not run as a joint role with the family support function.

Groundwork South.

Groundwork South delivers a range of projects under the umbrella of sustainable and community development across the whole of the South of England. These include management of Colne Valley Park, the Com cafe, Heathrow Villages project (ended this year) various school environmental and mentoring projects, Healing Gardens and Elsdale Floating Classroom.

Cabinet was advised at its December meeting that the grant allocation of £33k may not now prove necessary and whether a reduced grant of £18k would impact directly on services for residents. In addition, it was noted that the Healing Gardens project is, in part, reliant on the corporate core grant.

Groundwork has confirmed (see Appendix 1) that the core grant has enabled it to deliver significant projects in Hillingdon such as the Com cafe and the Healing Gardens project as well as leveraging in support for projects externally. Whilst this corporate capacity will reduce Groundwork has also confirmed that this will be implemented without direct impact on residents.

Groundwork also confirms that it would continue to allocate up to £7k to the Healing gardens project so that it would not be directly affected.

On this basis Cabinet is recommended to agree the reduced grant of £18k for 2016/17.

Financial Implications

The proposals included in this report are to reduce the grants from that awarded in 2015/16 for three organisations as follows:

- Age UK Hillingdon (AUKH): Reduction of £25k
- Hillingdon Autistic Care and Support (HACS): Reduction of £30k
- Groundwork South: Reduction of £15k

The proposals listed above offer a reduction of up to £70k on the voluntary sector core grants budgets for 2016/17. The report agreed by Cabinet in December 2015, where these reductions to grants were initially proposed, also included new grant bids totalling £23k.

HACS

HACS has provided further information regarding the projected income and expenditure as part of their response to the proposed reduction in grant.

HACS have stated that should the grant be reduced, the Business Development Manager role will be deleted along with the cessation of providing youth clubs. The costs of these items, as listed on the latest Income and Expenditure statement presented by HACS are as follows:

	£
Deletion of Business Development Manager Role	40,810
Cessation of provision of Youth clubs:	
Harlington	8,772
Ruislip	5,548
Charville	8,740
Total reduction in Expenditure	63,870

It is listed in the notes on the Income and Expenditure account that £35k of the grant income from Hillingdon Council would be spent on the Business Development Manager role, however, no grant funding is listed against the cost of the youth clubs detailed in the table above.

These reductions in expenditure along with the proposed reduction in grant, once applied to the current projected position, lead to a surplus position of £9,341, as shown in the table below:

	£
Projected deficit (as at HACS Income and Expenditure statement)	24,529
Proposed reduction in Expenditure	-63,870
Proposed reduction in grant funding	<u>30,000</u>
Revised projected (surplus)/deficit	-£9,341

In addition, the expenditure budget includes a payment of £5,000 for contingency, which could potentially be covered through existing reserves rather than being classed as an in year payment. Should this be removed, the surplus position would increase to £14,341.

Also, based on the latest accounts (year ended 31st March 2015), the depreciation charge was £1,924. This has been factored in as £5,000 on the latest expenditure statement, which may be overstated based on spend in previous years. However, if the organisation have purchased additional equipment this year, then this higher figure may be required.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

A reduction will impact on each group in a different way and each is set out in the responses received to the consultation at Appendix 1.

HACS have stated that if the planned reduction were to be made this would lead to HACS withdrawing from three youth groups and this impact, together with potential mitigating actions, are set out within the Equality Impact Assessment at Appendix 2 to enable Cabinet to take a decision in full awareness of the impact on residents.

Consultation Carried Out or Required

Each of the three groups identified: AUKH, HACS and Groundwork South were written to immediately after Cabinet in December and asked to set out the impact on residents of the proposed reductions in funding. Informal follow up discussions were offered and took place with AUKH and HACS. Appendix 1 contains responses to the consultation.

5. CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance has reviewed this report and the financial implications above, noting the recommended reduction in grant awards to Age UK Hillingdon, Hillingdon Autistic Care and Support and Groundwork South in 2016/17. Budget proposals for 2016/17 being presented to Cabinet for approval reflect the recommended level of grant award to Voluntary Sector Organisations, in line with the position reported to Cabinet in December 2015.

Legal

An Equalities Impact Assessment (EIA) has been undertaken to assist the Council in meeting its Public Sector Equality Duty under section 149 of the Equality Act 2010. The EIA was commissioned because HACS state that if they no longer receive an enhanced grant from the Council, they will withdraw from the running of three youth clubs which serve 70 disabled young people. However, the reason for the Council approving an enhanced grant for the years 2014-15 and 2015-16 was to place the organisation on a more sustainable financial footing: the additional funding was not provided to fund youth clubs.

As stated in the EIA, if HACS decide to withdraw from the running of the 3 youth clubs, the Council will in accordance with its Public Sector Equality Duty review the support required to continue to provide this service in house.

Relevant Service Groups

Officers in Residents Services and Children and Young People Services have been consulted.

6. BACKGROUND PAPERS

Cabinet Report, 17 December 2015

Kevin Byrne
Head of Policy and Partnerships
Policy and Partnerships
Administration Directorate
London Borough of Hillingdon,
3E/02 Civic Centre, High Street, Uxbridge, UB8 1UW

15 January 2016

Dear Kevin

Proposed reduction in Hillingdon Corporate Grant 2016/17

Further to our conversations I am writing in response to the proposal to reduce the Age UK Hillingdon (AUKH) Corporate Grant by £25,000 in 2016/17.

Needless to say the proposed cut is a huge disappointment as we have continued to exceed performance targets across all our LBH contract and grant funded activity. We are fully aware of the need to provide value for money, especially in the context of the funding challenges facing Local Authorities and we have successfully used LBH funding to leverage in additional resources to increase the capacity and range of services we provide, including significantly growing our social enterprise activity. As a result, we have increased the net value of our Corporate Grant by over a third (32%) since 2010/11¹.

Despite these achievements in diversifying and growing our income we are still reliant on donations and legacies to deliver core services and cover funding shortfalls and have received a number of significant legacies which have helped build our reserve funds in line with the growth in our activities.

This means however, that a cut in our LBH Corporate Grant will affect the level of service we are able to provide. The proposed cut is therefore doubly disappointing because of the impact it will have for older residents of the Borough.

To minimise this impact we will reduce the proportion of the grant we intended to allocate to the Financial Health Checks project (£15,000) which will maintain this service at 2015/16 levels. The remaining £10,000 will be allocated against the Helping Hands project and some of these costs will be recovered by introducing a gradual annual increase in Helping Hands charges.

Charges to clients for the Helping Hands service have remained at £8 per shop since April 2011. The service was closed to new entrants in April 2014 but although the number of

¹ Grant income has increased by 29% from £229,459 to £290,000 between 2010/11 and 2014/15 but has reduced 17% to 14% as a proportion of our overall income in the same period.

Age UK Hillingdon
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126 Church Road
Hayes UB3 2LW
t 020 8756 3040
f 020 8756 3050
e enquiries@ageukhillington.org.uk
www.ageukhillington.org.uk

Royal Patron:
HRH The Prince of Wales



people receiving the service has fallen, any 'savings' have been more than taken up by increased salary costs, resulting in an £8,000 shortfall in 2015 which then had to be covered using our reserves. There are 75 clients receiving this service, 70 of whom live alone. Our projections indicate that increasing charges by £1 per shop will generate net income of £3,000 per annum. Any shortfall will have to be met from our reserves.

We ask that further consideration be given to the proposed cut. We would also welcome the opportunity to work with officers on a longer term plan that secures the Helping Hands service and the support it provides to some of our more vulnerable residents.

Do let me know if you need any further information or clarifications on any of the points above. I look forward to hearing from you shortly.

Yours sincerely



Peter Okali

Chief Executive Officer

Hillingdon Autistic Care and Support

Registered Charity No. 1066859

Dudley Place, Off Pinkwell Lane, Hayes, Middlesex UB3 1PB
Tel: 0208 606 6780 Fax: 0208 606 6781 Email: enquiries@hacs.org.uk www.hacs.org.uk



Thursday 7th January 2015

Dear Kevin,

Re: Hillingdon Corporate Grant for 2016/17

Thank you for agreeing to meet with on Wednesday. The meeting proved really useful in bringing clarity to how we should proceed in briefing cabinet members of the impact that a grant reduction from £70,000 to £40,000 would have on the future of services delivered by HACS to disabled residents of the Borough.

If I may initially address some of the assumptions contained in the cabinet briefing. The briefing showed that HACS had received total funding in the region of £128,780 for the years 2015/16. This comprised of £70,000 core grant, £40,000 partnership agreement with the Leader to manage the RAGC Tea Room Project and a figure of £18,500 reimbursement of monies paid by HACS for the purchase 3 sensory trolleys to be used in Youth Centre's across the Borough.

The £18,500 was funded by a Central Government Autism Capital Grant allocated to make Youth Centre's across the borough more autism friendly. The £18,500 paid to HACS was to refund the charity for the purchase of the equipment until such time that Central Government Funding was received by the borough. At best this should be considered a pure accounting exercise as HACS do not own the Trolleys and are custodians of the equipment on behalf of the borough.

The combination of monies received for the RAGC Partnership Project and the purchase of 3 sensory trolleys totaling £58,500 somewhat skewed the projected spend level to 44% of charitable income where in reality the monies received from LBH towards core charity activities as a proportion of income actually remains at 23.8%.

The Charity's surplus reserves referenced in the cabinet briefing cannot be considered as free reserves as they are restricted funding allocations made to specific projects. Actual free reserves for the charity are running at a level of £55,958 which at this point represents only 2 months running costs were the charity to have to consider closing the operation.

Following our discussions, I believe it would be more appropriate that any monies received from LBH in addition to the core grant be identified as separate project line items and allocated an appropriate Project reference. Furthermore I also believe it would be appropriate both for HACS and the LBH that we put the

RAGC Project on a proper footing so that all parties are aware of what has been agreed as part of the shared project agreement.

Since submitting the 2016/17 grant application, unfortunately HACS were unsuccessful in securing a £90,000 application to Children in Need to fund the running of children services for the next 3 years commencing April 2016. At present we have only managed to secure short-term funding to allow children's services to continue until 30th April 2016.

In 2014/15 the cabinet agreed a temporary uplift in core grant funding to allow for the employment of a Business Development Manager. Since this date, the charity has significantly expanded project initiatives, continued to grow core charitable activities and has actively engaged with statutory services and agencies within the borough to align our aims with that of council priorities and initiatives as contained in the Autism Bill. The Charity's circumstances have therefore changed significantly since the original 'temporary uplift' decision was made in 2014/15.

Our request to Cabinet is that they re-consider funding the core grant at a level of £70,000 per annum with the caveat that this be considered the required level of core funding moving forward for each application cycle. This would give the charity the surety and financial footing to continue employing a Business Development Manager, to grow core services and activities, partner with statutory organisations to develop and bring on line new projects and initiatives whilst seeking economies of scale wherever possible; all of which can only be achieved through securing continued core grant funding at a level of £70,000 per annum.

Assuming the local authority were to agree to continue funding core activities at £70,000, why would the Charity still have a projected deficit of £24,500?

This is direct consequence of the loss of the Children in Need grant of £30,000 per year (£90k over the next three years) which was declined in November 15. The Business Development Manager has since sourced short term funding for the current financial year and is currently sourcing longer-term sustainable funding for the Saturday club projects (Pinkwell, Pield Heath & Charville) for the years 2016/17.

What would be the impact of a reduced grant allocation to £40k on existing activities and development of new services?

If HACS were not to receive the requested full grant award of £70,000, there would be an immediate increase in the budgetary deficit for 2016/17 from £24,500 to £54,500. Essentially, the immediate knock-on effect would be the loss of the Business Development Manager's post with effect from 31/3/16. The impact on the sustainability of existing services and development of new services would be catastrophic to the services currently offered to the borough's disabled residents.

The impact on existing services would be:

- I. Closure of Wednesday Youth club as of 30th April 2016 - currently supporting 25 young people per week
- II. Closure of Thursday Youth club as of 30th April 2016 - currently supporting 30 young people per week
- III. Closure of Charville Youth club as of 31st March 2015 - currently supporting between 12 and 15 young people per week

The Business Development Manager responsibilities are to develop existing and new initiatives and projects in conjunction with the Local authority whilst securing alternative income streams for sustainable growth. Many of the new services currently under discussion with the Local Authority should be considered by Cabinet on an 'Invest to Save' basis where the charity are aligning with council initiatives to actively engage with statutory services to offer residents access to affordable services and provision within borough on a 'not for profit' basis. The investment in the charity now will pay dividends in the longer term through direct reductions in the costs of autistic people attending out of borough provisions, significant reductions in transport costs, reduced isolation and improved social integration through people accessing local services in the borough where they, their families and friends live.

We would also not be able to pursue the planned expansion of the RAGC Stepping Stones to Employment Project. Due to overwhelming demand for the project, HACS are currently in discussions to takeover and manage a second cafe site to provide employment and training opportunities to additional 30 residents per year through providing 720 training sessions (currently in negotiation with HACL). In addition, The Business Development Manager would be expected to work in conjunction with 20 local employers to provide employment and training opportunities as part of the formal launch of the Employment service in 2016/17. It will not be possible to pursue this venture, as the Business Development Manager would be required to engage with local employers and pursue a sustainable source of funding for project expansion.

Finally without the post of Business Development Manager, it would not be possible to continue the discussions which been taking place since August 2015 with the Leader of the Council for the Planned development of Merriman's cottages and Independent Living programme. Whilst the Charity would not need to source capital funding for the project, the Business Development Manager would need to secure sustainable sources of revenue streams for project delivery. This project would most certainly have to be shelved, and again a significant opportunity to 'Invest to save' in the charity would be lost to the residents of the borough.

I would like to thank Cabinet members and Officers for their continued support and in anticipation of considering our unique grant request accept our most sincere thanks on behalf of the children and families we serve in Hillingdon.

Yours sincerely

A. R. Mullally

Antoinette Mullally
Chief Executive

12th January 2016

Kevin Byrne
London Borough of Hillingdon
Head of Policy and Partnerships
London Borough of Hillingdon,
3E/02, Civic Centre
Uxbridge
UB8 1UW

Dear Kevin,

Corporate Grant 2016/17

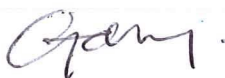
Thank you for your letter dated 18th December 2015 regarding our core grant application. I would like to express our gratitude for your support through this grant programme over many years. As you are aware Hillingdon's support has helped us to set up and run some fantastic projects in the borough, including the Com.Cafe and Healing Gardens, and more recently, the Groundwork South Charity Shop on Violet Avenue.

It is no doubt that we face challenging times and we are very aware of the pressures and reduction in funding that LB Hillingdon are experiencing and understand the reasons for reducing the grant. However, we believe we can continue to deliver all of our activities for the benefit of local community groups and do not intend on cutting any of our services or projects in the immediate future.

We would therefore be extremely grateful to receive the allocated £18,000 of corporate grant for 2016/17. We will continue to allocate the agreed £7,000 per year into Healing Gardens and will invest the remainder of the grant funding into business development activity. This development work will be aimed at these existing services, with a view to generating more sustainable income streams in the long term, as well as new opportunities to support the local community. I would also be keen to discuss any areas for contracted or commissioned services where we may be able to assist the council.

Once again I would like to thank you for your continued support and look forward to reporting back on another successful year at the end of 2017. In the meantime we would be happy to meet with you and Cllr Mills to update you on the progress of our current projects if you feel this would be beneficial

Yours Sincerely



Gary Jacobs
Executive Director
Groundwork



Groundwork South
Colne Valley Park Centre
Denham Court Drive
Denham
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Middlesex UB9 5PG
Telephone: 01895 832 662

www.south.groundwork.org.uk



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Equality and Human Rights Impact Assessment

STEP A) Description of what is to be assessed and its relevance to equality

What is being assessed? Please tick

Review of a service Staff restructure Decommissioning a service

Changing a policy Tendering for a new service A strategy or plan

Other

A temporary uplift in grant to Hillingdon Autistic Care and Support (HACS) was agreed by Cabinet in 2014/15 and again in 2015/16. HACS have applied for a grant of £70k for 2016/17, to employ a Business Development Manager. The issue, therefore, is to assess the impact of what might happen if the grant were to be set at £40k not £70k per annum for 2016-17.

HACS were asked what impact the change would have and have explained (see Appendix A) that they would not be able to undertake future business development but in addition they have said that they would also withdraw from running regular sessions at three youth centres in the borough.

The youth centres are not linked directly to the role of the business development manager (BDM) but the role could help in identifying new funds to support their continuation. However, it should be noted that there is a risk that even with the additional role of a BDM, the clubs may well need to close as HACS does not have the resources to run them, given a stated forecast deficit of £24k even with a grant of £70k.

In terms of mitigation, therefore, it would be open to the authority's youth services to negotiate an alternative direct arrangement to deliver such services or to consider delivery in other ways perhaps through other partners, should HACS choose to continue to link the two and then withdraw. It would also be possible for HACS to reprioritise its core activities to release capacity to enable it to look for external funding.

Notwithstanding the above, given that HACS have linked the closure directly to the awarding of the core grant it is considered appropriate to assess the impact as described by HACS.

Who is accountable? E.g. Head of Service or Corporate Director

Kevin Byrne, Head of Policy and Partnerships

Date assessment completed and approved by accountable person

February 2016

Names and job titles of people carrying out the assessment

Vicky Trott, Senior Policy Officer, Equality and Diversity

A.1) What are the main aims and intended benefits of what you are assessing?

The three groups affected are:

- I. Closure of Wednesday Youth club as of 30th April 2016 - currently supporting 25 young people per week
- II. Closure of Thursday Youth club as of 30th April 2016 - currently supporting 30 young people per week
- III. Closure of Charville Youth club as of 31st March 2015 - currently supporting between 12 and 15 young people per week

The first two are run in partnership with the Council's youth service and data on those attending these two clubs has been used to compile this assessment. Data on service users attending the third club at Charville is not fully known to the authority as it is led by HACS themselves. It is clear that the young people will have autism and other learning difficulties.

A.2) Who are the service users or staff affected by what you are assessing? What is their equality profile?

The equality breakdown of the young people who have been identified as being potentially affected by the proposals is as follows:

Gender

Male	Female
41	14

Age

13-18 years old

Ethnicity

White British	43
Asian British	8
Black African	4

Disability

All the young people have autism as well as other additional support needs.

A.3) Who are the stakeholders in this assessment and what is their interest in it?

Stakeholders	Interest
Young people who attend the youth clubs	To ensure that there is a youth club provision available to them if required, with appropriate support for their disability.
Parents of the young people who attend the youth clubs	To ensure that there is a youth club provision available to their children if required, with appropriate support for their disability.
Head of Green Spaces, Sport and Culture	To ensure that there is a youth club provision available to the young people identified if required, with appropriate support for their disability.
Head of Policy and Partnerships	To ensure that there is a youth club provision available to the young people identified if required, with appropriate support for their disability. To ensure that the Corporate Grant programme is providing value for money to Hillingdon residents.
Chief Executive	To ensure that there is a youth club provision available to the young people identified if required, with appropriate support for their disability. To ensure that the Corporate Grant programme is providing value for money to Hillingdon residents.

Cabinet Member for Community, Commerce and Regeneration	<p>To ensure that there is a youth club provision available to the young people identified if required, with appropriate support for their disability.</p> <p>To ensure that the Corporate Grant programme is providing value for money to Hillingdon residents.</p>
Leader of the Council and Council Cabinet	<p>To ensure that there is a youth club provision available to the young people identified if required, with appropriate support for their disability.</p> <p>To ensure that the Corporate Grant programme is providing value for money to Hillingdon residents.</p>

A.4) Which protected characteristics or community issues are relevant to the assessment? in the box.

Age		Sex	
Disability		Sexual Orientation	
Gender reassignment			
Marriage or civil partnership		Carers	
Pregnancy or maternity		Community Cohesion	
Race/Ethnicity		Community Safety	
Religion or belief		Human Rights	

STEP B) Consideration of information; data, research, consultation, engagement

B.1) Consideration of information and data - what have you got and what is it telling you?

The proposals will potentially affect all the young people who attend the youth clubs, 100% of whom have autism and the majority of whom are White British boys aged 13-18.

Consultation

B.2) Did you carry out any consultation or engagement as part of this assessment?

Please tick

NO

YES

HACS were consulted on the proposal to award a grant of £40k and their response letter is provided at appendix A. There was no other consultation or engagement activity undertaken as a direct result of this assessment.

The letter outlines that the reduction in the grant would lead to closure of three youth club provisions, the impact of which is being assessed as part of this process.

B.3) Provide any other information to consider as part of the assessment

Legal context

The Council has a public duty to pay due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations (Equality Act 2010)

Financial context

Since 2010, the Business Improvement Delivery (BID) programme has driven transformation across the Council, reducing costs and improving efficiency to ensure we continue to deliver high quality services that put residents first. During this period over £84m of savings have been achieved.

Through sound financial management, the Council remains in a very strong financial position. However, going forward, we will continue to face very tough financial challenges with funding from Government being significantly reduced year on year, making the savings increasingly harder to achieve.

Following on from £12.8m savings delivered in 2014/15, the budget for 2015/16 contains a further £10m of savings and our latest projections estimate that Hillingdon will need to achieve further savings of around £59m over the subsequent 5 years. By 2015/16 the funding Hillingdon receives from Central Government will have been cut by over 50% since the Comprehensive Spending Review in 2010.

C) Assessment

What did you find in B1? Who is affected? Is there, or likely to be, an impact on certain groups?

C.1) Describe any **NEGATIVE** impacts (actual or potential):

Equality Group	Impact on this group and actions you need to take
White British boys aged 13-18 with autism	<p>The proposals will have a potentially negative impact on White British boys aged 13-18 with autism.</p> <p>In order to mitigate this potential impact, the Council will review its options to continue to provide a service for those affected. It may be possible to create some provision in house or to partner in a different way. Doing so is likely to require investment in training and increased capacity.</p>

C.2) Describe any **POSITIVE** impacts

Equality Group	Impact on this group and actions you need to take
N/A	

D) Conclusions

The conclusion of this assessment is that the decision to set Corporate Grant funding for 2016-17 to HACS at £40k may have a potentially negative impact on the young people who attend the youth clubs.

The data shows that 100% of the young people potentially affected have autism and the majority of who are White British boys aged 13-18.

In order to mitigate this potential impact, the Council will review its options to continue to provide a service for those affected. It may be possible to create some provision in house or to partner in a different way. Doing so is likely to require investment in training and increased capacity.

Signed and dated:..... *Kevin Byrne.....February 2016.....*

Name and position:... Kevin Byrne, Head of Policy and Partnerships

CHANGES TO THE ADMISSIONS CRITERIA FOR COMMUNITY SCHOOLS

Cabinet Member	Councillor David Simmonds CBE
Cabinet Portfolio	Deputy Leader of the Council and Cabinet Member for Education and Children's Services
Officer Contact(s)	Daniel Kennedy, Residents Services
Papers with report	Appendices 1- 7 – Analysis of Consultation Findings Appendix 8 – Equality & Human Rights Impact Assessment

1. HEADLINE INFORMATION

Summary	<p>Hillingdon Council has a statutory responsibility to secure sufficient early years and school places for children resident in Hillingdon. Over the last five years the Council has worked closely with schools in the Borough to successfully deliver an ambitious programme of school expansion to ensure every child living in Hillingdon can be offered a school place as close to home as possible.</p> <p>A review of primary school admissions over the last four years indicates a residual risk in the future that a small number of children in Hillingdon may not be guaranteed a school place in the event that demand for primary school places continues to grow in the Borough and specific schools become oversubscribed. This situation could arise because there are certain locations in the Borough where there is limited priority access to more than one school. This is also because some parents are exercising a choice to apply for school places at some distance from their home and if higher priority sibling applications are received at a later date they could have the effect of displacing children from accessing their preferred local school.</p> <p>Further to the Cabinet's agreement to consult on changes to Hillingdon Community school admission arrangements in October 2015, the Council has undertaken a consultation about the proposed changes. This Cabinet report includes:</p> <ul style="list-style-type: none"> ● The outcome of the period of consultation with the relevant consultees. ● Recommendations for determining admissions arrangements for Hillingdon Community schools in the Borough. ● Details of the equalities and human rights impact assessment focused on these proposals and responses to consultation. <p>Cabinet is therefore asked to consider implementing the proposed changes to the existing school admissions arrangements for Community schools to safeguard future access to school places.</p>
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Putting our Residents First	<p>This report supports the following Council objectives of: <i>Our People</i>.</p> <p>The recommended changes to the school admissions arrangements will support the aim that all children in Hillingdon can be offered a local school place as close to home as possible and ensure effective and best use of the investment the Council has made to expand primary schools across the Borough.</p>
Financial Cost	<p>There are no direct financial implications from the recommendations contained in this report.</p>
Relevant Policy Overview Committee	<p>Children, Young People and Learning</p>
Ward(s) affected	<p>All</p>

2. RECOMMENDATION

That Cabinet:

- 1. Note the outcome of the consultation about proposed changes to the school admissions criteria (appendices 1-7).**
- 2. Consider and give full regard to the outcome of the consultation findings and the equalities and human rights impact assessment when making a decision on the proposals to amend the school admissions criteria (appendix 8).**
- 3. Agree to implement the amended admission arrangements for all Hillingdon Community schools from September 2017. In accordance with the School Admissions Code Admissions Authorities must determine the admissions criteria by 28 February 2016.**

Reasons for recommendation:

The recommendations in this report will support the strategic education function of the Local Authority to ensure the Council continues to meet the statutory responsibility to secure sufficient early years and school places of children resident in the Borough.

Should the proposals in this report be agreed, consideration of applications for Hillingdon community schools will ensure priority is given to children to access places at schools as close to their home as possible.

To be fair and reasonable, for those children who were admitted to full time school prior to 31st August 2017, it is proposed that the existing sibling priority would still remain. In effect,

this will mean that parents who already have a child(ren) in the main school (not nursery) would continue to access sibling priority as set out in the current school admissions criteria.

The consultation received a total of 69 responses. The findings are presented in appendices 1-7.

The consultation was widely advertised and had the potential to receive in excess of thousands of responses given the high number of children attending a school in Hillingdon. In excess of 50,000 children attend Hillingdon schools, 14,000 of which attend mainstream community schools. 393 page views for the dedicated web page were accessed via a social media advertising campaign. Given the relatively small number of responses and the high number of potential consultees it is assumed that there is consensus to implement the proposals.

The consultation findings indicate that there is clear support for proposals B, C, D and E set out in the consultation documents (please see appendices 1-7).

For the first proposal (proposal A) there was a mixed response from the consultation to introduce a change to the distance and sibling priority criteria, depending on how far the child lived from the school. 26 responses of the 69 responders said they supported the proposal, 39 said they did not (3 said they 'didn't know', 1 response was spoilt).

Upon closer analysis, 10 of the 'no' responses for proposal A indicate a mis-interpretation of the proposed changes which would not disadvantage the respondent as the responders have interpreted. 2 further respondents specifically raised concerns about not being able to secure a sibling place at specific schools which are not affected by the proposed change as the schools in question are not community schools. Also 1 respondent gave reasons of support but had indicated that they disagreed with the proposal.

In summary, it seems a number of responders interpreted the proposal as to have the effect of removing the sibling priority which could lead to siblings attending different schools. The risk of siblings attending a different school from the proposed change is low because:

- The sibling priority is not being removed. The sibling priority will continue to apply in a priority distance radius from the school.
- Subject to agreement, the implementation of proposed changes to distance priority and sibling priority will be phased in and will not affect families during the period of transition where a child in a family is already attending a school and a sibling applies for a place at the same school – priority will still be awarded for the sibling in this situation as is the case under the current school admissions criteria.
- Parents applying for a school place in their priority distance radius from their local school would receive greater priority for their sibling child(ren) than families living outside the priority radius in the event that there were more applications for a school place than places available – and therefore minimise the likelihood that their siblings would attend different schools.

Overall, the change proposed in distance priority will help to safeguard access to school places for children to their local schools which are oversubscribed or may become oversubscribed in the future.

Further reasons for the recommendations are detailed within the appendices (1-7).

Alternative options considered / risk management

Cabinet could decide to reject or amend the proposals including (but not limited to) the following alternative options:

- a) Retain the current admission arrangements by not approving the proposed changes to Hillingdon community schools admissions arrangements.
- b) Amend the proposals by approving partial changes to the admissions arrangement proposal, A-E
 - A. Sibling and distance priority
 - B. Schools with historical boundary areas
 - C. Nodal points (Deanesfield Primary School and Frithwood Primary School)
 - D. Measurement point - Field End Schools
 - E. Children of staff working at a community school

Policy Overview Committee comments

None at this stage.

3. INFORMATION

Background

1. The purpose of the statutory School Admissions Code is to ensure that all school places for maintained schools (excluding maintained special schools) and academies are allocated in an open and fair way. The Code contains mandatory requirements. The admission arrangements to community schools are determined by the Local Authority as the 'admission authority'.
2. In drawing up the admission arrangements to schools, admission authorities must ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective. Parents should be able to look at a set of arrangements and understand easily how places for that school will be allocated. All schools must have admission arrangements that clearly set out how children will be admitted. The admission authority for the school must also set out in the arrangements the oversubscription criteria against which places will be allocated at the school when there are more applications than places and the order in which the criteria will be applied.
3. To ensure that the criteria applied in prioritising access to community schools which are oversubscribed remains procedurally fair, objective and clear, a review of the criteria has been undertaken using four years of Hillingdon admissions data to primary school reception places. The focus of the review sought to identify any residual risk that the Council would not fulfil its statutory duty to ensure every child is offered a school place.

4. The review considered the following areas:
 - The existing use of sibling priority within the existing criteria.
 - The existing use of a boundary to determine priority for places for a specific school.
 - The use of 'nodal' points to ensure that schools serve not only pupils living close to a school but other children who live further away from a school where there is little or no priority access to alternative local schools.
 - The use and application of priority being awarded for children who attract Pupil Premium funding, including the 'Service Premium'. This is part of the Government's policy to support fair access to education and will provide all schools who wish to use it with a practical means to support the most disadvantaged children. Consideration was given to awarding higher priority for applications from children eligible for Pupil Premium funding to access schools graded as 'good' or 'outstanding' by Ofsted.
 - The existing medical criteria to inform the priority for offering school places.
 - Priority for children of staff where the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
5. Cabinet agreed in October 2015 for proposed changes to Hillingdon's community school admission arrangements to be subject to consultation for a ten week period with the required consultees, including service users, stakeholders and the community.
6. In summary, the proposals were:
 - Proposal A – introduce a priority radii for distance and siblings for children to their local school
 - Proposal B – continue with the use of the priority boundary area for admissions criteria for Heathrow Primary School and Harmondsworth Primary School and within this boundary then apply the distance and sibling priority for those living within the defined Boundary.
 - Proposal C – introduce nodal points for Deanesfield Primary School and Frithwood Primary School.
 - Proposal D – introduce a change in the measurement point at the Field End Schools
 - Proposal E - award children of staff working at a school a degree of priority where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
 - Proposal F – no change. Provide further explanation in the criteria to clarify how and under what circumstances the criteria are applied.
 - Proposal G – no change. Do not make any further changes to the admissions criteria for children in receipt of pupil premium or from service families as there is no demonstrable benefit.
7. An inclusive consultation programme has subsequently been delivered, including the following elements:
 - 'Have your say' via the Council website.
 - Notifications of the consultation were advertised publicly across Hillingdon and in areas of neighbouring boroughs that are on the border of Hillingdon.
 - All Hillingdon schools were asked to include within their communications to parents i.e. newsletters and websites and display posters provided by Hillingdon Council.

- Social media campaign.
- Poster campaign via Tenant and Residents Associations (TRA) covering the following:
 - Buckingham & Cedars TRA - covering Hillingdon
 - Cobden Close TRA - covering Uxbridge
 - Harefield TRA - covering Harefield
 - Herritage & Barchester TRA - covering Harefield
 - Kemps, Hawes & Bennetts TRA- covering Northwood
 - Oak Farm TRA - covering Hillingdon
- Telephone and e-mail communications with individual service users as requested.
- A questionnaire available on-line and in paper form, with the additional option of being able to complete on the telephone or at a meeting with a Council staff member, as required.
- Invitations to submit a written response.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

8. The proposals set out in the consultation will help to mitigate the residual risk of Hillingdon children not securing access to a place at a local school close to where they live. This is in line with the Council's vision to put residents first.

Equalities Impact Assessment

9. As part of the Council's public sector equality duty it is important that equality and human rights issues are considered as part of the decision making process. An equalities and human rights impact assessment has been completed as part of the process and can be found at appendix 8.

Consultation Carried Out or Required

10. The Schools Admission Code requires a minimum of a 6 week consultation period. Hillingdon's proposed changes were subject to consultation for 10 weeks. The consultation was designed to ensure that the following received notification of the consultation, in line with the Admissions Code:
 - a) parents of children between the ages of two and eighteen;
 - b) other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;
 - c) all other admission authorities within the relevant area;
 - d) whichever of the governing body and the local authority who are not the admission authority;
 - e) any adjoining neighbouring local authorities where the admission authority is the local authority
11. The consultation document was available from 30 October 2015 until 10 January 2016 on the Hillingdon Council website. This included the Cabinet report, full consultation document, frequently asked questions and a brief outline of the proposed changes. A

questionnaire was also provided to obtain feedback in direct response to each proposal.

12. Information regarding the consultation was widely publicised to the following:

- 95 Hillingdon early years providers
- 70 primary schools
- 20 secondary schools
- All Hillingdon School Governors
- 18 children's centres
- 6 Hillingdon Tenants & Residents Association Notice boards
- The Diocese of Westminster & the Diocese of London

13. As Hillingdon Council also receives applications from residents who live outside of the Borough, the consultation was designed to be inclusive. Therefore, direct contact was made with schools and children's centres in surrounding Boroughs which included:

- 44 in Ealing
- 15 in Harrow
- 13 in Hounslow
- 11 in Hertfordshire
- 2 in Surrey
- 2 in Slough
- 10 in Buckinghamshire
- 31 out of borough children's centres

14. There was a general positive response to the consultation with many complimentary comments about the clarity of the proposals. Any respondent who submitted contact details and seemingly had either mis-interpreted or disagreed with proposals were contacted via e-mail inviting further communication so that their circumstances had been fully explored.

15. Thirty four respondents stated that they had children under the age of 18 living in their household. Respondents were also given the opportunity to provide information on their interest in the proposals. The following responses clearly evidence the wide spread of respondents accessing notification of the consultation:

- Parent/carer/guardian - 19 (which included one deputy head teacher)
- Future parent - 1
- Parent whose children have been educated in Hillingdon - 1
- A representative of a maintained school - 1
- Former Governor for admissions - 1
- An early years professional - 1
- Street Champion - 2
- Local resident - 4 (which included 1 grandparent)

16. Respondents were invited to state which school(s) their child(ren) currently attend and the responses were as follows:

- Hillingdon community primary/infant/junior school - 40

- Hillingdon non community school - 5
- Hillingdon secondary school - 7
- Nursery (area non specific) - 5
- Below nursery age - 6
- Out of borough school - 3

17. Respondents were invited to state why they had chosen their child(ren)'s current school(s) and the responses were as follows (where a response was received):

- Close to home - 24
- Performance of school - 22
- Close to work - 3
- Faith / religious school - 2
- Not 1st preference school - 1

18. Twenty respondents gave contact details, amongst these 11 of the responses were reviewed as mis-interpreting the proposals and were contacted for further explanation and engagement. All responses have been given due consideration and have assisted with a review of additional improvements which can be implemented. To conclude the consultation findings and the equalities and human rights impact assessment do not indicate any particular group will be disproportionately affected by the proposed changes.

Improvements following consultation:

19. Subject to agreement from Cabinet to the proposed changes, an implementation plan will be prepared to ensure a smooth transition to the new admissions criteria. This will include clear communications for residents.

Financial Implications

20. Corporate Finance has reviewed this report and confirms that there are no direct financial implications arising from the recommended amendments to the school admissions criteria. Broader financial implications associated with the Council's strategic education function are managed through the wider Medium Term Financial Forecast.

5. CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance has reviewed this report and confirms that there are no direct financial implications arising from the recommended amendments to the school admissions criteria. Broader financial implications associated with the Council's strategic education function are managed through the wider Medium Term Financial Forecast.

Legal

The School Admissions Code

The Schools Admissions Code ["the Code"] came into force on 19 December 2014, having been issued under Section 84 of The School Standards and Framework Act 1998. It applies to all maintained schools in England. It is the responsibility of all admission authorities to ensure that admission arrangements are fully compliant with the Code.

The purpose of the Code, which has the force of law, is to ensure that all school places are allocated and offered in an open and fair way. In drawing up their admission arrangements, admission authorities must ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective. The intention is that parents should be able to look at a set of arrangements and understand easily how places for that school will be allocated.

Consultation

Where changes are proposed to admission arrangements, admissions authorities must first publicly consult on those arrangements. In this case, the Council was required to consult between the period 1 October 2015 to 31 January 2016 and to ensure that the consultation lasted for a minimum of 6 weeks. The Council went beyond this requirement and consulted for a period of 10 weeks, with the consultation closing on 10 January 2016.

Paragraph 1.44 of the Code requires the Council to consult with:

1. parents of children between the ages of 2 and 18;
2. other persons in the relevant area who, in the opinion of the Council, have an interest in the proposed admissions;
3. all other admission authorities within the relevant area [except that primary schools need not consult secondary schools];
4. whichever of the governing body and the local authority who are not the admission authority;
5. any adjoining neighbouring local authorities where the admission authority is the local authority; and
6. in the case of schools designated with a religious character, the body or person representing the religion or religious denomination.

The Borough Solicitor confirms that the Council has fully complied with this specific requirement of the Code.

It is important to note that consultation processes undertaken by public bodies have been subject to increasing judicial scrutiny. The case of **Moseley v London Borough of Haringey LBC** was determined by the highest Court in the land, the Supreme Court, in 2014. The Supreme Court unanimously approved the case of **R v Brent LBC ex parte Gunning** which sets out the key features of a lawful consultation process. The Gunning principles, as they are known, require that consultation should:

- a. be undertaken at a time when the relevant proposal[s] is still at a formative stage;

- b. give sufficient reasons for particular proposals to permit intelligent consideration and an intelligent response;
- c. give consultees adequate time for consideration and response;
- d. ensure that the product of consultation must be conscientiously taken into account by the decision maker.

The Borough Solicitor further confirms that the first three principles, as set out above, have been fully met by the Council in this case. It is therefore imperative that, Cabinet in making its decision as to whether or not it should agree the third recommendation contained in the report, must conscientiously take into account the consultation responses which form an essential part of the report.

In this respect, the total number of consultation responses received by the Council amount to only 69 which is only a very small percentage of the potential number of responses which it could have received. The analysis of these responses, which is set out in the body of the report, shows that, when the six proposals for change [A-E] are taken together, there is broad support for them. Furthermore, it is open to Cabinet to draw an inference that those individuals/bodies who did not participate in the consultation exercise, were in agreement with the proposals.

Equalities and Human Rights considerations

Paragraph 1.8 of the Code specifically provides that admission authorities must ensure that their arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs.

The Council is also subject to the Public Sector Equality Duty ["PSED"] and therefore it must have due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations between those with protected characteristics and those without it. The protected characteristics, in summary, are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The PSED must be fulfilled before, and at the time of, the decision. Carrying out an Equality Impact Assessment is an invaluable tool in demonstrating that the Council has complied with the PSED.

An initial Equality and Human Rights Impact Assessment was prepared for the purpose of informing this consultation process and a further such Assessment has been prepared and is attached as Appendix 8 to the report.

Cabinet is required to have due regard to the Equality and Human Rights Impact Assessment before making its decision to agree the third recommendation contained in the report.

In this respect, Cabinet will note that the overarching findings of the Assessment are that in the application of the proposals, there does not appear to be any disproportionately negative direct or indirect impact on any group that holds a protected characteristic. Furthermore, the proposals for change affect only a very small number of children and there is no evidence to suggest that children with a protected characteristic would be disproportionately affected or that any human rights would be violated.

Conclusion

It is the Borough Solicitor's view that it would be lawful for Cabinet to agree the recommendations contained in the report.

Consultation responses

These have been summarised in appendices 1-7

6. BACKGROUND PAPERS

School Admissions Code December 2014

Home to school travel and transport guidance July 2014

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Consultation Findings: School Admissions Criteria

Appendix 1

A. Sibling and Distance Priority

Proposal

For those situations where there are more applications for a school place than there are places available, the Cabinet was asked to consider the introduction of awarding a higher priority to applications for children who live within a specified priority distance from a local school. This change will help to safeguard access for residents to their local school.

The proposed change to the admissions criteria would take the form of a priority distance radius for children living a certain distance from a school and is proposed to be applied to all community schools (with the exception of Heathrow Primary School and Harmondsworth Primary School where boundary area arrangements already exist to prioritise applications).

The current admissions criteria set out that higher priority is awarded to all siblings of children attending the preferred school based on distance from home before priority is considered based on distance for those children who do not have a sibling attending the school. Based on the proposal presented to Cabinet in October 2015, priority would be given to applications from siblings and those children without siblings living within a set distance from the school before consideration was given to applications for children (siblings and those without siblings) beyond the priority radius from the school.

The following distance priority radii (from the home address of the applicant to the preferred school) are proposed for different sizes of schools. The distance radii have been determined from an analysis of applications for Reception places to schools in Hillingdon.

- 500 metres from the school for a 1 form entry school
- 750 metres for a 2 form entry school
- 1000 metres for a 3 form entry school
- 1250 metres for a 4 form entry school
- 1500 metres for a 5 form entry school (currently no community schools have a full intake of 5 forms of entry, but this provision would be included in the proposed arrangements to future proof against rising demand for primary school places)

Analysis of Consultation Findings

Do you agree with this proposed change to the admissions criteria?

No. of responses	69
'Yes' responses	26
'No' responses	39
'Don't know' responses	3
Spoilt responses	1

To be fair and reasonable, for those children who were admitted to full time school prior to 31st August 2017, it is proposed that the existing sibling priority would still remain. In effect, this will mean that parents who already have a child(ren) at a school would continue to access sibling priority as set out in the current school admissions criteria.

- Of the 26 respondents who indicated 'Yes' and agreed to the proposal, 1 respondent commented that the LBH should consider giving individual schools the freedom to opt out - or delay the introduction of the change.
- Of the 'No' responses, 10 respondents specifically raised concerns that their younger children would not get into the same school as their older sibling(s).
- Of the 'No' responses, 2 respondents specifically raised concerns about not being able to secure a sibling place at schools which are not affected by the change as they are not community schools.
- Of the 'No' responses, 1 respondent suggested making alternative changes which seemed to match the changes being proposed.
- Of the 'No' responses, 18 respondents raised concerns that the new arrangements will lead to siblings having to attend different schools.
- Of the 'don't know' responses:
 - 1 respondent felt that the scale of the problem is not that high to warrant this approach.
 - 1 respondent raised the concern of getting children to two different schools.
 - 1 respondent made reference to the lack of opportunity for applicants to gain entry to popular secondary schools (this does not apply under the consultation - they will not be affected as they are not community schools).
- Spoilt responses - respondent indicated both 'yes' and 'no'.

Do you think this proposed change will disadvantage any residents in Hillingdon?

No. of responses	69
'Yes' responses	41
'No' responses	22
'Don't know' responses	4
Spoilt responses	1
Didn't indicate option	1

- The Council did not receive any comments from the 22 respondents who indicated 'No' that they did not feel the proposal would disadvantage any Hillingdon residents.
- Of the 'Yes' responses, 3 respondents felt that residents would be disadvantaged where they have little control over where they live, e.g. low income families forced to move due to rent rises.
- Of the 'Yes' responses, 8 respondents felt that residents would be disadvantaged because they may not be able to get siblings in the same school.
- Of the 'Yes' responses, 2 respondents felt that Hillingdon residents would be disadvantaged as out of borough residents would be able to secure places in Hillingdon schools. The existing and proposed admissions criteria do not give priority to a pupil based on the borough they live in.
- Of the 'Yes' responses, 2 respondents felt that the proposed changes would cause house prices in the priority distance radii to increase.
- Of the 'Yes' responses, 1 respondent specifically raised concerns about not being able to secure a sibling place at a specific school (which is not affected by the proposal as it is not a community school).
- Of the 'Yes' responses, 5 respondents felt that the proposed arrangement would limit their choice of a primary school.
- Of the 'Don't know' responses, all 4 respondents did not provide a reason.
- Spoilt responses - respondent indicated both 'yes' and 'no'.

In responding to the consultation findings it is important to note that priority cannot be given to Hillingdon residents over children living outside of the Borough when allocating school places and must be administered in accordance with the published admissions criteria if more applications are received than places available. A decision in the High Court called the 'Greenwich Judgement' means that a Council cannot give preference to its own residents. Admission decisions have to be made according to the published arrangements, which cannot include the borough of residence. Therefore the proposals will not disadvantage parents living in our outside of Hillingdon.

It is also worth noting that the proposals are not set out to limit parental choice as parents will continue to have the option to apply to any school. However, subject to agreement by Cabinet, parents will need to consider the new criteria and consider whether their sibling will be offered a place.

The priority radii are designed so that they are reasonable and clearly defined. Priority radii do not prevent parents who live outside the radii of a particular school from expressing a preference for any school.

Based on the feedback that was received for the proposal, 39 responses did not agree with the proposed changes. However, as set out above, 10 of responses seemed to misinterpret the proposal regarding children that are currently attending the school and priority for a school place for siblings. 2 respondents specifically raised concerns about not being able to secure a sibling place at specific schools which are not affected by the change as they were not community schools. Also 1 respondent gave reasons of support but had indicated that they disagreed with the proposal.

In summary, it seems a number of responders interpreted the proposal as to have the effect of removing the sibling priority which could lead to siblings attending different schools. The risk of siblings attending a different school from the proposed change is low because:

- The sibling priority is not being removed. The sibling priority will continue to apply in a priority distance radius from the school.
- Subject to agreement, the implementation of proposed changes to distance priority and siblings will be phased in and will not affect families during the period of transition where a child in a family is already attending a school and a sibling applies for a place at the same school – priority will still be awarded for the sibling in this situation as is the case under the current school admissions criteria.
- Parents applying for a school place in their priority distance radius from their local school would receive greater priority for their sibling children than families living outside the priority radius in the event that there were more applications for a school place than places available – and therefore minimise the likelihood that their siblings would attend different schools.

Overall, the change proposed in distance priority will help to safeguard access to school places for children to their local schools which are oversubscribed or may become oversubscribed in the future.

Recommendation:

It is recommended that the proposal is approved and the sibling and distance radii criterion is implemented.

Appendix 2

B. Schools with Historical Boundary Areas

Proposal

Analysis of admissions to Heathrow Primary School and Harmondsworth Primary School indicates that the application and implementation of an alternative distance priority radius will make no change to the places that would have been offered. The use of a defined boundary area rather than awarding priority based on distance from the school provides a stronger safeguard for families living locally to these schools to secure a school place. This is because there are limited alternative school options for local families should a place at one of these two schools not be available due to oversubscription from people who live outside the defined area. The specific boundary areas for these two schools were originally created due to the 'barrier' of the M4 motorway which restricted reasonable access for residents living in these areas to other schools north of the motorway.

The continued use of a defined priority boundary area also means that the admissions arrangements for parents living in these two areas remain easy to understand. The proposal, therefore, is to continue with the use of the priority boundary area for admissions criteria for Heathrow Primary School and Harmondsworth Primary School. Priority will be given to applications from siblings and those children without siblings living within the boundary before consideration will be given to applications for children (siblings and those without siblings) beyond the defined priority boundary area.

Analysis of Consultation Findings

Do you agree with this proposed change to the admissions criteria?

No. of responses	69
'Yes' responses	27
'No' responses	6
'Don't know' responses	6
'Not applicable' responses	25
Spoilt responses	4
Didn't indicate option	1

- The Council did not receive any comments from the 27 respondents who indicated 'Yes' and agreed to the proposal.
- Of the 'No' responses, 2 respondents were concerned that siblings would have to attend different schools.
- Of the 'No' responses, 1 respondent raised concerns about lack of choice.
- Of the 'No' responses, 2 respondents stated they were not aware of the area and did not know why these schools should have different criteria to other schools.
- Of the 'Not applicable' responses, all 25 respondents did not provide a reason.
- Of the 'Don't know' responses, 2 respondents advised they were not aware of the schools or live in an area near the schools.
- Spoilt responses, respondent indicated both 'yes' and 'no'.

Do you think this proposed change will disadvantage any residents in Hillingdon?

No. of responses	69
'Yes' responses	8
'No' responses	23
'Don't know' responses	36
Spoilt responses	1
Didn't indicate option	1

- The Council not receive any comments from the 23 respondents who indicated 'No' that they did not feel the proposal would disadvantage any Hillingdon residents.
- Of the 'Yes' responses, 2 respondents were concerned that siblings would have to attend different schools.
- Of the 'Yes' responses, 1 respondent raised concerns about lack of choice.
- Of the 'Yes' responses, 1 respondent felt that anyone living outside the boundaries would be disadvantaged.
- Of the 'Yes' responses, 1 respondent suggested that if they were to apply to these schools that a clearer definition would be required.
- Of the 'Don't know' responses, 4 respondents provided comments which were not in relation to the specific boundary criteria and were an extension of the changes to the sibling criteria.
- Spoilt responses, respondents have indicated both 'yes' and 'no'.

The Local Authority has a statutory duty to provide a school place to all children residing in Hillingdon and has a duty to make travel arrangements for children of compulsory school age (5-16) in an authority's area 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)

To avoid inconvenience for families and additional travel for children, safeguarding school places as close to home as possible is important.

The risk of a sibling(s) attending another school is low as explained in the response to proposal A, above.

The majority of respondents who were able to respond 'Yes' or 'No' stated they did agree with the proposal and that the proposed changes would not disadvantage Hillingdon residents.

Recommendations:

As this current criteria already applies the proposal is that this criterion is still applicable. Cabinet is asked to agree to this proposal.

Appendix 3

C. Nodal Point (Deanesfield Primary School)

Proposal

The need for nodal points has been considered for all community schools. From the analysis undertaken of school admissions the evidence suggests there is a need for the introduction of nodal points at only two schools to ensure that the schools serve not only pupils close to the school but others living (or forecast to live based on future demand) a further distance from the school with little or no priority access to other schools.

Deanesfield Primary School, South Ruislip - the Cabinet has the option to introduce a nodal point at South Ruislip Station for this school with 15 of the 90 school places allocated to pupils who live closest to this nodal point. This is because there is a new development of dwellings planned nearby on the former Arla Dairy site and in the event that local schools become significantly oversubscribed there is a residual risk that a small number of children may not be prioritised for a school place if they do not live within a priority radius for surrounding local schools. The introduction of the proposed nodal point will help to 'fine tune' school admission arrangements and therefore mitigate the risk of children not having access to a school place in this area.

In proposing the introduction of a nodal point consideration has also been made to ensure that local residents surrounding Deanesfield Primary School are still served appropriately by their local school. The proposal therefore is that only a proportion of the total available school places at Deanesfield Primary School are assigned to the proposed nodal point.

In considering what proportion of school places at Deanesfield Primary School should be assigned to the nodal point, consideration was made of similar sized developments in Hillingdon to the former Arla Dairy site to provide a guide. A comparable sized development is at the former Hayes Stadium site and at primary allocation in 2015, 19 applications were received from residents who had moved into this new residential development. Therefore an allocation of 15 places for reception places at Deanesfield Primary School using the proposed priority nodal point is considered to be reasonable, fair and easy to understand.

Analysis of Consultation Findings

Do you agree with the introduction of a nodal point at South Ruislip Station for Deanesfield Primary?

No. of responses	69
'Yes' responses	25
'No' responses	3
'Don't know' responses	9
'Not applicable' responses	28
Spoilt responses	3
Didn't indicate option	1

- The Council did not receive any comments from the 25 respondents who indicated 'Yes' and agreed to the proposal.
- Of the 'No' responses, 1 respondent felt there should be more nodal points.
- Of the 'No' responses, 1 respondent felt that the distance measurement point should remain at the school.
- Of the 'No' responses, 1 respondent felt the Council should be building more schools with each housing development and felt that the nodal point was not a reasonable distance from the school.
- Of the 'Not applicable' responses, all 28 respondents did not provide a reason.
- Of the 'Don't know' responses, 1 respondent questioned why more nodal points were not being considered.
- Spoilt responses, respondents have indicated both 'yes' and 'no'.

Do you think this proposed change will disadvantage any residents in Hillingdon?

No. of responses	69
'Yes' responses	8
'No' responses	20
'Don't know' responses	39
Spoilt responses	1
Didn't indicate option	1

- The Council did not receive any comments from the 20 respondents who indicated 'No' that they did not feel the proposal would disadvantage any Hillingdon residents.
- Of the 'Yes' responses, 1 respondent felt that siblings within the priority radius may struggle to get an offer.
- Of the 'Yes' responses, 1 respondent felt the proposed changes limited choice.
- Of the 'Yes' responses, 1 respondent felt that they would be unfairly forced to send their children to Harrow schools.
- Of the 'Yes' responses, 1 respondent felt that it was unfair to give priority to residents in new build houses over residents who have lived in the area for a long time. This resident also had concerns about lack of knowledge in the community regarding the proposed arrangements.
- Of the 'Don't know' responses, all 39 respondents did not provide a reason.
- Spoilt response - respondent indicated both 'yes' and 'no'.

The Local Authority has a statutory duty to provide a school place to all children residing in Hillingdon and has a duty to make travel arrangements for children of compulsory school age (5-16) in an authority's area 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)

To avoid inconvenience for families and the additional travel for children, safeguarding school places as close to home as possible is important.

The majority of respondents who were able to respond 'Yes' or 'No' stated they did agree with the proposal and that the proposed changes would not disadvantage Hillingdon residents.

Recommendations:

That the proposal is approved and a nodal point is introduced as an additional measuring point in the criterion for Deanesfield Primary School.

C. Nodal Point (Frithwood Primary School)

Frithwood Primary School - the Cabinet has the option to introduce a nodal point for Frithwood Primary School. From recent trends in the admissions round, there are a small number of residents in this area of Northwood who are at risk of not securing access to a local school place. This is because their home address is not within the current furthest distance offered radius for Frithwood Primary School and live further than two miles from their next nearest community school. There is another local school (Holy Trinity C of E) offering 1 form of entry which is a faith-based school, of which 2 places (of the 30 reception places available each year) are offered to children on distance criteria alone. Holy Trinity is a Voluntary Aided School and therefore they determine their own admissions arrangements.

Subject to agreement from the Cabinet, a nodal point could be introduced at the junction of Ducks Hill Road and Northgate (Ordnance Survey co-ordinates 508112 (X) / 191240 (Y)) and combined with a boundary area for the school to prioritise residents for school places at Frithwood Primary School. The proposed nodal point and boundary area includes or is near to recent and planned residential developments.

The proposal is to offer 5 school places as a priority to the applicants living closest to the nodal point within the boundary area. If there are less than 5 applicants within the proposed boundary the remaining places will be prioritised to pupils outside the boundary but living closest to the nodal point. The decision to allocate 5 school places within this boundary is based on the number of applications received in 2015 in this area which remained on the waiting list for Frithwood Primary School. These 5 pupils were offered a lower preference school or decided to pursue other forms of education. The figure of 5 school places assigned to the nodal point and boundary area is therefore considered reasonable, fair and easy to understand.

Analysis of Consultation Findings

Do you agree with the introduction of a nodal point at the junction of Ducks Hill Road and Northgate for Frithwood Primary School?

No. of responses	69
'Yes' responses	22
'No' responses	1
'Don't know' responses	9
'Not applicable' responses	32
Spoilt responses	4
Didn't indicate option	1

- The Council did not receive any comments from the 22 respondents who indicated 'Yes' and agreed to the proposal.
- Of the 'No' responses, we only received 1 where the respondent stated they did not agree with the distance criteria.
- Of the 'Don't know' responses, 1 respondent was not familiar with the school.
- Of the 'Not applicable' responses, all 32 respondents did not provide a reason.
- Spoilt responses, respondents have indicated both 'yes' and 'no'.

Do you think this proposed change will disadvantage any residents in Hillingdon?

No. of responses	69
'Yes' responses	3
'No' responses	19
'Don't know' responses	45
Spoilt responses	1
Didn't indicate option	1

- The Council did not receive any comments from the 19 respondents who indicated 'No' that they did not feel the proposal would disadvantage any Hillingdon residents.
- Of the 'yes' responses, 1 responder felt that the proposed arrangements disadvantaged the 5 pupils who would not receive a distance offer because these places were allocated to the nodal point.
- Of the 'Don't know' responses, all 45 respondents did not provide a reason.
- Spoilt responses, respondent indicated both 'yes' and 'no'.

From recent trends in the admissions round, there are a small number of residents in this area of Northwood who are at risk of not securing access to a local school place. This is because their home address is not within the current furthest distance offered radius for Frithwood Primary School and live further than two miles from their next nearest non-faith school.

The Local Authority has a statutory duty to provide a school place to all children residing in Hillingdon and has a duty to make travel arrangements for children of compulsory school age (5-16) in an authority's area 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)

To avoid inconvenience for families and the additional travel for children, safeguarding school places as close to home as possible is important.

The majority of respondents stated they did agree with the proposal and that the proposed changes would not disadvantage Hillingdon residents.

Recommendations:

That the proposal is approved and a nodal point is introduced as an additional measuring point in the criterion for Frithwood Primary School.

Appendix 4

D. Measurement Point - Field End Schools

Proposal

The proposal is to change the measurement point at the Field End Schools from the existing location at the school front gate to the back gate on Mount Pleasant. The measurement points will be moved from Ordnance Survey coordinates 511794 (X) / 186560 (Y) to 511680 (X) / 186447 (Y) which are 161.12 metres closer to local residents. Based on allocation 2015 data, if the new measurement point was applied, 3 residents living more locally to the school would have been prioritised for an offer of a school place.

Analysis of Consultation Findings

Do you agree with the proposed change to the measurement point at the Field End Schools?

No. of responses	69
'Yes' responses	30
'No' responses	5
'Don't know' responses	7
'Not applicable' responses	24
Spoilt responses	2
Didn't indicate option	1

- The Council did not receive any comments from the 30 respondents who indicated 'Yes' and agreed to the proposal.
- Of the 'No' responses, 1 resident was concerned about the impact of the change to the sibling criteria rather than the movement of the measurement point.
- Of the 'No' responses, 1 respondent disagreed that more people use the back gate and another suggested we should measure to the front and back gates.
- Of the 'No' responses, 1 respondent claimed that the co-ordinates were not clear to the public and a map should be provided.
- Of the 'Don't know' responses, 1 respondent mentioned they do not live close to this school.
- Of the 'Don't know' responses, 1 respondent commented that both points should be taken into consideration.
- Of the 'Not applicable' responses, all 24 respondents did not provide a reason.
- Spoilt responses, respondents have indicated both 'yes' and 'no'.

Do you think this proposed change will disadvantage any residents in Hillingdon?

No. of responses	69
'Yes' responses	10
'No' responses	25
'Don't know' responses	33
Spoilt responses	0
Didn't indicate option	1

- The Council did not receive any comments from the 25 respondents who indicated 'No' that they did not feel the proposal would disadvantage any Hillingdon residents.
- Of the 'Yes' responses, 3 respondents felt that parents would be disadvantaged where their new distance measurement to the school is further away than their existing measurement.
- Of the 'Don't know' responses, 1 respondent questioned whether this would change the acceptance of residents living close to the current location.

The majority of respondents who were able to respond 'Yes' or 'No' stated they did agree with the proposal and that the proposed changes would not disadvantage Hillingdon residents.

The proposed new measuring point is the back entrance to the school site which leads on to an area with a higher number of dwellings. There are over 120 residential properties within 150 metres of the back gate which provides clear evidence that moving the measurement point would serve the immediate local community more effectively.

In order for the admissions criteria to be clear and easy to understand the Council will include coordinates for all Hillingdon community schools in the admissions criteria. The Council can include maps and will develop a distance calculator where applicants can put in their address and the name of the school. This would calculate a straight line distance to the school. A map can become distorted and the distance calculator will be more accurate to use than looking at a map.

Recommendations:

The proposal is approved to amend the measuring point for Field End Infant and Field End Junior School.

Appendix 5

E. Children of Staff Working at a Community School

Proposal

Cabinet were asked to consider awarding children of staff working at a school a degree of priority where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. This could assist with the current recruitment difficulties in some schools.

Analysis of Consultation Findings

Do you agree with this proposed change to the admissions criteria?

No. of responses	69
'Yes' responses	43
'No' responses	19
'Don't know' responses	2
'Not applicable' responses	4
Spoilt responses	0
Didn't indicate option	1

- The Council did not receive any comments from the 43 respondents who indicated 'Yes' and agreed to the proposal.
- Of the 'No' responses recorded, 6 respondents felt it was unfair to give children of school staff higher priority than other children.
- Of the 'No' responses, 3 respondents were concerned about the vagueness surrounding the term 'demonstrable skills shortage' and which staff the criteria will apply to. This will be clarified in the final arrangements.
- Of the 'Don't know' responses, 1 respondent questioned what would happen if they lived in another borough.
- Of the 'Not applicable' responses, all 4 respondents did not provide a reason.

Do you think this proposed change will disadvantage any residents in Hillingdon?

No. of responses	69
'Yes' responses	16
'No' responses	31
'Don't know' responses	21
Spoilt responses	0
Didn't indicate option	1

- Of the 'No' responses recorded, 1 respondent felt that if all staff were given this priority this would increase staff retention and continuity for residents.
- Of the 'Yes' responses, 9 respondents felt that local children would be disadvantaged if a child of a staff member were given priority over them.
- Of the 'Don't know' responses, 1 respondent commented that it may disadvantage Hillingdon residents as it depends on how many teachers from neighbouring towns apply to have their children at the school they work at.

The majority of respondents who responded either 'Yes' or 'No' stated they did agree with the proposal and that the proposed changes would not disadvantage Hillingdon residents. Subject to agreement from Cabinet, as part of the implementation of this proposal, the Council will provide a statement as to what is considered a staff shortage and how this is measured. The Schools Adjudicator has challenged other Admissions Authorities in regards to the 'children of staff' admissions criterion where it is not clearly defined. It needs to be clear for parents applying as to whether they will be considered under this criteria.

Recommendations:

The proposal is approved and the children of staff criterion is implemented.

Appendix 6

F. Medical Criteria

Proposal

To provide greater clarity to local residents in understanding this aspect of the admissions criteria it is proposed to provide further information to clarify how and under what circumstances the criteria are applied. No changes in the priority given to medical criteria when considering an application for a place at an oversubscribed school are proposed.

Analysis of Consultation Findings

As the Council was not proposing any changes the consultation did not include a question for respondents to answer. On the consultation page website it included contact details for the Senior Admissions and Access Officer to provide the opportunity for respondents to make any further comments. No enquiries were received.

Recommendations

This criterion is still applicable and a clearer definition will be provided in the admissions arrangements so that applicants will be able to recognise if their child will be considered under this criterion. This definition will manage expectations and give parents an opportunity to include realistic preferences on their applications.

Appendix 7

G. Pupil Premium

Proposal

Analysis of access to school places in the Borough shows that there is no benefit to introduce a higher priority for children in receipt of 'Pupil Premium' funding as all children living in the Borough are within a reasonable distance of a school graded as 'good' or 'outstanding' by Ofsted.

There is an option to introduce higher priority for pupils in receipt of a service premium, i.e. families who are in the UK Forces. This would, however, only have the benefit that forces families would move towards the top of a school's waiting list when it is already full and it still may not guarantee an offer at a preferred school. Given that high priority is already awarded for children from service families to secure a school place without delay, no further changes are proposed for service families.

Analysis of Consultation Findings

As the Council was not proposing any changes the consultation did not include a question for respondents to answer. On the consultation page website it included contact details for the Senior Admissions and Access Officer to provide the opportunity for respondents to make any further comments. No enquiries were received.

Recommendations:

A higher priority for pupils in receipt of a pupil or service premium is not included in the admissions criteria.

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HILLINGDON
LONDON

Appendix 8

Equality and Human Rights Impact Assessment

STEP A) Description of what is to be assessed and its relevance to equality

What is being assessed? Please tick

Review of a service Staff restructure Decommissioning a service

Changing a policy Tendering for a new service A strategy or plan

Other

Proposed changes to the existing school admissions criteria for community schools to address the findings of the review and safeguard future access for residents to their local school.

Who is accountable? E.g. Head of Service or Corporate Director

Dan Kennedy, Head of Business Performance, Policy and Standards

Date assessment completed and approved by accountable person

21 January 2016.

Names and job titles of people carrying out the assessment

Vicky Trott, Senior Policy Officer, Equality and Diversity

A.1) What are the main aims and intended benefits of what you are assessing?

A review of primary school admissions over the last four years indicates there may be a residual risk in the future that a small number of children in Hillingdon may not be guaranteed a school place in the event that demand for primary school places continues to grow in the Borough and specific schools become oversubscribed.

This situation could arise because there are certain locations in the Borough where there is limited priority access to more than one school. This is also because some parents are exercising a choice to apply for school places at some distance from their home and if higher priority sibling applications are received at a later date they could have the effect of displacing local children from accessing their preferred local school.

The benefit of the proposed changes to the existing school admissions criteria for community schools to address the findings of the review is to safeguard future access for residents to their local school.

A.2) Who are the service users or staff affected by what you are assessing? What is their equality profile?

Please see the link below to the School's Census information 2014 which provides the equality data for school children in Hillingdon on age, ethnicity, sex, SEN, free school meals status and English as an additional language.

http://www.hgfl.org.uk/info/2014_School_Census_v3.pdf

A.3) Who are the stakeholders in this assessment and what is their interest in it?

Stakeholders	Interest
Parents of children in Hillingdon	To ensure a local school place is available for their children.
Schools in Hillingdon	To ensure a school place for each child in Hillingdon and to safeguard future access for residents to their local community school.
Head of Business Performance, Policy and Standards	To ensure a school place for each child in Hillingdon and to safeguard future access for residents to their local community school.
Deputy Chief Executive and Corporate Director of Residents Services	To ensure a school place for each child in Hillingdon and to safeguard future access for residents to their local community school.
Deputy Leader of the Council and Cabinet Member for Education and Children's Services	To ensure a school place for each child in Hillingdon and to safeguard future access for residents to their local school.
Leader of the Council and Council Cabinet	To ensure a school place for each child in Hillingdon and to safeguard future access for residents to their local community school.

A.4) Which Protected Characteristics, Human Rights or Community Issues are relevant to the assessment? ✓ in the box.

Age	✓	Sex	✓
Disability	✓	Sexual Orientation	
Gender reassignment			
Marriage or civil partnership		Carers	
Pregnancy or maternity		Community Cohesion	✓
Race/Ethnicity	✓	Community Safety	
Religion or belief		Human Rights	✓

STEP B) Consideration of information; data, research, consultation, engagement

B.1) Consideration of information and data - what have you got and what is it telling you?

Sibling and distance priority
 The change to the admissions criteria would take the form of a priority distance radius for children living a certain distance from a school and is proposed to be applied to all community schools (with the exception of Heathrow Primary School and Harmondsworth Primary School where boundary area arrangements already exist to prioritise applications).

Overall, the introduction of a priority radius for each community school would have meant that for the admissions reception year 2015, 796 reception children would have secured a school place based on sibling priority within the priority distance from their local school - 8 children fewer than in the 2015 admissions round. Of the residents living in Hillingdon, the Local Authority would have offered a suitable, alternative school place.

For the admissions round in 2015 therefore, the proposed change in distance priority would have had a minimal impact and due to the very low numbers affected, would not be of any statistical significance for this assessment. There is also no evidence

to suggest that children with a protected characteristic would be disproportionately affected or that any Human Rights would be violated.

The change proposed in distance priority will help to safeguard access to school places for children to their local schools which are oversubscribed or may become oversubscribed in the future.

Schools with Priority Boundary Areas

Within the current school admissions criteria for community schools, Heathrow Primary School and Harmondsworth Primary School have a priority boundary area for those residents living within the defined area. Within each boundary there is only one named school. The application of a defined admissions priority boundary helps to safeguard access for the residents living in the area to a place at their local school.

The proposal is to continue with the use of the priority boundary area for admissions criteria for Heathrow Primary School and Harmondsworth Primary School Priority will be given to applications from siblings and those children without siblings living within the boundary before consideration will be given to applications for children (siblings and those without siblings) beyond the defined priority boundary area. There is no evidence to suggest that children with a protected characteristic would be disproportionately affected or that any Human Rights would be violated.

Nodal points

The need for nodal points has been considered for all community schools. From the analysis undertaken of school admissions the evidence suggests there is a need for the introduction of nodal points at only two schools to ensure that the schools serve not only pupils close to the school but others living (or forecast to live) a further distance from the school with little or no priority access to other schools.

- Deanesfield Primary School, South Ruislip

In considering what proportion of school places at Deanesfield Primary School should be assigned to the nodal point, consideration was made of similar sized developments in Hillingdon to the former Arla Dairy site to provide a guide.

A comparable sized development is at the former Hayes Stadium site and at primary allocation in 2015, 19 applications were received from residents who had moved into this site. Therefore an allocation of 15 places from Deanesfield Primary School in reception from the proposed priority nodal point is considered to be reasonable, fair and easy to understand.

Due to the very low numbers of children affected, the impact from this proposal would not be of any statistical significance for this assessment. There is also no evidence to suggest that children with a protected characteristic would be disproportionately affected or that any Human Rights would be violated.

- Frithwood Primary School

There is the option to introduce a nodal point for Frithwood Primary School. From recent trends in the admissions round, there are a small number of residents in this area of Northwood who are at risk of not securing access to a local school place. This is because their home address is not within the current furthest distance offered radius for Frithwood Primary School and are further than two miles from their next nearest community school.

There is another local school (Holy Trinity C of E) offering 1 form of entry which is a faith-based school, of which only 2 places are offered to children on distance criteria alone. Holy Trinity is a Voluntary Aided School and therefore they determine their own admissions arrangements.

The proposal is to offer 5 school places to be prioritised to the applicants living closest to the nodal point within the boundary area. If there are less than 5 applicants within the proposed boundary the remaining places will be prioritised to pupils outside the boundary but living closest to the nodal point. The decision to allocate 5 school places within this boundary is based on the number of applications received in 2015 in this area who remained on the waiting list for Frithwood Primary School. These 5 pupils were offered a lower preference school or decided to pursue other forms of education.

The figure of 5 school places assigned to the nodal point and boundary area is therefore considered reasonable, fair and easy to understand.

Due to the very low numbers of children affected, the impact from this proposal would not be of any statistical significance for this assessment. There is also no evidence to suggest that children with a protected characteristic would be disproportionately affected or that any Human Rights would be violated.

Measurement Point (Field End Schools)

There is more than one entrance to the Field End schools. More residents attending the school use the 'back gate' entrance to the school and therefore it is reasonable to amend the measurement point for calculating the distance from the school to home address. This is because the back entrance leads on to an area with a higher number of dwellings than the front gate, whereas the front entrance leads on to a main road where the nearest residential property is over 150 metres away. There are over 120 residential properties within 150 metres of the back gate which provides clear evidence that moving the measurement point would serve the immediate local community more effectively.

The proposal is to change the measurement point at the Field End Schools from the existing location at the front gate to the back gate on Mount Pleasant. The measurement points will be moved from coordinates 511794/ 186560 to 511680/186447 which is 161.12 metres closer to local residents. Based on allocation 2015 data, if the new measurement point was applied, 3 residents living more locally to the school would have been prioritised for an offer of a school place.

Due to the very low numbers of children affected, the impact from this proposal would not be of any statistical significance for this assessment. There is also no evidence to suggest that children with a protected characteristic would be disproportionately affected or that any Human Rights would be violated.

Children of Staff Working at a School

There is recent evidence at some Hillingdon Schools of a higher number of staff vacancies than has been the case in recent years. This includes staff in a senior leadership position, such as a head teacher or a deputy head teacher. The proposal is to award children of staff working at a school a degree of priority where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Due to the very low numbers of children affected, the impact from this proposal would not be of any statistical significance for this assessment. There is also no evidence to suggest that children with a protected characteristic would be disproportionately affected or that any Human Rights would be violated.

Consultation

B.2) Did you carry out any consultation or engagement as part of this assessment?

Please tick ✓ NO ✓ YES

No consultation is being carried out directly as part of this assessment however full formal consultation on the proposed changes took place from 30 October 2015 to 10 January 2016. The results of the consultation are presented in the Cabinet Report and do not identify any issues relating to Equality or Human Rights.

B.3) Provide any other information to consider as part of the assessment

Please refer to the Cabinet Report, with full details of the specific proposals provided at Appendix A of this assessment.

Legal context

- The Council has a public duty to pay due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations (Equality Act 2010).
- The Council has public duty to act compatibly with Human Rights Act rights across all functions by respecting human rights, protecting human rights and fulfilling human rights. (Human Rights Act 1998).
- As part of the strategic education function of the Local Authority, the Council has a statutory responsibility to secure sufficient early years and school places to meet the needs of children resident in the Borough.

C) Assessment

C.1) Describe any **NEGATIVE** impacts (actual or potential):

Equality Group/Human Rights	Impact on this group and actions you need to take
N/A	

C.2) Describe any **POSITIVE** impacts

Equality Group/Human Rights	Impact on this group and actions you need to take
All	The proposed changes to the admissions criteria will safeguard future access for all residents to their local school, regardless of any protected characteristic, unless otherwise stated in the admissions criteria.

D) Conclusions

As part of the review of the admissions criteria and the proposed changes, the council has considered any potential equality and human rights implications by means of this assessment.

In the application of the proposals, there does not appear to be any disproportionately negative direct or indirect impact on any group that hold a protected characteristic.

The proposals also affect a very small number of children and therefore do not hold any statistical significance for the purpose of the assessment.

Signed and dated:



05.02.16

Name and position: Dan Kennedy, Head of Business Performance, Policy and Standards.

Appendix A

Existing and Proposed Admissions Criteria

The following is proposed to apply to all community schools except for Heathrow Primary School, Harmondsworth Primary School, Frithwood Primary School and Deanesfield Primary School – the proposed criteria for these schools is listed separately below.

Existing criteria	Proposed criteria
<p>1. A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or a special guardianship order. (Statutory requirement)</p>	<p>1. A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or a special guardianship order. (Statutory requirement)</p>
<p>2. Children attending the linked infant school are given priority for admission to the junior school (this applies to junior school applications only).</p>	<p>2. Children attending the linked infant school are given priority for admission to the junior school (this applies to junior school applications only).</p>
<p>3. Children who suffer from a long term medical or psychological condition, which makes it necessary for them to attend a particular school. Applications must be supported by medical evidence from a GP or Hospital Consultant.</p>	<p>3. Children who suffer from a long term medical or psychological condition, which makes it necessary for them to attend a particular school. Applications must be supported by medical evidence from a GP or Hospital Consultant (will be expanded).</p>
<p>4. Children who have a member of the immediate family who suffer from a long term medical or psychological condition which makes it necessary for them to attend a particular school. Applications must be supported by medical evidence from a GP or hospital consultant.</p> <p>The supporting evidence in 3 and 4 above should set out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. The admission authority cannot give higher priority to children under these criteria if the required documents have not been produced.</p>	<p>4. Children who have a member of the immediate family who suffer from a long term medical or psychological condition which makes it necessary for them to attend a particular school. Applications must be supported by medical evidence from a GP or hospital consultant.</p> <p>The supporting evidence in Criteria 3 and 4 above should set out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. The admission authority cannot give higher priority to children under these criteria if the required documents have not been produced (will be expanded).</p>

Existing criteria	Proposed criteria
<p>5. Children who have a sibling living in the same household who currently attend the full-time school (not the nursery) and will continue to do so on the date of admission. Linked infant and junior schools are considered to be the same school for this criterion. A sibling refers to a brother or sister, half brother or sister with one parent in common, adopted brother or sister.</p>	<p>5. Children who have a sibling living in the same household who currently attend the full-time school (not the nursery) and will continue to do so on the date of admission, living within the defined radius. Linked infant and junior schools are considered to be the same school for this criterion. Sibling definition will remain</p> <p>(For those children who were admitted to full time school prior to 31st August 2017, the existing sibling priority would still remain.)</p>
<p>6. Children living nearest the school. Distance will be measured in a straight line from the point set by Ordnance Survey at the child's home address and the preferred school using a computerised mapping system. (In the case of Harmondsworth or Heathrow Primary Schools, boundary criteria)</p>	<p>6. Children living nearest the school within the defined radius.</p>
	<p>7. Children of staff where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.</p>
	<p>8. Children who have a sibling living in the same household who currently attend the full-time school (not the nursery) and will continue to do so on the date of admission, living outside of the defined radius. Linked infant and junior schools are considered to be the same school for this criterion. Sibling definition will remain</p>
	<p>9. Children living nearest the school not within the defined radius.</p>
<p>For all criteria, priority will be given according to distance which will be measured in a straight line from the point set by Ordnance Survey at the child's home address and the school using a computerised mapping system.</p>	

Heathrow Primary School and Harmondsworth Primary School

Existing criteria	Proposed criteria
<p>1. A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or a special guardianship order. (Statutory requirement)</p>	<p>1. A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or a special guardianship order. (Statutory requirement)</p>
<p>2. Children who suffer from a long term medical or psychological condition, which makes it necessary for them to attend a particular school. Applications must be supported by medical evidence from a GP or Hospital Consultant.</p>	<p>2. Children who suffer from a long term medical or psychological condition, which makes it necessary for them to attend a particular school. Applications must be supported by medical evidence from a GP or Hospital Consultant (will be expanded).</p>
<p>3. Children who have a member of the immediate family who suffer from a long term medical or psychological condition which makes it necessary for them to attend a particular school. Applications must be supported by medical evidence from a GP or hospital consultant. The supporting evidence in 3 and 4 above should set out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. The admission authority cannot give higher priority to children under these criteria if the required documents have not been produced.</p>	<p>3. Children who have a member of the immediate family who suffer from a long term medical or psychological condition which makes it necessary for them to attend a particular school. Applications must be supported by medical evidence from a GP or hospital consultant. The supporting evidence in Criteria 3 and 4 above should set out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. The admission authority cannot give higher priority to children under these criteria if the required documents have not been produced (will be expanded).</p>
<p>4. Children who have a sibling living in the same household who currently attend the full-time school (not the nursery) and will continue to do so on the date of admission. A sibling refers to a brother or sister, half brother or sister with one parent in common, adopted brother or sister.</p>	<p>4. Children who have a sibling living in the same household who currently attend the full-time school (not the nursery) and will continue to do so on the date of admission, living within the boundary streets and areas listed below (Sibling definition will remain):</p>

Existing criteria	Proposed criteria
	<p>4.a Harmondsworth Primary School Children who live with their parents in an area bounded by</p> <ul style="list-style-type: none"> • The M4 to the north • The M25 to the west • The M4 Spur to the east • The Bath Road to the south, including any children living between the Bath Road and the Northern Perimeter Road <p>and who do not fall within the priority areas for Heathrow Primary School, will be allocated places in order of distance, measured in a straight line from the school to home.</p> <p>4.b Heathrow Primary School</p> <ul style="list-style-type: none"> • Ashby Way • Blunts Avenue • Bomer Close • Chitterfield Gate • Harmondsworth Lane 2 to 46 & 1 to 59 • Hollycroft Close • Hollycroft Gardens • Kenwood Close • Russell Gardens • Sipson Close • Sipson Lane (from Sipson Road to M4 Spur) • Sipson Road 1-10 Copeswood Court • Sipson Road 239 to 501 & 356 to 544 • Sipson Way • Vincent Close • Vineries Close • Wykeham Close <p>For those children who were admitted to full time school prior to 31st August 2017, the existing sibling priority would still remain.</p>

Existing criteria	Proposed criteria
<p>5. Children living nearest the school. Distance will be measured in a straight line from the point set by Ordnance Survey at the child's home address and the preferred school using a computerised mapping system. (In the case of Harmondsworth or Heathrow Primary Schools, boundary criteria)</p>	<p>5. Children living nearest the school living within the boundary streets and areas listed below:</p> <p>(a) Harmondsworth Primary School - Children who live with their parents in an area bounded by</p> <ul style="list-style-type: none"> • The M4 to the north • The M25 to the west • The M4 Spur to the east • The Bath Road to the south, including any children living between the Bath Road and the Northern Perimeter Road <p>and who do not fall within the priority areas for Heathrow Primary School, will be allocated places in order of distance, measured in a straight line from the school to home.</p> <p>(b) Heathrow Primary School</p> <ul style="list-style-type: none"> • Ashby Way • Blunts Avenue • Bomer Close • Chitterfield Gate • Harmondsworth Lane 2 to 46 & 1 to 59 • Hollycroft Close • Hollycroft Gardens • Kenwood Close • Russell Gardens • Sipson Close • Sipson Lane (from Sipson Road to M4 Spur) • Sipson Road 1-10 Copeswood Court • Sipson Road 239 to 501 & 356 to 544 • Sipson Way • Vincent Close • Vineries Close • Wykeham Close <p>Distance will be measured in a straight line from the point set by Ordnance Survey at the child's home address and the preferred school using a computerised mapping system.</p>

Existing criteria	Proposed criteria
	7. Children of staff where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
	8. Children who have a sibling living in the same household who currently attend the full-time school (not the nursery) and will continue to do so on the date of admission, living outside of the priority areas.
	9. Children living nearest the school not within the priority areas.
For all criteria, priority will be given according to distance which will be measured in a straight line from the point set by Ordnance Survey at the child's home address and the nodal point or school using a computerised mapping system.	

Frithwood Primary School

Existing criteria	Proposed criteria
1. A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or a special guardianship order. (Statutory requirement)	1. A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or a special guardianship order. (Statutory requirement)
2. Children attending the linked infant school are given priority for admission to the junior school (this applies to junior school applications only).	2. Children who suffer from a long term medical or psychological condition, which makes it necessary for them to attend a particular school. Applications must be supported by medical evidence from a GP or Hospital Consultant (will be expanded).
3. Children who suffer from a long term medical or psychological condition, which makes it necessary for them to attend a particular school. Applications must be supported by medical evidence	3. Children who have a member of the immediate family who suffer from a long term medical or psychological condition which makes it necessary for them to attend a particular school. Applications

Existing criteria	Proposed criteria
<p>from a GP or Hospital Consultant.</p>	<p>must be supported by medical evidence from a GP or hospital consultant.</p> <p>The supporting evidence in 3 and 4 above should set out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. The admission authority cannot give higher priority to children under these criteria if the required documents have not been produced (will be expanded).</p>
<p>4. Children who have a member of the immediate family who suffer from a long term medical or psychological condition which makes it necessary for them to attend a particular school. Applications must be supported by medical evidence from a GP or hospital consultant. The supporting evidence in 3 and 4 above should set out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. The admission authority cannot give higher priority to children under these criteria if the required documents have not been produced.</p>	<p>4. A nodal point will be used as an additional point of measurement using the coordinates 5081120/ 1912400 and a boundary area. 5 places will be available to pupils living closest to the nodal point within the boundary area. If fewer than 5 places are offered the remaining places will be offered to applicants meeting criterion 5 (Nodal point and boundary area will be defined)</p>
<p>5. Children who have a sibling living in the same household who currently attend the full-time school (not the nursery) and will continue to do so on the date of admission. Linked infant and junior schools are considered to be the same school for this criterion. A sibling refers to a brother or sister, half brother or sister with one parent in common, adopted brother or sister.</p>	<p>5. Children who have a sibling living in the same household who currently attend the full-time school (not the nursery) and will continue to do so on the date of admission, living within the defined radius. <i>For those children who were admitted to full time school prior to 31st August 2017, the existing sibling priority would still remain.</i> (sibling definition will remain).</p>

Existing criteria	Proposed criteria
<p>6. Children living nearest the school. Distance will be measured in a straight line from the point set by Ordnance Survey at the child's home address and the preferred school using a computerised mapping system. (In the case of Harmondsworth or Heathrow Primary Schools, boundary criteria)</p>	<p>6. Children living nearest the school within the defined radius. Distance will be measured in a straight line from the point set by Ordnance Survey at the child's home address and the preferred school using a computerised mapping system.</p>
	<p>7. Children of staff where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.</p>
	<p>8. Children who have a sibling living in the same household who currently attend the full-time school (not the nursery) and will continue to do so on the date of admission, living outside of the defined radius.</p>
	<p>9. Children living nearest the school not within the priority radius. Distance will be measured in a straight line from the point set by Ordnance Survey at the child's home address and the preferred school using a computerised mapping system.</p>
<p>For all criteria, priority will be given according to distance which will be measured in a straight line from the point set by Ordnance Survey at the child's home address and the nodal point or school using a computerised mapping system.</p>	

Deanesfield Primary School

Existing criteria	Proposed criteria
<p>1. A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or a special guardianship order. (Statutory requirement)</p>	<p>1. A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or a special guardianship order. (Statutory requirement)</p>
<p>2. Children attending the linked infant school are given priority for admission to the junior school (this applies to junior school applications only).</p>	<p>2. Children who suffer from a long term medical or psychological condition, which makes it necessary for them to attend a particular school. Applications must be supported by medical evidence from a GP or Hospital Consultant (will be expanded).</p>
<p>3. Children who suffer from a long term medical or psychological condition, which makes it necessary for them to attend a particular school. Applications must be supported by medical evidence from a GP or Hospital Consultant.</p>	<p>3. Children who have a member of the immediate family who suffer from a long term medical or psychological condition which makes it necessary for them to attend a particular school. Applications must be supported by medical evidence from a GP or hospital consultant. The supporting evidence in 3 and 4 above should set out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. The admission authority cannot give higher priority to children under these criteria if the required documents have not been produced.</p>
<p>4. Children who have a member of the immediate family who suffer from a long term medical or psychological condition which makes it necessary for them to attend a particular school. Applications must be supported by medical evidence from a GP or hospital consultant. The supporting evidence in 3 and 4 above should set out the particular reasons why the school in question is the</p>	<p>4. A nodal point will be used as an additional point of measurement using the coordinates 511114/ 185402. 15 places will be available to pupils living closest to the nodal point.</p>

Existing criteria	Proposed criteria
<p>most suitable and the difficulties that would be caused if the child had to attend another school. The admission authority cannot give higher priority to children under these criteria if the required documents have not been produced.</p>	
<p>5. Children who have a sibling living in the same household who currently attend the full-time school (not the nursery) and will continue to do so on the date of admission. Linked infant and junior schools are considered to be the same school for this criterion. A sibling refers to a brother or sister, half brother or sister with one parent in common, adopted brother or sister.</p>	<p>5. Children who have a sibling living in the same household who currently attend the full-time school (not the nursery) and will continue to do so on the date of admission, living within the proposed radius. For those children who were admitted to full time school prior to 31st August 2017, the existing sibling priority would still remain. (sibling definition will remain).</p>
<p>6. Children living nearest the school. Distance will be measured in a straight line from the point set by Ordnance Survey at the child's home address and the preferred school using a computerised mapping system. (In the case of Harmondsworth or Heathrow Primary Schools, boundary criteria)</p>	<p>6. Children living nearest the school within the distance radius. Distance will be measured in a straight line from the point set by Ordnance Survey at the child's home address and the preferred school using a computerised mapping system.</p>
	<p>7. Children of staff where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.</p>
	<p>8. Children who have a sibling living in the same household who currently attend the full-time school (not the nursery) and will continue to do so on the date of admission, living outside of the priority radius.</p>

Existing criteria	Proposed criteria
	9. Children living nearest the school not within the priority radius. Distance will be measured in a straight line from the point set by Ordnance Survey at the child's home address and the preferred school using a computerised mapping system.
For all criteria, priority will be given according to distance which will be measured in a straight line from the point set by Ordnance Survey at the child's home address and the nodal point or school using a computerised mapping system.	

DEED OF VARIATION OF A LEASE TO THE COUNCIL AT HARLINGTON COMMUNITY SCHOOL, HAYES

Cabinet Member	Councillor Jonathan Bianco
Cabinet Portfolio	Finance Property and Business Services
Officer Contact	Susan Williams-Joseph - Residents Services
Papers with report	Appendix A - Site Plan

1. HEADLINE INFORMATION

Summary	The Adult & Community Learning (HACL) Service occupies a number of rooms on the Harlington Community School site, by way of a lease granted to the Council. The School formally approached HACL and they have mutually agreed a reallocation of rooms within the School premises. The Deed of Variation is required to document the change of the location of the rooms, as well as to update the definition of the permitted use and times of use and the rights of access and parking.
Putting our Residents First	This report supports the following Council objectives of: <i>Our People; Our Built Environment; Financial Management</i>
Financial Cost	A reduction in the annual premises costs paid by the Council to the school of circa £12,000 p.a.
Relevant Policy Overview Committee	Corporate Services and Partnerships Policy Overview Committee.
Ward(s) affected	Pinkwell

2. RECOMMENDATION

That the Cabinet agree to the variation of the terms of the existing lease dated 15 September 1998 agreed by officers as detailed in this report and instructs Legal Services to complete the appropriate legal documentation.

Reasons for recommendation

Under the Constitution a Deed of Variation for a lease over 25 years needs to be approved by the Cabinet.

Alternative options considered / risk management

Cabinet could choose not to approve the variations provisionally agreed. This would result in the Adult & Community Learning (HACL) service reverting to having its classrooms dispersed throughout the School's premises, causing some inconvenience to residents attending courses and creating concern to the School over managing the safe-guarding of its pupils.

Policy Overview Committee comments

None at this stage.

3. INFORMATION

Supporting Information

The Adult & Community Learning (HACL) service occupies a number of rooms on the Harlington Community School site, by way of a 99 year lease dated 15th September 1998 granted to the Council. The School formally approached HACL and they have mutually agreed a reallocation of rooms within the School premises so that HACL's classrooms are located more closely together and greatly reducing adult learners' presence in school corridors. Having completed the relocation, both HACL and Harlington Community School are reported to be very satisfied with the outcome.

The Deed of Variation is required to document the change of the location of the rooms and make reference to the Council's furniture and equipment in the School, as well as to modify the definition of the permitted use (from "the provision of the Harlington Adult Education and Training Centre the service" to "the provision of Hillingdon Adult & Community Learning and Harlington Adult Learning Centre the service"), and days and times of use so that it is reflective of the usage of the premises by HACL and HACL's rights of access and parking on the site by using updated plans to more clearly illustrate the intentions of the existing lease.

Financial Implications

The relocation of rooms, which included moving furniture and equipment and full redecoration of all rooms involved, was carried out at the School's expense. The relocation resulted in a more compact footprint and an agreed proportionate reduction in the annual premises costs paid by HACL to the School. The value of this is circa £12,000 per year.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

The classrooms have been located more closely together and are more easily accessed by residents for their courses. The creation of a new reception area with its own entrance has had a very positive impact on residents, providing them with an area which is separated from the main school and where they can meet and socialise between courses, and giving improved access to staff for support.

Consultation Carried Out or Required

Consultation was carried out with the relevant officers in Legal, Finance and Corporate Finance and Adult & Community Learning.

5. CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance has reviewed this report and concurs with the financial implications set out above, noting the recommendation to agree to the Deed of Variation for the Council's use of Harlington Community School premises to provide the HACL service. If approved, the recommendation will result in a net reduction of premises costs of £12,000 per year, payable by the Council to the school and add value by improving the layout and practicality of the premises for delivery of learning services.

Legal

In considering the recommendation, Cabinet Members are reminded that the terms of the existing lease govern the legal relationships between the parties. Therefore, any variation to the lease has to be agreed between both sides, documented in a deed of variation to be read in conjunction with the lease and bind the parties in contract.

All future dealings between the parties will continue to be regulated by the lease and deed construed thereafter as one deed.

The deed of variation will be prepared by Legal Services in accordance with the Contracts and Property Standing Orders, Schedule H of the Council's Constitution.

Corporate Property and Construction

Corporate Property and Construction has authored this report.

6. BACKGROUND PAPERS

NIL


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Appendix A - site plan



Scale 1:2500

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	PROPERTY SERVICES CIVIC CENTRE, HIGH STREET UXBRIDGE, MIDDLESEX, UB8 1UW	TITLE Harlington Community School Pinkwell Lane UB3 1PB Page 191 Ground Floor	DRG No HAY 632/3/E
		SCALE 1:500 & 1:2500 @ A3	DATE 16.12.2014

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SCHOOL CAPITAL PROGRAMME - UPDATE

Cabinet Members	Councillor David Simmonds CBE Councillor Jonathan Bianco
Cabinet Portfolios	Deputy Leader of the Council / Education & Children's Services Finance, Property & Business Services
Officer Contact	Bobby Finch, Residents Services.
Papers with report	Appendix 1: Summary of school construction projects.

1. HEADLINE INFORMATION

Summary	This report provides an update on the primary and secondary school expansions, the school condition works programme and other school capital works.
Putting our Residents First	<p>This report supports the following Council objectives of: <i>Our People; Our Built Environment; Financial Management.</i></p> <p>Investment in schools to adequately address the impact of the population increase within the London Borough of Hillingdon on existing school places. This project also forms part of the Hillingdon Improvement Programme.</p>
Financial Cost	The forecast of the existing Primary Schools Capital Programme is £139,902k including prior years and there is an additional £194k forecast for the Hearing Impairment Resource Base at Vyners School. The approved budgets for the new Primary Schools (Phase 4) and the Secondary Schools Programmes are £13,500k and £132,176k respectively.
Relevant Policy Overview Committee	Children, Young People and Learning.
Ward(s) affected	All wards.

2. RECOMMENDATION

That Cabinet:

- Note the progress made with primary and secondary school expansions, the school condition programme and other school capital projects.**

/continued overleaf...

Primary School Bulge Classes

- 2. Approve the installation of modular temporary classroom units at 2 primary schools to be used for bulge classes to meet the demand for additional primary school places from September 2016.**
- 3. Delegate full authority to the Leader of the Council and Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Corporate Director of Residents Services, to make all necessary procurement and financial decisions, including the appointment of consultancies and the placing of building contracts for the installation of modular temporary classroom units required for bulge classes from September 2016.**

Reason for Recommendation

The Education Act 1996 states that local authorities have a duty to educate children within their administrative area which forms part of the Council's legal requirement to meet the educational needs of the Borough. Failure to proceed with providing suitable additional accommodation required for the primary school bulge classes will mean that there will be insufficient pupil places to meet the expected demand from September 2016.

Policy Overview Committee comments

None at this stage.

3. INFORMATION

3.1 PRIMARY SCHOOLS

School Places Forecast

The demand for school places in Hillingdon has been rising in recent years and is forecast to continue to rise in line with national and London-wide predictions. Demand for reception places at primary school level is being driven by rising birth rates as well as new house building and families moving into the Borough. Overall, at primary school level, the need for additional school places has largely been met by the successful school places expansion programme to date, with some excess demand forecast in future years, mainly in the north of the borough.

Phase 4 - Primary School Expansions

The latest forecast for school places indicates a residual need for four additional forms of entry in primary schools in the north of the Borough, which is expected to arise from 2016. This includes demand for places for pupils resident in neighbouring boroughs.

To help mitigate this pressure for school places recommendation 2 seeks approval for installing modular classroom units to be used to accommodate bulge classes at 2 primary schools from September 2016. In addition, recommendation 3 seeks to delegate approval to appoint consultants if required and to place building contracts for the construction works to the Leader of the Council and Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Corporate Director of Residents Services. The schools that will be taking the additional bulge classes will be confirmed in a future Cabinet Report.

There is also a need for permanent expansions. Members have reviewed the feasibility options on the schools deemed suitable and officers are now progressing proposals to increase the number of school places available at three primary schools.

3.2 SECONDARY SCHOOLS

School Places Forecast

The rising demand for school places is now moving into secondary schools. The latest forecast shows a longer-term sustained pressure for additional secondary school places. The planned expansions of Northwood, Abbotsfield and Swakeleys schools will add 5.5 forms of entry capacity. Over the next five years, 19 additional forms of entry are forecast to be required. The forecast need for additional secondary school places is higher in the northern parts of the Borough, where there tends to be a higher number of pupils living outside the Borough travelling to a Hillingdon school and capacity in existing schools is lower. A new free school, Pinner High School, is opening in Harrow in 2016, close to the border with Hillingdon and this offers an additional choice for Hillingdon residents. Options to expand three secondary schools are being considered.

Priority Schools Building Programme (PSBP)

The school buildings at Abbotsfield, Swakeleys and Northwood Secondary Schools require improvement and have attracted funding from the Priority School Building Programme for all three schools to be rebuilt. Abbotsfield and Swakeleys rebuild projects are being managed by the Education Funding Agency with the exception of the offsite highways works which will be carried out by the Council. The Northwood rebuild project is being directly managed by the Council.

Northwood School

The minor delays reported in previous Cabinet reports which were caused by adverse weather conditions have been recovered on the construction of the new main school building which is now back on schedule. The contractor is currently increasing labour resources to mitigate the 5 days delay on the construction of the sports hall and it is expected this time will be recovered over the coming weeks.

The external facade of the main building has progressed significantly, with the brick work complete and cladding works now under way. The early delivery and installation of the windows has allowed the other trade packages to start such as plastering and the installation of mechanical and electrical services.

Abbotsfield and Swakeleys Schools

Following the Planning Committee in December 2015 the planning application for the Abbotsfield and Swakeleys projects was referred to Greater London Authority (GLA) and Secretary of State for the Department for Communities and Local Government (DCLG) due to the schools being located in the green belt. Comments have now been received from both the GLA and DCLG. The discussions over final content of the Section 106 agreement have commenced, once these have been concluded and the agreement signed by the relevant parties the planning consent for the scheme will be issued.

The Education Funding Agency are currently reporting that the new school buildings will be completed during 2017

3.3. SCHOOLS CONDITION PROGRAMME

The 2015/16 School Condition Programme received approval from the Cabinet in January 2016. The analysis of the received tenders has been completed for 4 of the projects, Heathrow Primary and Hayes Park Primary heating works, Yeading Junior boiler and window replacements and the installation of a new hot water generator for Minet Infant and Junior. Cabinet Member reports requesting approval to place building contracts are currently being prepared and subject to approval, the first of these projects are scheduled to commence during March/April 2015.

The analysis of tender returns for the remaining projects in the current school condition programme will complete over the next month.

3.4. UNIVERSAL INFANT FREE SCHOOL MEALS

Schools are required to offer infant school pupils (from reception to year 2 inclusive) with a hot free school meal as part of the governments Universal Infant Free School Meals initiative. The Department for Education announced in March 2015 that Hillingdon will receive an additional capital allocation grant to be used to raise the level of take-up for meals. This funding will be used for kitchen upgrade works at Abbotsfield, Hayes Park Primary, Heathrow Primary, Hedgewood and Whiteheath Junior Schools.

Following the appointment of consultants and equipment suppliers in December 2015, the appointment of the main works contractor was approved on the 14 January 2016 and the works started on 26 January 2016. These projects are scheduled to be completed by the end of March 2016

3.5. FINANCIAL IMPLICATIONS

Month 9 Monitoring - Financial Summary

The current approved schools capital programme budget is forecasting an under spend of £2,448k arising predominantly from completed schools within Phases 1 to 3 of the primary schools expansions and rebuild programme inclusive of Special Resources Provision and Special Educational Needs schemes. This represents a favourable movement of £164k from Month 8 resulting mainly from further savings arising from reductions to the principally agreed final account position for both John Locke and Lake Farm projects.

The overall under spend is resulting from a combination of effective final account negotiations at various schools and efficiencies gained across the programme as a whole. Final accounts settlements remain outstanding for both Hermitage and Glebe Primary Schools and the financial implications will be reported on once these have been provisionally agreed.

Phase 4 - Primary School Expansion

Feasibility and options continue to be assessed to determine the most suitable option to the Council in meeting the pupil demand pressures in the areas that need it the most. Members have indicated their preference on the options presented to them, the feasibility and agreement of which is currently being finalised with all stakeholders. There has been an indicated need for bulge classes at two school sites for which planning permission has previously been granted. The estimated costs of the bulge classes will be met from the £1,716k Phase 3a budget that currently remains unallocated.

Priority Schools Building Programme Phase 1 (Secondary Schools Replacement)

Northwood School: This project is forecast to be completed within the revised budget of £35,184k. Minor delays are being reported resulting from inclement weather however the contractor is mitigating this risk by steadily increasing labour resources. The brick work to the main building is now complete whilst the installation of windows has now begun. The scheme is on target to meet all key milestones, however, funding of £2,873k is forecast to be re-phased into 2016/17 based on the current cash flow profile.

Abbotsfield School: The Education Funding Agency (EFA) are managing the re-building of this school through the Priority Schools Building Programme (PSBP) with the Council making a contribution of £13,070k covering an additional 2.5 forms of entry, FF&E and highways works, a vocational centre and additional SRP provision.

The highways works will include the provision of 50 drop-off places within the school boundary, and a separate contribution to Transport for London is also required for an augmented bus service for pupils. The Council liability towards the TFL contribution is subject to final agreement pending further negotiations with the EFA regarding Swakeley's School.

The EFA have also requested that the Local Authority increase its financial contribution for Abbotsfield School for various issues partly attributable to higher construction costs due to the delay in the EFA starting construction on site. The Council is in discussion about this and other requests for additional funding.

All the above items may represent a potential pressure on the overall budget depending on the outcome. However this can only be confirmed once items are agreed and feasibility on the expected highways costs has been established. The delivery of the project is running behind schedule although the school is expected to be ready in 2017.

Universal Free School Meals

Works will be carried out across five further schools to support the government led initiative of implementing Universal Infant Free School Meals. Following the appointment of specialist kitchen equipment suppliers, designers and installers approval has now been received to appoint the contractor for main refurbishment works at the sites. The schemes are on course to complete by the end of the financial year and will be funded from the additional government grant of £715k received by the Council in early 2015.

Kitchen refurbishment works at Frithwood, Harefield and Harlyn Primary Schools completed successfully in August 2015 using the initial £476k allocated towards the free school meals initiative.

Schools Condition Programme

The 2015/16 schools condition programme has been agreed with ten priority schemes identified for condition works following approval to include minor works at Minet infant and Junior School and the acceleration of the Hayes Park heating works scheme into 2015/16.

The boiler and pipe works at Whitehall Junior School was completed over the summer holidays with an estimated outturn cost of £283k. The remaining schemes are at different stages of the tendering process with four schemes currently undergoing the governance approval process for the appointment of main contractors.

The schemes will be funded from the overall 2015/16 approved budget of £3,597k with forecast outturn estimated to be within the overall budget. Any uncommitted budget will be reviewed for potential re-phasing to support the 2016/17 conditions programme. As a result of the delay in commencing the 2015/16 schemes there is an increase in forecast slippage totalling £2,487k as at Month 9.

The projects will commence subject to attaining final agreement from the schools with respect to their level of contribution towards the works in line with policy and adjustments resulting from tendered final costs.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

Completion of the school expansion projects will result in additional school places needed for local children, which the Council has a statutory duty to provide. In addition the completion of the other school capital projects will result in the provision of quality fit for purpose school facilities.

Consultation Carried Out or Required

Changes made under the 2013 School Organisation Regulations mean that, subject to certain conditions (which include securing capital funding and planning consent), governing bodies of all categories of maintained schools are able to enlarge their premises (expand) without a statutory process. However, the statutory guidance states an expectation that parents and other interested parties are consulted. The local authority can also propose such a change, in which case a statutory process is required.

A statutory process (involving publication of proposals, statutory consultation and a Cabinet or Cabinet Member decision) is required for proposals to establish special educational needs provision (e.g. Specialist Resourced Provision - SRP). Therefore, this will be needed if any expansion projects also include an SRP.

Under the School Admissions Code, the local authority as admissions authority for community schools must consult at least the school governing body on the admission number. Foundation schools are their own admissions authority and set their own admission number.

5. CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance has reviewed this report and the financial implications outlined above, noting that the recommended investment in temporary units will be contained within existing budget provision. A comprehensive update on the medium term financial implications of the Council's on-going investment in school place provision is contained with the budget report presented to Cabinet on this agenda.

Legal

The Borough Solicitor confirms that there are no specific legal implications arising from this report. Legal advice is provided whenever necessary, in particular cases, to ensure that the Council's Interests are protected.

Corporate Property and Construction

Corporate Property and Construction authored this report.

6. BACKGROUND PAPERS

NIL

APPENDIX 1

Summary of school construction projects

School Name	Summary of Works	Status
PHASE 2		
Harefield Infants	Single storey extension to a Year 2 classroom, replacement of windows and external walls in the reception, together with associated works.	All works complete.
Harefield Junior	Construction of a single-storey classroom to accommodate two classrooms and associated facilities	All works complete.
Field End Infants	1 FE Expansion: Construction of new single storey building and associated facilities.	All works complete.
Field End Junior	1 FE Expansion: Construction of single storey building and associated facilities.	All works complete.
Bourne Primary	(Bulge Year) Single storey extension to existing school to provide two new classrooms with associated facilities.	All works complete.
Highfield Primary	1 FE Expansion: Construction of a two storey building and associated facilities.	All works complete.
Ryefield Primary	1 FE Expansion: Construction of a single storey building, a two storey block and associated facilities.	All works complete.
Heathrow Primary	0.5 FE Expansion: Part demolition of the existing building, construction of a two storey extension and associated facilities	All works complete.
Rabbsfarm Primary	1 FE Expansion: Demolition of existing school and construction of a new 3 FE school including nursery.	All works complete.
Ruislip Gardens	1 FE Expansion: Construction of a new two storey extension and associated facilities.	All works complete.
West Drayton Primary	1 FE Expansion: Construction of two storey building and associated facilities.	All works complete.
Pinkwell Primary	1 FE Expansion: Construction of a standalone classroom block and associated facilities.	All works complete.
Rosedale Primary	Demolition of school sports hall/gymnasium and construction of a new 2 FE school including nursery.	All works complete.
Wood End Primary	1 FE Expansion: Construction of 2 stand alone buildings and associated facilities.	All works complete.
Harlyn Primary	1 FE Expansion: Construction of part two storey/part single storey extension to existing school and a standalone two storey classroom block.	All works complete.
Hillingdon Primary	1 FE Expansion: Part demolition of existing school and construction of a new two storey classroom block and associated facilities.	All works complete.
Cherry Lane Primary	1 FE Expansion: Construction of a two storey building and associated facilities.	All works complete.
Hermitage Primary	1 FE Expansion: Demolition of existing school and construction of a new 2 FE school including nursery.	All works complete.
Glebe Primary	1 FE Expansion: Demolition of existing school and construction of a new 3 FE school including nursery.	All works complete.
PHASE 3		
Lake Farm site	A new 3 FE primary school, a nursery, a Special Resource Provision unit and other associated facilities.	All works complete.
St Andrews Park site	A new 3 FE primary school, a nursery and other associated facilities.	All works complete.
St Martin's CoE Primary School	New 3 FE Primary School and other associated facilities.	All works complete.
PHASE 4		
Primary Schools	Bulge Classes: Installation of a double modular classroom unit at 2 schools.	Pre-construction.
Primary Schools	Expansions: Potential expansion of up to 3 schools.	Feasibility.

SECONDARY SCHOOLS		
Northwood School	1 FE Expansion: Demolition of existing school and construction of a new 6 FE school.	Works will be completed in 2017
Abbotsfield School	2.5 FE Expansion: Demolition of existing school and construction of a new 9 FE school.	Works scheduled to be completed in 2017.
Swakeleys School for Girls	2 FE Expansion: Demolition of existing school and construction of a new 8 FE school.	Works scheduled to be completed in 2017.
OTHER PROJECTS		
Deanesfield Primary School	Installation of a double modular unit for use as a Breakfast and After School Club.	All works complete.
Bourne Primary School	Installation of a single modular classroom unit.	All works complete.
Vyners School	Relocation of the Hearing Impairment Resource Base Specialist Resource Provision to a larger area within the existing school which will be remodelled.	All works complete.
	Installation of a single modular classroom unit.	All works complete.

Note: A Form of Entry (FE) is a group of 30 pupils. Expanding a school by 1 FE will add accommodation sufficient for 30 additional pupils to every year group.

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