



HILLINGDON
LONDON

VIRTUAL

CABINET

Date: THURSDAY, 18 FEBRUARY 2021

Time: 7.00 PM

Venue: THIS IS A VIRTUAL MEETING

Meeting Details: Watch a live broadcast of this meeting on the Council's YouTube channel: [Hillingdon London](#)

To all Members of the Cabinet:

Ian Edwards, Leader of the Council (Chairman)

Jonathan Bianco, Deputy Leader of the Council & Cabinet Member for Property & Infrastructure (Vice-Chairman)

Douglas Mills, Cabinet Member for Corporate Services & Transformation

Martin Goddard, Cabinet Member for Finance

Susan O'Brien, Cabinet Member for Families, Education and Wellbeing

Jane Palmer, Cabinet Member for Health & Social Care

Eddie Lavery, Cabinet Member for Environment, Housing & Regeneration

John Riley, Cabinet Member for Public Safety and Transport

Published:

Wednesday, 10 February 2021

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Putting our residents first

Lloyd White
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London Borough of Hillingdon,
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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 2021 at 7pm virtually on the Council's YouTube channel: Hillingdon London

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 exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (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 2021
London Borough of Hillingdon

Agenda

- 1 Apologies for Absence
- 2 Declarations of Interest in matters before this meeting
- 3 To approve the minutes of the last Cabinet meeting 1 - 8
- 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

Cabinet Reports - Part 1 (Public)

- 5 Monthly Council Budget Monitoring Report - Month 9 (Cllr Martin Goddard) 9 - 64
- 6 The Council's Budget - Medium Term Financial Forecast 2021/22 - 2025/26 (Cllr Ian Edwards & Cllr Martin Goddard)
TO RECOMMEND TO COUNCIL
CIRCULATED ON AGENDA B
- 7 The Schools Budget 2021/22 (Cllr Susan O'Brien & Cllr Martin Goddard) 65 - 98
- 8 Government Planning Consultation: Supporting housing delivery and public service infrastructure (Cllr Eddie Lavery) 99 - 118
- 9 Hillingdon's Elective Home Education Policy (Cllr Susan O'Brien) 119 - 148

Cabinet Reports - Part 2 (Private and Not for Publication)

- | | | |
|-----------|--|-----------|
| 10 | Community Equipment Contract Extension (Cllr Jane Palmer & Cllr Susan O'Brien) | 149 - 158 |
| 11 | Contract for the Collection, Sorting, Processing and Sale of Dry Recyclables (Cllr Eddie Lavery) | 159 - 168 |
| 12 | Voluntary Sector Leases (Cllr Jonathan Bianco) | 169 - 176 |

The reports in Part 2 of this agenda are not for publication because they involve the disclosure of information in accordance with Section 100(A) and Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended), in that they contain exempt information and that the public interest in withholding the information outweighs the public interest in disclosing it.

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

Minutes

VIRTUAL CABINET

Thursday, 21 January 2021

Meeting held virtually – live on the Council's

YouTube Channel: [Hillingdon London](#)



Decisions published on: 22 January 2021

Decisions come into effect on: 29 January 2021

Cabinet Members Present:

Ian Edwards (Chairman)
Jonathan Bianco (Vice-Chairman)
Douglas Mills
Susan O'Brien
Jane Palmer
Martin Goddard
John Riley
Eddie Lavery

Members also Present:

Duncan Flynn
Keith Burrows
Wayne Bridges
Philip Corthorne
Nick Denys
Simon Arnold
Peter Curling
Peter Money
Kerri Prince

1. APOLOGIES FOR ABSENCE

All Cabinet Members were present.

2. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING

Cllr Eddie Lavery declared a non-pecuniary interest in Item 5 on the agenda as the Chairman of Governors at Ruislip Gardens Primary School. He remained in the virtual meeting during the discussion and vote on the item.

3. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING

The decisions and minutes of the Cabinet meeting held on 10 December 2020 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.

5. PROPOSED CHANGES TO THE ADMISSIONS CRITERIA FOR COMMUNITY SCHOOLS

RESOLVED:

That Cabinet:

- 1. Note the outcome of the consultation about proposed changes to the school admissions criteria (appendices 1-4).**
- 2. Consider and give full regard to the outcome of the consultation findings and when making a decision on the proposals to amend the school admissions criteria.**
- 3. Agree to implement the amended admission arrangements for all Hillingdon Community schools from September 2022, noting that in accordance with the School Admissions Code, Admissions Authorities must determine their admissions criteria by 28 February 2021.**
- 4. Agree for a reduction to the Planned Admission Number for Ruislip Gardens Community School from 90 to 60.**

Reasons for decision

Cabinet considered the consultation responses which indicated support for its proposed changes to the admissions criteria to reception school places in Hillingdon which were aimed at mitigating the risk of applicants not receiving a school placement.

The Cabinet Member for Families, Education & Wellbeing detailed the changes proposed and noted they would be effective from September 2022.

Cabinet agreed to implement the proposals which would ensure the Council continued to meet its statutory responsibility to secure sufficient education places for children resident in the Borough and close to their home.

Alternative options considered and rejected

Cabinet could have decided retained the current admission arrangements or amend the proposals as set out in the report.

Officer to action:

Dan Kennedy – Planning, Environment, Education and Community 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. BETTER CARE FUND SECTION 75 AGREEMENT

RESOLVED:

That Cabinet notes the report and agrees to delegate authority to approve the agreement between the Council and Hillingdon Clinical Commissioning Group under section 75 of the National Health Service Act, 2006 for Hillingdon's 2020/21 Better Care Fund plan to the Leader of the Council and the Cabinet Member for Health and Social Care, in consultation with the Corporate Directors of Finance and Social Care.

Reasons for decision

Due to national timing delays in the publication of the Government's requirements for the 2020/21 Better Care Fund Plan, Cabinet agreed to delegated authority to the Leader of the Council and the Cabinet Member for Health & Social Care to give final approval to the Section 75 agreement once it had completed the mandated partnership approval process, including sign-off by the Health and Wellbeing Board.

The Cabinet Member for Health & Social Care outlined the significant funding that could be secured as part of the Agreement and the activity being undertaken to improve the integration of health and social care services, which it was noted had also been critical during the pandemic, including step-down arrangements from hospital, relieving pressure on the NHS.

The Leader of the Council thanked the Council and its health partners for the work to secure the significant amount of monies as part of the Better Care Fund and noted that this showed the scale of ambition to deliver such vital public services to residents in Hillingdon

Alternative options considered and rejected

Cabinet could have deferred approval to a later meeting or not entered into any agreement, but this would mean the Council would not receive additional care funding.

Officer to action:

Gary Collier, Social Care

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. MONTHLY BUDGET MONITORING REPORT: MONTH 8

RESOLVED:

That Cabinet:

- 1. Note the budget position as at November 2020 (Month 8) as outlined in Table 1.**
- 2. Note the Treasury Management update as at November 2020 at Appendix E.**
- 3. Continue the delegated authority up until the November 2020 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 10 December 2020 and 21 January 2020 Cabinet meetings, detailed at Appendix F.**
- 4. Approve a virement of £100k from the 2020/21 general capital contingency fund to the Battle of Britain Enhancements budget to create the “Faces of the Battle” permanent exhibition.**
- 5. Endorse the change in charity waste disposal fees as set out in Appendix G**
- 6. Accepts the £39k Community Champions Fund grant from the MLCHG.**
- 7. Ratify an Emergency Decision by the Leader of the Council taken on 14 December 2020 to appoint Edenred to administer the provision of supermarket vouchers to households eligible for free school meals, as part of the Winter Grant Scheme.**
- 8. Ratify an Emergency Decision by the Leader of the Council taken on 16 December 2020 to grant an interest free loan of £312k to GLL, the Council’s Leisure Provider.**
- 9. Accepts the Environment Agency Grants in relation to the below schemes:
 - a) £30k Hayes End and Kingshill Avenue Scheme**
 - b) £35k for the Breakspear Road South and Copthall Farm Scheme**
 - c) £200k for the Frogs Ditch and Cranford Park Scheme****
- 10. Appoints the following Councillors to the Shareholder Committee of Hillingdon First Limited and to the positions of Chairman and Vice-Chairman of the Shareholder Committee:
 - I. Cllr Ian Edwards – Leader of the Council (Chairman)**
 - II. Cllr Jonathan Bianco – Cabinet Member for Property & Infrastructure (Vice-Chairman)**
 - III. Cllr Martin Goddard – Cabinet Member for Finance****
- 11. Confirms the appointments of the following Councillors from the London Borough of Hillingdon to the Joint Committee of the London Housing Consortium:
 - I. Cllr Edward Lavery – Cabinet Member for Environment, Housing and Regeneration (executive member)**
 - II. Cllr Philip Corthorne – Chairman, Social Care, Housing and Public Health Policy Overview Committee (non-executive member)****

Reasons for decision

The Cabinet Member for Finance informed Cabinet of the latest revenue and capital position for the financial year 2020/21, including the status of the Council's savings targets, its reserves and balances position and noted the continued General Fund underspend on the current year's position.

Commenting on the £32.1m budget pressures in respect of the pandemic, it was noted that this included both lost income and additional costs but that it would be funded through Government grants, or should it be required, additional earmarked reserves set up to mitigate future pressures.

Cabinet made a number of financial related decisions, including the virement of monies to fund exhibition enhancements at the Battle of Britain Bunker, an amendment of the fees for charity waste disposal and it accepted funding for the Community Champions Fund and from the Environment Agency for specific flood works schemes.

Cabinet ratified two emergency decisions taken by the former Leader of the Council on the Winter Grant Scheme for free school means and a loan to the Council's leisure centre provider, GLL to support it during the pandemic.

An addendum was published, which Cabinet approved, to confirm appointments to the Hillingdon First Limited Shareholder Committee - the Council's property company - and also the London Housing Consortium.

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.

8. INTEGRATED PUBLIC HEALTH SERVICES CONTRACTS

RESOLVED:

That the Cabinet:

- 1. Agree to amend the existing contracts into a single contact with extended scope and duration with CNWL to provide the provision of Integrated Public Health Services to secure immediate contract savings of £250k to allow services to be co-terminous and to allow the transformation programme to progress ahead of re-tendering the**

services. Furthermore, agree to CNWL to provide these services to the London Borough of Hillingdon for period to 31st July 2022 at a value of £10,525,321.

2. Agree to extend the current contract with LNWH for the provision of Integrated Sexual & Reproductive Health Services to the London Borough of Hillingdon for the period of 1 July 2021 to 31 July 2022 at a value of £3,568,629.
3. Accept to extend the current contract with the GP Confederation for the provision of Health Checks to the London Borough of Hillingdon for the period of 1 April 2021 to 31 July 2022 at a value of £373,333.

Reasons for decision

Cabinet agreed the continuation of the existing contracts with the incumbent health providers and introduced a co-terminus expiry date for all Public Health contracts to 31 July 2022, noting that this was part of a transformation project that would allow the Council to move forward with an integrated provision of such services in the future.

Alternative options considered and rejected

Cabinet could have decided to run competitive tenders instead at this time, but it considered the short contract period would not be the optimal commercial arrangement.

Officer to action:

Sally Offin, Finance

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 in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended).

9. DISPOSAL OF 2 DWELLINGS AND 2 FORMER GARAGE SITES

RESOLVED:

That the Cabinet:

1. Declares the 2 dwellings and 2 sites surplus to requirements;
2. Authorises the sale of the 2 dwellings via local estate agents.
3. Authorises the sale of the 2 former garage sites on the open market with planning consent for a residential scheme. The method of sale to be by auction, subject to prevailing market conditions. The sales are to be

- leasehold with an option to sell the freehold for £1 on the satisfactory completion of the development and;
4. **Delegates authority to the Leader of the Council and the Cabinet Member for Property and Infrastructure, in consultation with the Director of Infrastructure, Transport and Building Services, for all subsequent decisions regarding the sale of the sites.**

Reasons for decision

Cabinet agreed to declare two properties surplus to requirements as their letting or redevelopment were considered unviable. Cabinet also declared two garage sites surplus which had been attracting anti-social behaviour and fly-tipping. With planning consent granted, these sites would bring a financial receipt to the Council, which would be ring fenced for other housing projects.

Alternative options considered and rejected

Cabinet considered a range of options as set out in the report.

Officer to action:

Julie Markwell - Infrastructure, Transport & Building 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 in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended).

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

No additional items were considered by the Cabinet.

The meeting closed at 7.18pm

***Internal Use only - implementation of decisions**

When the Cabinet's decisions come into effect

Meeting after Cabinet, the Executive Scrutiny Committee did not call-in any of the Cabinet's decisions.

Implementation of all decisions:

All decisions of the Cabinet can be implemented by officers upon the expiry of the scrutiny call-in period which is:

from 5pm, Friday 29 January 2021.

Officers to action the decisions are indicated in the minutes.

The minutes are the official notice for any subsequent internal process approvals required by officers to action the Cabinet's decisions.

This virtual meeting was broadcast live on the Council's YouTube channel [here](#) under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) (Regulations) 2020.

Please note that these minutes and decisions are the definitive record of proceedings by the Council of this meeting.

If you would like further information about the decisions of the Cabinet, please contact the Council below:

democratic@hillingdon.gov.uk

Democratic Services: 01895 250636

Media enquiries: 01895 250403

To find out more about how the Cabinet works to put residents first, visit [here](#).

COUNCIL BUDGET - 2020/21 REVENUE AND CAPITAL MONTH 9 BUDGET MONITORING

Cabinet Member	Councillor Martin Goddard
Cabinet Portfolio	Cabinet Member for Finance
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 2020/21 revenue budget and Capital Programme.</p> <p>A net in-year underspend of £3,432k is reported against General Fund revenue budget normal activities as of December 2020 (Month 9), an improvement of £121k on the Month 8 position. Unallocated reserves are projected to total £31,337k at 31 March 2021.</p> <p>To date, COVID-19 pressures of £34,043k have been identified and are being funded by specific Government grant, with the Council also retaining £9,126k of its own funding in a dedicated Earmarked Reserve to supplement Government support in 2020/21 and future years if required.</p> <p>The latest positions on other funds and the Capital Programme are detailed within the body of this report.</p>
Contribution to our plans and strategies	<p>Putting our Residents First: <i>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, Commerce & Communities
Ward(s) affected	All

RECOMMENDATIONS

That Cabinet:

1. Note the budget position as at December 2020 (Month 9) as outlined in Table 1.
2. Note the Treasury Management update as at December 2020 at Appendix E.

- 3. Continue the delegated authority up until the February 2021 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 2021 and 18 February 2021 Cabinet meetings, detailed at Appendix F.**
- 4. Note the virement of £883k funding from the 2020/21 HRA Acquisitions and Internal Developments budget within HRA Major Projects to the Packet Boat House building and associated fire safety works project within HRA Works To Stock.**
- 5. Accept the £10k funding award from the Reading Agency for a Reading Friends Project.**
- 6. Accept grant funding of £34k from Historic England in respect of the Covid-19 Emergency Heritage at Risk Response Fund for works at Manor Farm, Ruislip and Southlands Art Centre.**
- 7. Approve a one-off grant of £47k be awarded to Hillingdon Foodbank to support appointment of a project manager and driver to enable the foodbank to develop its operation during 2021/22. Funding will come from the Government's grants to local authorities to support community impacts of COVID-19.**

INFORMATION

Reasons for Recommendations

1. The reason for **Recommendation 1** is to ensure that the Council achieves its budgetary objectives, providing Cabinet with an update on performance at Month 9 against budgets approved by Council on 20 February 2020. An update on the Council's Treasury Management activities is signposted in **Recommendation 2**.
2. **Recommendation 3** is intended to enable continued delegation of approval for appointment of consultancy and agency appointments over £50k to the Chief Executive, with final sign-off from the Leader of the Council. In addition, Appendix F reports back on use of this delegated authority previously granted by Cabinet.
3. **Recommendation 4** To note recent virement approval of £883k obtained via the capital release process from unallocated funding within the 2020/21 Acquisitions and Internal Development budget to support additional works required to remediate Packet Boat House within the Works To Stock programme.
4. **Recommendation 5** is to accept £10k funding following Hillingdon libraries successful bid for funding from the Reading Agency for a Reading Friends project. Reading Friends is an initiative designed to end loneliness and support mental health and wellbeing through the power of reading. Hillingdon libraries will use the funds to provide tablets to connect with isolated older people, young carers, people with disabilities and impairments, and people living with dementia. The tablets will enable library staff to communicate with these residents for keep-in-touch conversations, reminiscence sessions and online reading groups. The tablets will also offer access to author talks, read aloud sessions and virtual coffee mornings, craft events and conversation groups. Residents without access to the internet and email will be prioritised, with SIM cards also purchased through the funds. Also in the purchasing plan are Quick Reads book stock, additional Reading Well book stock, materials for the sessions and publicity for care homes, GP surgeries and charity/health partners.
5. The Historic England COVID-19 Emergency Heritage at Risk Response Fund offers grants of up to £25k for repairs and maintenance and project development to enable further works at historic buildings and sites which are normally visited by the public, so that they can re-open as quickly as possible, subject to COVID-19 restrictions, and thrive once again. **Recommendation 6** seeks authority for the Council to accept £25k awarded for repairs and investigative works at the Great Barn, Manor Farm site in Ruislip and £9k for drainage repair works at Southlands Art Centre. The grant eligible works and claim must be completed by 30th September 2021.
6. Cabinet is asked at **Recommendation 7** to agree a one-off grant of £47k to Hillingdon Foodbank to support its longer-term development and growth during 2021/22, in particular, the appointment of a project centre manager and an additional driver. The Council has supported Hillingdon Foodbank to respond to the increase demand experienced during the Covid pandemic. The Government's emergency assistance grant for food and essential supplies was utilised to provide £39,550 from July 2020 to March 2021 to help with purchase of food and a fridge freezer. In addition, the Council has hired a van to assist with deliver and movement of food and is in the process of sourcing a new van to be gifted to the Foodbank. From August 2020, the Council ceased to provide emergency food directly from its Community Hub and reverted, through agreement, to the prior arrangement whereby referrals were made to the established Foodbank in cases of emergency. Hillingdon Foodbank remains a key partner in Hillingdon's community response to the pandemic and a grant will assist them in developing their resilience and future strategy including seeking external funding. In arriving at this

recommendation officers have followed the same process and requirements set for its own core grants programme.

7. **Alternative options considered**

8. There are no other options proposed for consideration.

SUMMARY

REVENUE

9. General Fund pressures totalling £34,043k are projected in relation to the impacts of the COVID-19 pandemic and the Council's response in 2019/20 and 2020/21, with £32,160k of this pressure impacting the current financial year. With the pandemic continuing and local authorities at the forefront of delivering support to residents, it is expected that this pressure will grow over the coming months and continue into the new financial year.
10. Funding through specific COVID-19 grants and the MHCLG scheme to cover 75% of income losses is expected to total £37,010k by 31 March 2021 and therefore sufficient to manage those pressures already identified. Given the likelihood that further pressures will emerge over the remainder of this financial year and beyond, the Council continues to maintain an Earmarked Reserve of £9,126k to manage further demands exceeding Government funding.
11. On the assumption that this funding strategy for COVID-19 pressures can be maintained, an underspend of £3,432k is projected across General Fund budgets at Month 9, an improvement of £121k on the Month 8 position. The £3,432k underspend consists of £2,662k service underspends and a £770k underspend on capital financing and funding. Taking account of the budgeted £6,334k drawdown from General Balances, this will result in unallocated General Balances totalling £31,337k at 31 March 2021.
12. Within this position, £3,577k of the £6,386k savings planned for 2020/21 are banked or on track for delivery in full by 31 March 2021, with £2,809k being tracked as being at an earlier stage of implementation or at risk as a result of the COVID-19 pandemic. While any in-year pressures relating to delays in implementing savings have been incorporated into the COVID-19 pressure noted above, it is expected that a similar approach will be required during 2021/22.
13. Within the Collection Fund, a pressure of £4,844k is reported at Month 9 as a result of the significant growth in demand for the Council Tax Reduction Scheme as well as slower than budgeted growth in both Council Tax and Business Rates taxbases. These pressures reflect the impact of COVID-19 on local tax collection and following the November 2020 Spending Review it is expected that 75% of the in-year pressure will be funded by a specific Government grant. The remaining 25% will ultimately impact on General Balances and has been factored into the latest iteration of the MTFE.

CAPITAL

14. As at Month 9 an underspend of £34,246k is reported on the 2020/21 General Fund Capital Programme of £85,698k, due mainly to re-phasing of project expenditure into future years. Some schemes were temporarily put on hold during the COVID-19 pandemic. This position reflects the current view which will be refined in future reports as the impact of the pandemic on the progress of individual schemes and programmes becomes clearer. The forecast outturn variance over the life of the 2020/21 to 2024/25 programme is an under spend of £5,652k. This outlook for the capital programme is factored into the capital programme projections included in the budget setting report on the agenda.

FURTHER INFORMATION

General Fund Revenue Budget

16. **Normal Activities** - An underspend of £3,432k is reported across normal operating activities at Month 9, an improvement of £121k on the Month 8 position. The £121k consists of £282k improvement across the directorate positions, consisting of minor movements across a range of services areas and a £3k improvement on Corporate Operating budgets. In addition, there is an adverse movement on net contingency of £164k arising largely from demand in Social Care placements offset by the reduction in homelessness and planning enforcement costs.
17. Overall the directorates are all reporting underspends totalling £2,662k on normal activities, however within this there are a number of pressures which are being managed and in the current year offset through wider underspends. These underspends are being predominantly driven by the COVID-19 pandemic, in service areas unable to run at normal levels, or forced to close, due to measures put in place to help contain the virus and reduce the rate of infection. Specific pressure areas with departmental budgets are expanded upon in Appendix A to this report.
18. There are underspends reported against Interest and Investment Income and Levies and Other Corporate Budgets, a favourable variance of £770k includes a one-off windfall of £161k related to Icelandic investment recoveries and the benefit of maintaining short term borrowing. A minor £4k overachievement of income is reported on Corporate Funding, as the exact level of grant funding for the year was not confirmed until after Cabinet and Council approved budgets in February 2020.
19. **COVID-19 Financial Impact** - There is a significant pressure of £32,160k relating to the in-year impact of the COVID-19 pandemic being reported under Exceptional Items in the table below. This pressure and £1,883k costs incurred in 2019/20 can be contained within the £37,010k confirmed Government funding, although there remains a strong likelihood that further pressures will emerge over the remainder of the year as the pandemic continues. The Council therefore retains £9,126k in Earmarked Reserves to manage any costs exceeding available Government funding.
20. The COVID-19 financial pressure is being driven largely by a reduction in Fees and Charges income, partly due to services not running during the pandemic and partly due to the Council ceasing Fees and Charges to support the residents during times of financial hardship. In addition, the Council is continuing to support the Social Care provider market, to ensure consistency in service delivery to our more vulnerable residents, compounded by a forecast increase in demand for these services during the pandemic. Alongside this, the Council continues to support homelessness and rough sleepers, ensuring this group are protected during the pandemic.
21. **Savings** - £6,386k of savings are included in the 2020/21 General Fund revenue budget. There has been no month on month movement in the savings tracker for Month 9 and delivery is on track or banked against £3,577k of this total, with £2,809k either in the early stages of delivery or deemed higher risk. The value of the savings at risk are directly attributable to the COVID-19 pandemic, due to delays in implementing the saving programme as a result of the Council's efforts to redirect resources during these difficult times, protecting vulnerable residents and supporting local businesses, particularly within the Social Care market place. Where savings are not expected to be delivered in full during the current financial year, the resulting pressures form part of the reported COVID-19 pressure and associated funding strategy.

22. **2020/21 Pay Award** - The Council budgeted for a 2% pay award being agreed based on the latest intelligence available at the time the budget was set at February Council. The in-year monitoring position reported reflecting the 2.75% uplift in pay, the award above the budgeted 2% has been factored into the draft budget for 2020/21 be presented to Cabinet on this agenda.

Table 1: General Fund Overview

Original Budget £'000	Budget Changes £'000	Service	Month 9		Variance (As at Month 9) £'000	Variance (As at Month 8) £'000	Movement from Month 8 £'000
			Revised Budget £'000	Forecast Outturn £'000			
213,954	(1,573)	Directorate Operating Budgets	212,381	209,719	(2,662)	(2,380)	(282)
7,093	(55)	Corporate Operating Budgets	7,038	6,272	(766)	(763)	(3)
13,657	0	Development & Risk Contingency	13,657	13,657	0	(164)	164
(420)	1,628	Unallocated Budget Items	1,208	1,208	0	0	0
234,284	0	Sub-total Expenditure	234,284	230,856	(3,428)	(3,307)	(121)
(227,950)		Corporate Funding	(227,950)	(227,954)	(4)	(4)	0
6,334	0	Total Normal Activities	6,334	2,902	(3,432)	(3,311)	(121)
		<u>Exceptional COVID-19 items</u>					
0	0	Pressures	0	32,160	32,160	30,193	1,967
0	0	COVID-19 Funding	0	(32,160)	(32,160)	(30,193)	(1,967)
6,334	0	Total Net Expenditure	6,334	2,902	(3,432)	(3,311)	(121)
(34,239)	0	Balances b/fwd	(34,239)	(34,239)			
(27,905)	0	Balances c/fwd 31 March 2021	(27,905)	(31,337)			

23. General Fund Balances are expected to total £31,337k at 31 March 2021 as a result of the forecast position detailed above, which is £3,432k higher than anticipated in the budget strategy agreed in February 2020 and has been incorporated in to the budget proposals for 2021/22 for approval by Cabinet on this agenda.

Directorate Operating Budgets

24. Directorate Operating Budgets represent the majority of the Council's investment in day-to-day services for residents, with more volatile or demand-led areas of activity tracked separately through the Development and Risk Contingency. The impacts of COVID-19 are being reported discretely under Exceptional Items as detailed in Table 1, the position presented in Table 2 therefore represents the position reported against normal activities. Further information on latest projections for each service is contained within Appendix A to this report, with salient risks and variances within this position summarised in the following paragraphs.

Table 2: Directorate Operating Budgets

Original Budget £'000	Budget Changes £'000	Service	Month 9		Variance (As at Month 9) £'000	Variance (As at Month 8) £'000	Movement from Month 8 £'000	
			Revised Budget £'000	Forecast Outturn £'000				
19,095 (3,359)	(432) 146	Finance	Expenditure	18,663	18,536	(127)	(52)	(75)
			Income	(3,213)	(3,260)	(47)	(118)	71
15,736	(286)		Sub-Total	15,450	15,276	(174)	(170)	(4)
166,088 (38,158)	(1,697) 144	Social Care	Expenditure	164,391	164,958	567	1,138	(571)
			Income	(38,014)	(38,641)	(627)	(1,159)	532
127,930	(1,553)		Sub-Total	126,377	126,317	(60)	(21)	(39)
43,811 (27,063)	2,748 (3,350)	Environment, Education & Community Services	Expenditure	46,559	45,652	(907)	(808)	(99)
			Income	(30,413)	(30,399)	14	141	(127)
16,748	(602)		Sub-Total	16,146	15,253	(893)	(667)	(226)
54,435 (19,857)	980 (174)	Infrastructure, Building Services & Transport	Expenditure	55,415	54,237	(1,178)	(1,143)	(35)
			Income	(20,031)	(19,804)	227	164	63
34,578	806		Sub-Total	35,384	34,433	(951)	(979)	28
20,922 (1,960)	63 (1)	Corporate Resources & Services	Expenditure	20,985	20,399	(586)	(546)	(40)
			Income	(1,961)	(1,959)	2	3	(1)
18,962	62		Sub-Total	19,024	18,440	(584)	(543)	(41)
213,954	(1,573)	Total Directorate Operating Budgets		212,381	209,719	(2,662)	(2,380)	(282)

25. An underspend of £174k is reported on Finance budgets at Month 9, an improvement of £4k on Month 8. There are compensating variances reported in Exchequer and Business Assurance Services and Procurement, which relate to the implementation of BID reviews. This is primarily relating to extended notice periods and staffing vacancies.

26. There is a net underspend of £60k reported across Social Care before COVID-19 pressures, an improvement on Month 8 of £39k, due to improvements in Adult and Children's social work linked to agency spend, offset by an adverse movement in Provider and Commissioned Care. Within the £60k variance there are compensating movements being driven largely by staffing variances in Children's Services and Adult Social Work alongside non-staffing pressures within Provider and Commissioned Care, offset by staffing reductions in Provider and Commissioned Care where some services have been unable to run during the lockdown period.

27. Environment, Education & Community Services is reporting a net underspend of £893k, within this position is an overspend on Education and Trading Standards offset by an underspend in Green Spaces and Housing. The underspend in Green Spaces is linked to a number of services not being operational due to the pandemic, alongside vacancies across the service. There is a £226k movement from Month 8 resulting from slower than previously anticipated recruitment and reductions in sessional salaries and associated operating costs as a result of the pandemic.
28. A net £951k underspend is reported across Infrastructure, Building Services & Transport, a minor adverse movement from Month 8 of £28k reflecting an adverse movement in ICT being offset by minor movements across the service. The headline position is driven by £461k slippage in Highways expenditure alongside £423k additional lease income in Property Services and a £129k underspend on Waste services being offset by a number of minor pressures across the directorate.
29. The Corporate Resources & Services directorate is forecasting an underspend of £584k, a £41k favourable movement from Month 8, which is being driven by vacant posts and updated recruitment forecasts in the Business & Technical Support service and staffing costs relating to the COVID-19 response being identified for grant funding.
30. The Council is permitted to finance the costs associated with service transformation from Capital Receipts, with both one-off implementation costs and the support for service transformation, including the BID team, being funded from this resource. Current projections include an estimate of £2,293k for such costs, which will remain under review over the remainder of the year and have been excluded from the reported monitoring positions. It is anticipated that these costs will be financed from a combination of Capital Receipts and Earmarked Reserves.

Progress on Savings

31. The savings requirement for 2020/21 is £6,136k. In addition, there are savings of £250k brought forward from 2019/20, which gives an overall total of £6,386k reported below. There has been no month on month movement in the savings tracker for Month 9 and £3,577k are either banked or on track for delivery. £447k savings are in the early stages of delivery or potentially subject to greater risk to delivery, with the remaining £2,362k being reported as having a serious problem with delivery.
32. The relatively high number of savings being reported as having a serious problem with delivery (£2,362k) are directly attributed to the COVID-19 pandemic and the delay this has caused in implementing the saving programme as the Council has needed to redirect resources to manage the pandemic. This value has been included within the Council's COVID-19 pressures under Exceptional Items and is therefore not included within the reported position on normal activities quoted in Table 1.

Table 3: Savings Tracker

2020/21 General Fund Savings Programme		Finance	Social Care	EE&CS	IBS&T	Corporate Resources	Cross-Cutting	Total 2020/21 Savings	
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	%
B	Banked	(186)	(374)	(80)	0	(31)	(590)	(1,261)	19.7%
G	On track for delivery	(42)	(1,674)	0	(600)	0	0	(2,316)	36.3%
A	Potential significant savings shortfall or a significant or risky project which is at an early stage;	0	(447)	0	0	0	0	(447)	7.0%
R	Serious problems in the delivery of the saving	0	0	(1,086)	0	(375)	(901)	(2,362)	37.0%
Total 2020/21 Savings		(228)	(2,495)	(1,166)	(600)	(406)	(1,491)	(6,386)	100.0%

Corporate Operating Budgets (£766k underspend, £3k adverse movement)

33. Corporately managed expenditure includes revenue costs of the Council's Capital Programme, the net impact of Housing Benefit Subsidy arrangements on the Council, externally set levies and income arising from the provision of support services to other funds and ring-fenced budgets.
34. A favourable variance of £484k is reported against interest payable as a result of maximising short term borrowing, alongside this a further one off windfall income of £161k related to recovery of historic Icelandic bank losses improving the position. In addition, as a result of anticipated capital expenditure and associated borrowing costs, a £108k underspend is reported on the revenue costs of debt financing, all of which bring the overall Interest and Investment Income position to a £753k favourable position. Levies and Other Corporate Budgets are forecast to underspend by £13k, mainly driven by a lower Concessionary Fares levy as the final levy figure wasn't available until after the budget was set. Housing Benefit remains on budget with no variance being reported. No material variances are reported across the remainder of Corporate Budgets, resulting in a headline underspend of £766k.

Table 4: Corporate Operating Budgets

Original Budget £'000	Budget Changes £'000	Service	Month 9		Variance (As at Month 9) £'000	Variance (As at Month 8) £'000	Movement from Month 8 £'000
			Revised Budget £'000	Forecast Outturn £'000			
0	0	Interest and Investment Income	Salaries	0	0	0	0
8,459	111		Non-Sal Exp	8,570	7,978	(592)	(592)
(487)	(166)		Income	(653)	(814)	(161)	(161)
7,972	(55)		Sub-Total	7,917	7,164	(753)	(753)
499	17	Levies and Other Corporate Budgets	Salaries	516	516	0	0
12,376	(17)		Non-Sal Exp	12,359	12,346	(13)	(10)
(12,289)	0		Income	(12,289)	(12,289)	0	0
586	0		Sub-Total	586	573	(13)	(10)
0	0	Housing Benefit Subsidy	Salaries	0	0	0	0
147,893	0		Non-Sal Exp	147,893	147,893	0	0
(149,358)	0		Income	(149,358)	(149,358)	0	0
(1,465)	0		Sub-Total	(1,465)	(1,465)	0	0
7,093	(55)	Total Corporate Operating Budgets		7,038	6,272	(766)	(763)

Development & Risk Contingency

35. For 2020/21 £16,127k was set aside to manage uncertain elements of budgets within the Development & Risk Contingency, which included £15,627k in relation to specific risk items and £500k as General Contingency to manage unforeseen issues, since this date, £2,470k has been released into directorates' base budgets, leaving £13,657k to finance expenditure in these areas. As in prior years specific and emerging variances are contained within the overall budget, although as noted above, exceptional COVID-19 related pressures are being funded through specific grant funding.

Table 5: Development & Risk Contingency

Original Budget £'000	Budget Changes £'000	Service	Month 9		Variance (As at Month 9) £'000	Variance (As at Month 8) £'000	Movement from Month 8 £'000	
			Revised Budget £'000	Forecast Outturn £'000				
1,063	0	Social Care	Asylum Service	1,063	589	(474)	(474)	0
3,211	0		Demographic Growth - Looked After Children	3,211	3,519	308	308	0
895	0		Demographic Growth - Children with Disabilities	895	460	(435)	(435)	0
2,873	(150)		SEN transport	2,723	2,464	(259)	(259)	0
3,842	(1,049)		Demographic Growth - Adult Social Care	2,793	4,020	1,227	969	258
1,736	(914)	Environment, Education & Community Services	Impact of Welfare Reform on Homelessness	822	833	11	72	(61)
0	0		Planning Enforcement	0	0	0	20	(20)
2,407	(357)	Infrastructure, Building Services & Transport	Waste Disposal Levy & Associated Contracts	2,050	1,685	(365)	(365)	0
(400)	0	Corporate Items	Additional Investment Income	(400)	(400)	0	0	0
500	0		General Contingency	500	487	(13)	0	(13)
16,127	(2,470)	Total Development & Risk Contingency		13,657	13,657	(0)	(164)	164

36. Within Social Care Contingency there is a movement in Month 9, with an increased call of £258k for Adult Social Care primarily relating to additional demand over the winter period.
37. There is a decrease in the pressure on homelessness of £61k as a greater proportion of demand relates to rough sleeping. There is no change in Waste Services, which is £365k below the contingency budget following confirmation of the pay as you throw tonnages from the West London Waste Authority.
38. It is expected that any further pressures can be managed within the £500k budget set aside for General Contingency. There is currently a net £13k pressure on service contingency leaving £487k available for any further calls on General Contingency. All contingency items will continue to be closely monitored over the coming months and forecasts refreshed accordingly.

Exceptional Items – COVID-19 Pressures

39. The majority of the COVID-19 pressure is relating to Social Care, and Environment, Education & Community Services, these two areas represent £20,229k of the £32,160k in-year pressure. In addition, £1,883k pressures were identified in the 2019/20 financial year to give a total direct cost of £34,043k.
- a. Within Social Care, the Council is forecasting a pressure of just over £10.6m, driven by support offered to providers, additional demand for services and Personal Protective Equipment (PPE) to enable to Council to ensure that some of the more vulnerable residents are supported and receive the care they need during the pandemic.
 - b. In addition, approximately £1.9m of support has been provided to support homeless residents of the Borough and ensure their safety during COVID-19, with a further £2.5m being used to fund environmental services including the mortuary and crematorium services, alongside waste management.
 - c. Included within this pressure is a forecast decline in Fees and Charges income of approximately £12m, some of which relates to services not running during the pandemic, alongside a number of Fees and Charges that the Council had temporarily suspended in order to support residents during difficult times, with the suspension of parking charges making up approximately £3.7m of this value.
40. Included within this position is a forecast assumption that the overall pressure caused by COVID-19 will be funded by Central Government and other funding strategies. The Council has confirmed funding of £37,010k (although the final figure will in part be based on actual income losses and may therefore fluctuate) which will be sufficient to manage pressures identified to date, although there remains a risk that new and emerging issues will leave a funding gap in either the current or future years.
41. The strategy to deal with any unfunded COVID-19 costs is to utilise Earmarked Reserves totalling £9,216k. As part of the outturn for 2019/20, the Council took the decision to transfer £3,293k into an Earmarked Reserve to boost the Council's financial resilience in 2020/21. A further £2,356k is held in Public Health Earmarked Reserves and £3,477k in service specific reserves, which can be utilised if necessary, to fund any further pressures in 2020/21 and later years.

HIP Initiatives

42. There is £677k of HIP Initiative balances brought forward at the start of the year. To date £13k has been allocated leaving, £664k available for future releases.

Schools Budget

43. At Month 9 the Dedicated Schools Grant position is reporting an in-year overspend of £9,829k. This represents a £5k adverse movement from Month 8, within the High Needs Block which shows an adverse £2k movement with a further £3k adverse movement in the Central Schools Services Block.
44. There are continuing pressures in the cost of High Needs. The SEN2 data indicating growth in EHCP numbers of 17.5% highlights the risk of further pressures on this area of the budget. When the £15,002k deficit brought forward from 2019/20 is taken into account, the deficit to

carry forward to 2021/22 is forecast at £24,831k. This pressure will ultimately be funded from future grant awards and will therefore not directly impact upon the Council's own resources.

Collection Fund

45. The Collection Fund is forecasting a deficit of £4,844k as at Month 9, a £37k adverse movement from Month 8 which is predominantly driven by reduced growth in the Council Tax taxbase and a reduction in the Business Rates income as a result of expected business failures due to the COVID-19 pandemic.
46. Additional support within Council Tax is driving approximately 40% of the pressure as households face financial difficulty. The majority of the movement sits within Business Rates and is attributable to a significant reduction in gross yield, nearly wholly offset by Section 31 Grant income as more businesses qualify for Retail Relief.
47. Any deficit realised at outturn will impact on the General Fund budget in future years, the council is required to spread the deficit over a period of three years in equal increments. As a result of the in-year deficit being directly attributable to COVID-19, a third of the in-year deficit (£1,958k) would hit the Council's budget position for 2021/22 to 2023/24. This effectively increases the budget gap by this value, offset in 2021/22 by the brought forward surplus of £702k and accounting adjustments within Council Tax outside of the scope of the deficit spreading powers (£326k credit).
48. Spending Review 2020 confirmed that the Government will be funding 75% of this deficit, with further details to follow on the exact mechanics of this announcement, in the interim, the Council is assuming 75% of the £1,958k will be funded through this mechanism in the budget strategy, meaning only £489k will impact on the Council's balances.

Housing Revenue Account

49. The Housing Revenue Account is currently forecasting a £45k variance, resulting in a drawdown of reserves of £2,012k. This results in a projected 2020/21 closing HRA General Balance of £15,063k. This excludes the potential cost pressures of COVID-19, which are estimated at £277k. These pressures have not been included in the Month 9 forecast position for HRA revenue or capital as firstly they may not all materialise and secondly, they are at a level that is fundable in-year. In addition, lobbying for specific HRA COVID-19 funding from Government is ongoing through London Councils.

Future Revenue Implications of Capital Programme

50. Appendix D to this report outlines the forecast outturn on the 2020/21 to 2024/25 Capital Programme, with a balanced position over the five-year programme. Alongside marginal variances on Government Grant income and Capital Receipts, Prudential Borrowing is projected to be £1,179k lower. The reduction in the borrowing requirement would result in a £57k per annum reduction to revenue, which represents a minor variance when set in the context of the current MTFE position on capital financing costs as discussed more widely in the 2021/22 budget report also presented on this agenda.

Appendix A – Detailed Group Forecasts (General Fund)

FINANCE

51. A forecast underspend of £174k is reported for the Finance Directorate as at Month 9 against normal activities, with £1,591k being reported against the COVID-19 pressure within Exceptional Items.
52. The overall position is in line with that reported for Month 8. The operational variables referred to previously – namely the reduced running costs for the Fleet Service – have shown little movement in month and continue to explain the underlying position overall.

Table 6: Finance Operating Budgets

Original Budget £'000	Budget Changes £'000	Service		Month 9		Variance (As at Month 9) £'000	Variance (As at Month 8) £'000	Movement from Month 8 £'000
				Revised Budget £'000	Forecast Outturn £'000			
4,224	0	Corporate Finance	Salaries	4,224	4,263	39	44	(5)
636	0		Non-Sal Exp	636	679	43	38	5
(445)	0		Income	(445)	(549)	(104)	(104)	0
4,415	0		Sub-Total	4,415	4,393	(22)	(22)	0
5,844	(63)	Exchequer and Business Assurance Services	Salaries	5,781	5,777	(4)	85	(89)
3,283	44		Non-Sal Exp	3,327	3,327	0	(18)	(18)
(2,796)	35		Income	(2,761)	(2,710)	51	(20)	71
6,331	16		Sub-Total	6,347	6,394	47	47	0
1,790	(470)	Procurement	Salaries	1,320	1,264	(56)	(52)	(4)
3,318	57		Non-Sal Exp	3,375	3,226	(149)	(149)	0
(118)	111		Income	(7)	(1)	6	6	0
4,990	(302)		Sub-Total	4,688	4,489	(199)	(195)	(4)
11,858	(533)	Finance Directorate	Salaries	11,325	11,304	(21)	77	(98)
7,237	101		Non-Sal Exp	7,338	7,232	(106)	(129)	(13)
(3,359)	146		Income	(3,213)	(3,260)	161	(118)	71
15,736	(286)		Total	15,450	15,276	(174)	(170)	(4)

Exceptional Items – COVID-19 Pressures

Finance Development & Risk Contingency

Original Budget £'000	Budget Changes £'000	Development & Risk Contingency	Month 9		Variance (As at Month 9) £'000	Variance (As at Month 8) £'000	Movement from Month 8 £'000
			Revised Budget £'000	Forecast Outturn £'000			
0	0	COVID-19	0	1,591	1,456	1,456	135
0	0	Total Exceptional Items	0	1,591	1,456	1,456	135

53. At Month 9, gross Covid expenditure is £1,833k due predominantly to pressure on court fee income within E&BAS as reported previously.
54. The residual funding requirement from the contingency is therefore £1,591k at Month 9, a net increase of £134k against general Covid grants. This relates mainly to an expected increase in external audit fees within Corporate Finance (£21k), a further requirement of £29k for additional overtime staff resource within E&BAS to deliver the work streams arising from the

third National lockdown and from the recognition of the cost of senior management resource (£86k) as already previously outlined.

FINANCE OPERATING BUDGETS (£174k underspend, £4k favourable movement)

Corporate Finance (£22k underspend, nil movement)

55. The position remains in line overall with that reported for Month 8 and arises from the projected pressure on the cost of external audit fees continuing to be offset by volume related reductions in bank charges and banking security costs during the COVID pandemic. Minor variations across the group are broadly off-setting overall resulting in little movement from Month 8.

Exchequer & Business Assurance Services (£47k overspend, nil movement)

56. Staff resource assumptions are consistent with Month 8 and a reduction in bank charges reflects the trend across other services in the group. The Service have delivered in year MTFE savings target following the BID review of the Business Assurance function now implemented fully for Month 9.

Procurement (£199k underspend, £4 favourable movement)

57. The position at Month 9 shows a slight improvement of £4k from Month 8. The comparative stability of oil prices up to this point of the year and reductions to contracted repairs and maintenance costs within the Fleet Service continue to be the key driver for the underlying position. The BID review of the Procurement function has now been fully implemented and the small favourable movement from Month 8 arises from updates of resourcing assumptions.

SOCIAL CARE

58. An underspend of £60k is reported for Social Care at Month 9, representing an improvement of £39k on the base budget. An adverse movement of £258k has taken place on the contingency budgets, made up of a pressure on ASC placements through realignments to the funding split with the CCG of S117 agreements.

Table 7: Social Care Operating Budgets

Original Budget £'000	Budget Changes £'000	Service	Month 9		Variance (As at Month 9) £'000	Variance (As at Month 8) £'000	Movement from Month 8 £'000	
			Revised Budget £'000	Forecast Outturn £'000				
21,123	(344)	Provider and Commissioned Care	Salaries	20,779	18,712	(2,067)	(1,634)	(433)
9,849	670		Non-Sal Exp	10,519	11,684	1,165	674	491
(4,876)	0		Income	(4,876)	(4,728)	148	176	(28)
26,096	326		Sub-Total	26,422	25,668	(754)	(784)	30
7,350	732	Adult Social Work	Salaries	8,082	8,271	189	228	(39)
77,244	(2,483)		Non-Sal Exp	74,761	73,462	(1,299)	(639)	(660)
(23,405)	308		Income	(23,097)	(21,895)	1,202	545	657
61,189	(1,443)		Sub-Total	59,746	59,838	92	134	(42)
17,296	(307)	Children's Services	Salaries	16,989	16,880	(109)	(108)	(1)
21,287	39		Non-Sal Exp	21,326	23,776	2,450	2,381	69
(9,600)	(164)		Income	(9,764)	(11,645)	(1,881)	(1,784)	(97)
28,983	(432)		Sub-Total	28,551	29,011	460	489	(29)
1,714	(1)	SEND	Salaries	1,713	1,883	170	172	(2)
178	(2)		Non-Sal Exp	176	229	53	50	3
(125)	0		Income	(125)	(221)	(96)	(96)	0
1,767	(3)		Sub-Total	1,764	1,891	127	126	1
351	0	Public Health	Salaries	351	371	20	20	0
6,822	0		Non-Sal Exp	6,822	6,801	(21)	(21)	0
(45)	0		Income	(45)	(45)	0	0	0
7,128	0		Sub-Total	7,128	7,127	(1)	(1)	0
456	0	Health Integration & Voluntary Sector Partnership	Salaries	456	471	15	14	1
2,417	0		Non-Sal Exp	2,417	2,418	1	1	0
(107)	0		Income	(107)	(107)	0	0	0
2,766	0		Sub-Total	2,766	2,782	16	15	1
48,290	80	Social Care Directorate Total	Salaries	48,370	46,588	(1,782)	(1,308)	(474)
117,797	(1,776)		Non-Sal Exp	116,021	118,370	2,349	2,446	(97)
(38,158)	144		Income	(38,014)	(38,641)	(627)	(1,159)	532
127,929	(1,552)		Total	126,377	126,317	(60)	(21)	(39)

SOCIAL CARE DEVELOPMENT AND RISK CONTINGENCY (£367k overspend, £258k adverse movement)

59. The Council's 2020/21 Development and Risk Contingency includes provisions for areas of expenditure within Social Care for which there is a greater degree of uncertainty and relates to in-year demographic changes across Adults and Children's Social Care, including Asylum Seekers and SEN Transport. Table 8 sets out the Month 8 projected position for the Development and Risk Contingency, which is forecast to overspend by £367k, representing an adverse movement of £258k on the Month 8 position.
60. Adults placements contingency is forecast to overspend against contingency by £1,227k, representing an adverse movement of £258k on the Month 8 position mainly due to the impact of the S117 funding split agreement with the CCG now included in the monitoring position.
61. SEN Transport is reporting an underspend of £259k against contingency due to fewer routes operating and associated Passenger Assistants expenditure during April to July. However, given factors such as additional staffing expenditure due to Passenger Assistant illness/shielding requirements, ad hoc school closures due to staff illness, and potentially additional referrals from the SEN Team over the next few months (estimated to be 25-30 children), this will continue to be closely monitored.
62. This additional requirement within Looked After Children is made up of a pressure on Secure Remand, Residential and Independent Fostering Placements, as a result of an increase in the number of high cost and semi-independent living placements. However, this increase is attributed to the impact of COVID-19, which has reduced the overall forecast and call on contingency by £1,334k through the remainder of the financial year.

Table 8: Social Care Development & Risk Contingency

Original Budget £'000	Budget Changes £'000	Development & Risk Contingency	Month 9		Variance (As at Month 9) £'000	Variance (As at Month 8) £'000	Movement from Month 8 £'000
			Revised Budget £'000	Forecast Outturn £'000			
1,063	0	Asylum Service	1,063	589	(474)	(474)	0
3,211	0	Demographic Growth - Looked After Children	3,211	3,519	308	308	0
895	0	Demographic Growth - Children with Disabilities	895	460	(435)	(435)	0
2,873	(150)	SEN Transport	2,723	2,464	(259)	(259)	0
3,842	(1,049)	Demographic Growth - Adult Social Care	2,793	4,020	1,227	969	258
11,884	(1,199)	Current Commitments	10,685	11,052	357	109	258
0	0	COVID-19	0	10,674	10,674	9,858	816
0	0	Total Exceptional Items	0	10,674	10,674	9,858	816

Exceptional Items – COVID-19 Pressures

63. Within Social Care, COVID-19 pressures of £10,674k are being reported, which is an increase on the requirement of £816k on the Month 8 position.
64. Large impacts within Children's Services as a result of the allocation of £721k of Semi-Independent costs are recorded alongside smaller staffing specific additional costs. In depth

reviews have been undertaken this month to identify all Covid related spend and ensure correct categorisation.

65. The Provider and Commissioned Care pressure includes £394k of additional staffing costs in care homes as a direct result of the pandemic. Of non-staffing pressures, there is £84k in undeliverable savings from the delayed implementation of the restructure of Children and Family Development Services; £131k in additional costs for flats in the Extra care centres that were vacant and were unable to be re-let to the usual pre-COVID timescales between March and September; and £42k in additional banking administration charges for the Brokerage service due to extra payment cards being issued as part of the service's COVID response. Additionally, a loss of £346k in income is being reported which mostly relates to Early Years Centres as parental fee forecasts have fallen.
66. The Adult Social Care pressure includes £1,500k of support provided to external providers during the pandemic, to ensure continuation of care to eligible Social Care clients at a time when providers are facing financial difficulty. In addition to this, a further £2,188k is forecast to provide PPE within the wider Adult Social Care service delivery model. A further £2,550k is being forecast for additional demand, within the service as a result of the pandemic, with an increase of £379k this month. The remaining balance relates to workforce pressures within the service that are directly attributable to the pandemic.
67. The pressure associated with Children's Services (LAC) relates to an increase in spend in Residential care, as during the pandemic the department are unable to move Children on to more suitable accommodation and therefore achieve a lower unit cost, based on providing a more appropriate level of care. This is specifically caused by delays in moving on clients in LAC and Asylum and continuing to pay for spot purchases within Semi-Independent Placements, due to the limited availability of beds currently within the Block Contract arrangement.

SOCIAL CARE OPERATING BUDGETS (£60k underspend £39k favourable movement)

Provider and Commissioned Care (£754k underspend, £30k adverse movement)

68. At Month 9, Provider and Commissioned Care are reporting a £784k underspend. This is driven by large staffing underspends of £1,634k driven by reductions in agency cover as lower levels of staffing were required for service provision during lockdown. This has been particularly apparent in services such as Passenger Transport, which was heavily impacted by school closures and the temporary closure of Children's Centres, where permanent staff were redeployed to Early Year's Centres to replace agency staffing.

Adult Social Work (£92k overspend, £42k favourable movement)

69. The position reported at Month 9 on the base budget is an overspend of £92k across Adult Social Work, a favourable movement of £42k on Month 8.
70. There is an ongoing extensive review of the pooled budget arrangements with the CCG and the use of the Hospital Discharge NHS Covid Funding to fund additional costs of discharges, in the current year and then to determine the long-term impact of clients currently funded through this funding arrangement. The LBH contribution is now being finalised for the current year, with full assessments underway on the ongoing impact of Covid-19 on care needs and the changes to the type of care required.
71. There has been a review of demographics across Learning Disabilities and Mental Health Placements to determine any additional pressures arising this year as a result of the wider

impacts of COVID-19, which will continue to be reviewed over the current year and into 2021/22.

Children's Services (£460k overspend, £29k favourable movement)

72. A review of funding allocations across the service, along with minor adverse movements in non-staffing budgets have been netted down by slight improvements in staffing forecasts as a result of a reduction of agency spend.
73. BID reviews are underway within Safeguarding Services which will address the high level of agency personnel currently within the service and ultimately reduce cost. Furthermore, the introduction of new agency staffing arrangements with Sanctuary Personnel, will deliver the temporary staff at a lower cost and support further reduction in spend.

SEND (£127k overspend, £1k adverse movement)

74. Pressures on staffing budgets within SEND are driven largely by the Educational Psychology Service, however, these additional staffing requirements are delivering income within the service and contribute to reducing this pressure. Across the remainder of the service, staffing and non-staffing pressures caused by agency staff covering vacant posts are driving the overspend position and slight adverse movement at Month.

Public Health (Breakeven, nil movement)

75. The Public Health budgets are offset against the Public Health Earmarked Reserve, so any over or underspend are either funded by, or contribute to the reserve each year. The main spend within Public Health is through contract provision, for which services have continued to be delivered through the lockdown period as far as possible and the Government advice has been to continue funding these contracts at full value. It is currently forecast that Public Health services will be delivered within budget.

Health integration and Voluntary Sector Partnerships (£16k overspend - £1k adverse movement)

76. An adverse movement of £1k on the Month 8 position is reported as a result of minor revisions to staffing assumptions. There is a budget of £2.2m within this Service area to fund contributions to the Voluntary Sector, which is forecast to spend to budget at Month.

ENVIRONMENT, EDUCATION & COMMUNITY SERVICES

77. The Environment, Education and Community Services directorate is showing a projected outturn underspend of £893k at Month 9 on normal activities, a favourable movement of £226k from Month 8. A further £9,554k is being reported under the COVID-19 exceptional items disclosure. The overall variance on normal activities is a result of overspends in Education and Trading Standards offset by underspends in Planning, Greenspaces, Housing, & Community Safety.

Table 9: Environment, Education & Community Services Operating Budgets

Original Budget £'000	Budget Changes £'000	Service	Month 9		Variance (As at Month 9) £'000	Variance as at Month 8 £'000	Movement from Month 8 £'000	
			Revised Budget £'000	Forecast Outturn £'000				
3,208	0	Planning, & Regeneration	Salaries	3,208	3,101	(107)	(124)	17
1,331	286		Non-Sal Exp	1,617	1,734	117	89	28
(4,462)	(230)		Income	(4,692)	(4,856)	(164)	(119)	(45)
77	56		Sub-Total	133	(21)	(154)	(154)	0
13,164	69	Green Spaces, Sports & Culture	Salaries	13,233	12,757	(476)	(394)	(82)
5,994	0		Non-Sal Exp	5,994	5,752	(242)	(135)	(107)
(10,767)	(52)		Income	(10,819)	(10,732)	87	136	(49)
8,391	17		Sub-Total	8,408	7,777	(631)	(393)	(238)
3,030	446	Housing	Salaries	3,476	3,553	77	(51)	128
3,940	3,121		Non-Sal Exp	7,061	6,533	(528)	(426)	(102)
(3,482)	(3,259)		Income	(6,741)	(6,499)	242	218	24
3,488	308		Sub-Total	3,796	3,587	(209)	(259)	50
973	0	Education	Salaries	973	1,137	164	106	58
4,230	0		Non-Sal Exp	4,230	4,314	84	76	8
(4,313)	0		Income	(4,313)	(4,373)	(60)	(9)	(51)
890	0		Sub-Total	890	1,078	188	173	15
2,419	36	Trading Standards, Environment & Health & Licensing	Salaries	2,455	2,383	(72)	(40)	(32)
559	0		Non-Sal Exp	559	833	274	262	12
(3,134)	0		Income	(3,134)	(3,220)	(86)	(80)	(6)
(156)	36		Sub-Total	(120)	(4)	116	142	(26)
2,251	(186)	Community Safety, Cohesion & Resilience	Salaries	2,065	1,700	(365)	(340)	(25)
2,713	(1,025)		Non-Sal Exp	1,688	1,855	167	169	(2)
(905)	191		Income	(714)	(719)	(5)	(5)	0
4,059	(1,020)		Sub-Total	3,039	2,836	(203)	(176)	(27)
25,045	365	Environment, Education & Community Services Directorate	Salaries	25,410	24,631	(779)	(843)	64
18,767	2,382		Non-Sal Exp	21,149	21,021	(128)	35	(163)
(27,063)	(3,350)		Income	(30,413)	(30,399)	14	141	(127)
16,749	(603)		Total	16,146	15,253	(893)	(667)	(226)

78. The Council's 2020/21 contingency budget contains provision for areas of expenditure or income within Environment, Education and Community Services for which there is a greater degree of uncertainty. At Month 9, projected calls on contingency are forecast to be £11k greater than the budgeted provision.

Table 10: Development and Risk Contingency

Original Budget £'000	Budget Changes £'000	Contingency Item	Month 9		Variance as at Month 9 £'000	Variance as at Month 8 £'000	Movement from Month 8 £'000
			Revised Budget £'000	Forecast Outturn £'000			
822	0	Impact of Welfare Reform on Homelessness	822	833	11	72	(61)
0	0	Development Control - General Contingency	0	0	0	20	(20)
822	0	Total	822	833	11	92	(81)
		COVID-19	0	(9,554)	(9,554)	(9,748)	194
0	0	Total Exceptional Items	0	(9,554)	(9,554)	(9,748)	194

79. The data in the table below shows the use of Temporary Accommodation. At Month 9, the number of households in Bed and Breakfast accommodation is 32 units above the budgeted assumptions made in modelling Supply and Demand for the 2020/21 MTF.

Table 11: Housing Needs performance data

	October 2020	November 2020	December 2020
All Approaches	273	286	211
Full Assessment Required	194	195	153
New into Temporary Accommodation (Homeless and Relief)	29	20	27
Households in Temporary Accommodation	431	426	426
Households in B&B	176	160	162

80. As in previous years, a contingency has been set aside in 2020/21 to resource the procurement of Private Sector placements or the need for Temporary Accommodation in the Borough. The call on contingency relating to homelessness is forecast at £833k, £11k above the budgeted provision.
81. The service is currently forecasting the number of clients in B&B accommodation will average 160 over the financial year, however, management actions to reduce numbers through increased non-cost prevention and move-on activity are ongoing.
82. The favourable movement of (£61k) at Month 9 follows realignment of expenditure against specific service grants.
83. The Council will continue to closely monitor this risk, as following the introduction of the Homeless Reduction Act in April 2018, there has been increased demand for Housing assistance. Specific funding is retained within an Earmarked Reserve to manage this risk.
84. At Month 9, the drawdown of £20k from General Contingency is expected to be slipped into 2021/22. This funding will be utilised to appoint Counsel for the planning enforcement enquiry at the Brookside Moor Lane, Harmondsworth site. This involves challenging the unauthorised use of green belt land for creating a scrap yard without planning consent.

Exceptional Items – COVID-19 Pressures

85. Environment, Education and Community Services are currently forecasting £9,554k of pressures against the COVID-19 exceptional items disclosure, with approximately £4,008k of

this amount related to losses of income during the pandemic, with the balance being related to cost pressures. There has been an overall movement of £194k from the Month 8 reported position.

86. Green Spaces, Sports & Culture service area has reported an increase in the shortfall of income from fees and charges to £3,213k, an increase of £200k this month. The extension of the lockdown has further impacted on the music services tuition fees of £197k and fees and charges within Libraries of £26k. There are also small reductions across other services totalling £23k that net off the pressures above. The service has also identified further costs related to the pandemic which have increased from £3,333k to £3,536k, an increase of £203k. These services have been providing significant support to the pandemic response provided by the Council, which is ongoing.
87. £869k of loss income relates to trading standards, food & safety and licencing, predominantly driven by imported food charges.
88. The Planning and Regeneration service are reporting a pressure of £727k from reduced income, of which; £497k relates to Development Control fees and the remaining £230k related to Building Control Fees. The £349k movement reported at Month 9 is due to a £249k improvement in Development Control fees (£324k across Pre-Apps/Household/PPA net down by £75k adverse movement in retained CIL admin fee) and £100k improvement in Building Control fees (Domestic Extensions and Alterations).
89. The pressures being reported in this area include approximately £1,645k for homelessness and rough sleeper support, ensuring that this vulnerable group is protected during the pandemic, alongside an estimated £2,977k financial support for leisure centres following their closure during the national lockdown and £1,345k to support the Breakspear Crematorium hub. A number of smaller pressures reported across the directorate make up the remaining balance, with the largest of these being circa £116k within the Anti-Social Behaviour Team.

ENVIRONMENT, EDUCATION AND COMMUNITY SERVICES OPERATING BUDGETS £893k underspend, £226k favourable movement)

Planning, Transportation and Regeneration (£154k underspend, nil movement)

90. Planning Services is currently reporting a £117k underspend, largely driven by unbudgeted S106 funding for Air Quality, recruitment delays to permanent posts and the significant reduction of agency staff across Development Management. Building Control is forecasting an underspend of £37k largely due to posts being held vacant until next financial year.

Green Spaces, Sports and Culture (£631k underspend, £238k favourable movement)

91. Green Spaces, Sports and Culture is currently reporting a £631k underspend. A detailed review was completed after the third quarter and considered the impact of the further extension of the pandemic response. This has seen the position move to a more favourable position by £238k since last month. Salary costs have reduced by £82k across the service areas due to lower sessional workers costs required by Universal services, Grounds Maintenance and Adult Community Learning. In addition, non-salary cost has reduced by £107k due to a reduction in forecast costs for grounds maintenance and equipment hire for Golf of £40k, and a further £67k for maintenance and equipment hire for the In House Ground Maintenance service. Income has also moved favourably by £49k, due to a new lease for Winston Churchill Hall which has been let to the NHS for use as a vaccination centre and an improvement in green fees for Golf.

Housing (£209k underspend, £50k adverse movement)

92. Housing is reporting an underspend of £209k at Month 9. There is a variance within the First Time Buyers service of £147k due to reduced levels of activity following a slowdown in the Housing Market, this has reduced by £67k from the underspend reported at Month 8. Non contingency funded Homelessness budgets are underspending by £72k, predominantly due to the Winter Night Shelter provision not being required for 2020-21, as alternative support is being offered through the Rough Sleepers Grant.

Education (£188k overspend, £15k adverse movement)

93. The Month 9 position for Education shows an overspend of £188k against budget. The pressure on the base budget is related to a historical underlying pressure that has been addressed in a BID review of the Education service. The £15k adverse movement relates to a review of the income target for truancy fines in the Attendance & Exclusions team. Given that schools are again closed to all but vulnerable and key-working children, the assumption is that the budgeted income will not be generated in full.

Trading Standards, Environment Health & Licensing (£116k overspend, £26k favourable movement)

94. The service is reporting a £116k pressure at Month 9. There is a £72k staffing underspend forecast, largely attributable to delays in recruiting to vacant posts, not all of which are covered by agency resource. The £273k non-staffing pressure reflects ongoing costs associated with the Project Pompeii animal welfare case (£66k) and overspends within the Imported Food Office. The £86k favourable income position largely reflects the recent award of a Brexit preparedness support grant from Defra, funding agency and veterinary services spend. The £26k favourable movement compared with Month 8 is mostly attributable to recruitment delays (to both permanent posts and agency assignments) within the Food & Safety service.

Community Safety, Cohesion & Resilience (£203k underspend, £27k favourable movement)

95. The service is reporting a £203k underspend, with staffing underspends resulting from recruitment delays across the Community Safety and ASBET teams partly negated by non-staffing overspends. The favourable movement of £27k compared with Month 8 broadly reflects further recruitment delays across the service, of both permanent recruits and interim agency cover.

INFRASTRUCTURE, BUILDING SERVICES & TRANSPORT

96. Infrastructure, Building Services and Transport directorate is showing a projected outturn underspend of £951k at Month 9 on normal activities, an adverse movement of £28k from Month 8. A pressure of £8,414k is being reported against the COVID-19 pressures under exceptional items, a movement of £1,051k from Month 8. The overall variance is a result of underspends within Highways, Waste Services and Property & Estates

Table 12: Infrastructure Building Services & Transport

Original Budget £'000	Budget Changes £'000	Service		Month 9		Variance (As at Month 9) £'000	Variance (as at Month 8) £'000	Movement from Month 8 £'000
				Revised Budget £'000	Forecast Outturn £'000			
449	10	Property & Estates	Salaries	459	432	(27)	(37)	10
3,596	0		Non-Sal Exp	3,596	3,499	(97)	(78)	(19)
(2,869)	(10)		Income	(2,879)	(3,178)	(299)	(302)	3
1,176	0		Sub-Total	1,176	753	(423)	(417)	(6)
1,581	0	Capital Programme	Salaries	1,581	1,189	(392)	(328)	(64)
254	0		Non-Sal Exp	254	146	(108)	(116)	8
(1,526)	0		Income	(1,526)	(942)	584	534	50
309	0		Sub-Total	309	393	84	90	(6)
1,034	(105)	Repairs & Engineering	Salaries	929	991	62	67	(5)
4,316	975		Non-Sal Exp	5,291	5,251	(40)	(32)	(8)
(222)	(163)		Income	(385)	(368)	17	18	(1)
5,128	707		Sub-Total	5,835	5,874	39	53	(14)
2,114	0	Highways	Salaries	2,114	2,135	21	20	1
3,741	0		Non-Sal Exp	3,741	3,265	(476)	(488)	12
(3,015)	0		Income	(3,015)	(3,021)	(6)	14	(20)
2,840	0		Sub-Total	2,840	2,379	(461)	(454)	(7)
9,399	96	Waste Services	Salaries	9,495	9,483	(12)	0	(12)
14,589	0		Non-Sal Exp	14,589	14,567	(22)	(30)	8
(3,236)	0		Income	(3,236)	(3,365)	(129)	(125)	(4)
20,752	96		Sub-Total	20,848	20,685	(163)	(155)	(8)
3,087	0	ICT	Salaries	3,087	2,720	(367)	(233)	(134)
4,444	3		Non-Sal Exp	4,447	4,871	424	237	187
(200)	0		Income	(200)	(203)	(3)	(3)	0
7,331	3		Sub-Total	7,334	7,388	54	1	53
959	0	Parking Services	Salaries	959	861	(98)	(89)	(9)
2,958	0		Non-Sal Exp	2,958	2,985	27	28	(1)
(8,429)	0		Income	(8,429)	(8,429)	0	(19)	19
(4,512)	0		Sub-Total	(4,512)	(4,583)	(71)	(80)	9
1,676	0	Transport, Aviation & Town Centre Initiatives	Salaries	1,676	1,598	(78)	(68)	(10)
239	0		Non-Sal Exp	239	244	5	4	1
(361)	0		Income	(361)	(298)	63	47	16
1,554	0		Total	1,554	1,544	(10)	(17)	7
20,299	1	Infrastructure, Building Services & Transport Directorate	Salaries	20,300	19,409	(891)	(668)	(223)
34,137	978		Non-Sal Exp	35,115	34,828	(287)	(475)	188
(19,858)	(173)		Income	(20,031)	(19,804)	227	164	63
34,578	806		Total	35,384	34,433	(951)	(979)	28

97. The Council's 2020/21 contingency budget contains provision for areas of expenditure or income within Building Services, Transport & Business Improvement for which there is a

greater degree of uncertainty. At Month 9, projected calls on contingency are £365k below budget.

Table 13: Development and Risk Contingency

Original Budget £'000	Budget Changes £'000	Development & Risk Contingency	Month 9		Variance (As at Month 9) £'000	Variance (as at Month 8) £'000	Movement from Month 8 £'000
			Revised Budget £'000	Forecast Outturn £'000			
2,050	0	Waste Disposal Levy & Associated Contracts	2,050	1,685	(365)	(365)	0
2,050	0	Current Commitments	2,050	1,685	(365)	(365)	0
		COVID-19	0	8,414	8,414	7,363	1,051
0	0	Total Exceptional Items	0	8,414	8,414	7,363	1,051

98. The call on the Waste contingency is £1,685k, which funds estimated population driven increases in the cost of disposal via the West London Waste Authority (WLWA) levy and associated waste disposal contracts. The variance reflects tonnage-based PAYT rebates received for the first half of 2020/21 and realigned forecasts for other waste disposal contracts based on actual costs incurred this year to date.
99. There has been a 4% increase in residual waste volumes (which account for the largest proportion of the Council's disposal costs) this year to date compared to the same period last year, although this is within budgeted levels. Whilst mixed organic (food and garden) tonnages are running 17% above the level in the equivalent period last year (being impacted by the pandemic and lockdown), aggregate PAYT costs are below expectations, partly reflecting the more favourable disposal rates on these waste streams.
100. Mixed dry recycling tonnages are running 19% above those for the equivalent period last year, affecting disposal costs via the Council's contract with Biffa. This waste stream has been most significantly affected by the pandemic, with year on year increases sustained at a very high level. Accordingly, a further £650k is reported against Exceptional Items related to COVID-19 to report on the estimated additional costs emerging.

Exceptional Items – COVID-19 Pressures

101. Infrastructure, Building Services and Transport Services are currently forecasting COVID-19 pressures of £8,414k, which relates to £2,231k of expenditure pressures alongside £6,183k of income shortfalls all directly attributable to the COVID-19 pandemic. Total reported pressures have increased by £1,051k from Month 8.
102. The largest single pressure within the service area relates to a projected £4,270k loss of income from parking Fees and Charges as the Council took the decision to temporarily cease charging in this area to support residents during difficult times, with a general reduction in parking activity also experienced. The latest lockdown is impacting further on parking revenues, with an additional loss of £528k reflected within the Month 9 pressure.
103. The Waste Service is reporting staffing pressures due the Council's Passenger Services vehicles being used to transport waste crews to facilitate social distancing measures (this arrangement having been re-established shortly before Christmas) and additional crews and drivers required to support increased kerbside collection activity and staff absences. There are also non-staffing pressures arising from higher kerbside collections, predominantly for garden waste (in the first half of the year) and mixed dry recycling, slower progress regarding recycling initiatives given delays in the recruitment to three new recycling officer posts,

marshalling and traffic management services at New Year's Green Lane and recycling bag spend. The COVID-19 related pressure reported at Month 9 reflects an increase of £366k compared with Month 8, of which £290k is attributable to the latest Passenger Services arrangements (using a combination of council owned vehicles and agency crew and contract vehicle plus driver services), with further costs relating to additional crews and drivers and signage at the Civic Amenity site.

104. Within the income shortfall reported against COVID-19, £856k relates to the Waste Service, attributable to reduced income at the New Years Green Lane site whilst it was closed for several weeks at the start of the pandemic (and reduced activity since reopening), a decrease in income from Trade Waste collection services and a shortfall in recycling income as markets for certain materials, particularly textiles, have collapsed due to the pandemic.
105. A pressure against rental income of approximately £570k is included within Property & Estates on the anticipation that income collection rates are likely to reduce from commercial shops, General Estates and garages alongside other small pressures within rental income budgets.
106. Expenditure of £292k is reported within the Facilities Management service, an increase of £127k from Month 8. This forecast provides for the introduction of safety measures across Corporate Buildings and the setup costs of Covid-19 testing and vaccination centres. The £292k is the net pressure remaining after £117k of reduced contract expenditure following site closures.
107. Transport and Aviation is reporting a pressure against revenue budgets of £196k largely due to the suspension of the Transport for London (TfL) Grant. £13k of this pressure relates to Covid specific staffing costs. This service is heavily reliant on grant funding and should this funding not be available for the longer term, alternative service delivery and funding options will need to be considered.
108. Finally, £476k is being reported in Highways as a result of the part-year suspension of vehicle crossovers work and reduced street-works activity during the early part of the first lockdown period.

BUILDING SERVICES, TRANSPORT AND BUSINESS IMPROVEMENT SERVICES OPERATING BUDGETS (£979k underspend, £28k adverse movement)

Property and Estates (£423k underspend, £6k favourable movement)

109. There is a reported underspend of (£423k) at Month 9, predominantly due to additional rental income receivable from two new leases effective from April 2020.

Capital Programme (£84k overspend, 6k favourable movement)

110. The Capital and planned works service is showing a projected pressure of £84k against base budget. This represents the residual expenditure for staffing and project costs after fees have been assumed as chargeable to capital projects.

Repairs and Engineering (£39k overspend, £14k favourable movement)

111. The Facilities Management Service is showing an overspend of £53k against budget, attributable to increased reactive and compliance works required across the corporate property portfolio. The favourable movement is due to the realignment of expenditure to Capital projects.

Highways (£461k underspend, £7k favourable movement)

112. The service is reporting a £461k underspend at Month 9, largely reflecting a favourable position in relation to non-staffing budgets. These comprise reduced costs associated with the construction of domestic vehicle crossings whilst works ceased following lockdown (not resuming until the latter part of May), below-budget street lighting energy spend, a reduction in the minor works programme and the suspension of column testing works, which cannot take place over the winter period. This month's favourable variance is attributable to increased recharge income partly netted down by costs associated with emergency repairs of a flooded subway.

Waste Services (£163k underspend, £8k favourable movement)

113. There is a reported £163k underspend across Waste Services. The £22k non-staffing underspend is attributable to the temporary cessation of Waste Weekend events and the permanent closure of the Hatton Cross public convenience partly offset by increased spend on trade waste bin maintenance. There is a favourable income variance of £129k, largely reflecting the new charging structure for bulky waste collection services, with some additional revenue arising as a result of sales of bulk bins to developers of flatted properties.

ICT (£54k overspend, £53k adverse movement)

114. ICT is reporting a £54k overspend at Month 9. Whilst there is a favourable staff costs variance of £366k, largely attributable to vacant posts as the service continues to recruit to establish the structure approved as part of the March 2019 BID business case, there is a non-staffing pressure of £424k with annual renewal uplifts and upgrades impacting on contract costs. The adverse non-staffing movement reflects a further detailed review of spend to date, latest commitments and the emergence of additional contract cost pressures.

Parking Services (£71k underspend, £9k adverse movement)

115. The service's reported underspend at Month 9 is largely attributable to the staffing forecast, with recruitment to several vacant posts, particularly within the Parking Admin Team, subject to delay whilst a BID review is progressed. The £27k non-staffing pressure partly reflects costs associated with CCTV cameras – both new kit and the repair and maintenance of existing equipment. A reduction in the forecast for parking suspensions revenue, previously expected to over-achieve, accounts for the adverse income movement compared with Month 8.

Transport, Aviation & Town Centre Initiatives (£10k underspend, £7k adverse movement)

116. A £78k staffing underspend at Month 8 relates to the recruitment of a Town Centres Improvement Officer no longer being progressed (this post was to be recharged to capital, with a compensatory pressure reported within the service's income forecast), maternity leave adjustments, and delays in recruiting a Highways Engineer post within the Transport Team. This is largely netted down by a £5k adverse non-staffing variance and a £63k income shortfall, reflecting the aforementioned capital recharge and an income shortfall relating to the TfL grant suspension, also offset by a reduction in salary costs.

CORPORATE RESOURCES & SERVICES OPERATING BUDGET

117. An underspend of £584k is reported for the Corporate Resources and Services Directorate at Month 9, representing an improvement of £41k on the Month 8 position.

118. The underlying position shown in the table below continues to be caused predominantly by an underspend against salaries. The salary underspend largely relates to Legal Services and Business & Technical Support which have a combined total of £1,281k, off-set by a range of factors across the group the most material being a contribution to MTFE savings and the funding of exit packages through the base position as opposed to transformation funding.

Table 14: Corporate Resources & Services Directorate Operating Budgets

Original Budget £'000	Budget Changes £'000	Service	Month 9		Variance (As at Month 9) £'000	Variance (As at Month 8) £'000	Movement from Month 8	
			Revised Budget £'000	Forecast Outturn £'000				
1,496	0	Democratic Services	Salaries	1,496	1,483	(13)	22	(35)
1,750	0		Non-Sal Exp	1,750	1,819	69	35	34
(702)	0		Income	(702)	(692)	10	10	0
2,544	0		Sub-Total	2,544	2,610	66	67	(1)
1,791	0	Human Resources	Salaries	1,791	1,725	(66)	(12)	(54)
978	0		Non-Sal Exp	978	1,022	44	(10)	54
(232)	0		Income	(232)	(242)	(10)	(10)	0
2,537	0		Sub-Total	2,537	2,505	(32)	(32)	0
2,303	44	Legal Services	Salaries	2,347	2,171	(176)	(175)	(1)
58	1		Non-Sal Exp	59	88	29	24	5
(284)	0		Income	(284)	(284)	0	0	0
2,077	45		Sub-Total	2,122	1,975	(147)	(151)	4
614	0	Corporate Communications	Salaries	614	592	(22)	(23)	1
152	0		Non-Sal Exp	152	141	(11)	(3)	(8)
(26)	0		Income	(26)	(26)	0	0	0
740	0		Sub-Total	740	707	(33)	(26)	(7)
679	0	Business Performance	Salaries	679	672	(7)	(8)	1
83	0		Non-Sal Exp	83	84	1	2	(1)
0	0		Income	0	0	0	0	0
762	0		Sub-Total	762	756	(6)	(6)	0
11,014	20	Business & Technical Support	Salaries	11,034	10,002	(1,032)	(747)	(285)
2	0		Non-Sal Exp	2	600	598	349	249
(717)	0		Income	(717)	(715)	2	3	(1)
10,299	20		Sub-Total	10,319	9,887	(432)	(395)	(37)
17,897	64	Corporate Resources & Services Directorate	Salaries	17,961	16,645	(1,316)	(943)	(373)
3,023	1		Non-Sal Exp	3,024	3,754	730	397	333
(1,961)	0		Income	(1,961)	(1,959)	2	3	(1)
18,959	65		Total	19,024	18,440	(584)	(543)	(41)

119. Further improvements in the salaries position have arisen as vacant posts, particularly within Business & Technical Support, are now held open until the end of the year. The salaries position has been further improved by a proposed contingency allocation for staff costs relating to Food and H&S COVID-19 project work reported outside of the contingency for Month 8. The favourable staffing movement has been largely off-set by adjustments to financing assumptions including a reduction in the use of EMRs and transformation funding to fund exit packages across the group and it is proposed that budget realignments will be undertaken to smooth the impact of this adjustment.

Exceptional Items – COVID-19 Pressures

120. A pressure of £1,203k on the Covid contingency is reported for Month 9. This is an increase of £128k compared to the Month 8 forecast of £1,074k due largely to increased income pressures within Democratic Services as new lockdown restrictions further limit activity for the last quarter (£80k) and the inclusion of staff costs for Food and H&S COVID-19 work previously reported outside of the contingency (£69k). An improving outlook for Land Charge income has partly reduced the increased pressure reported for Month 9 by £25k.

Table: 15 Corporate Resources & Services Development & Risk Contingency

Original Budget £'000	Budget Changes £'000	Development & Risk Contingency	Month 9		Variance (As at Month 9) £'000	Variance (As at Month 8) £'000	Movement from Month 8 £'000
			Revised Budget £'000	Forecast Outturn £'000			
0	0	COVID-19	0	(1,203)	(1,203)	(1,074)	(128)
0	0	Total Exceptional Items	0	(1,203)	(1,203)	(1,074)	(128)

CORPORATE RESOURCES & SERVICES OPERATING BUDGET (£584k underspend, £41k favourable movement)

Democratic Services (£66k pressure, £1k favourable movement)

121. A pressure of £66k is reported for Month 9, broadly in line with the position reported for Month 8 overall. Underspends on casual workers due to reductions in wedding ceremonies but particularly canvassing activity due to lockdown restrictions have caused a salaries underspend. A reduction in printing and postage costs also due to limited canvassing activity has been off-set by a proposed contribution to the Election EMR to manage such costs in the future.

Human Resources (£32k underspend, nil movement)

122. The Month 9 position continues to reflect the impact of the reorganisation of the senior Management tier, in full, in line with the ongoing BID review and proposals agreed by the Leader. As for previous months, underspends in Learning and Development budgets continue to be reported as a result of a reduction in training spend during lockdown and have increased further across months accounting for the month on month movement across non-salaries.

Legal Services (£147k underspend, £4k adverse movement)

123. Posts held vacant within Legal Services during the COVID pandemic have resulted in a net underspend. The Month 9 position reflects the vacancies in full with a £5k increase in the estimated costs of additional external resource accounting for the adverse movement across months.

Corporate Communications (£33k underspend, £7k favourable movement)

124. The service is reporting an underspend of £33k at Month 9 with improved position this month as a result of from reduced printing costs associated with the smaller format April/May edition of Hillingdon People.

Business Performance (£6k underspend, nil movement)

125. The Business Performance position at Month 9 is broadly in line with the position reported at Month 8.

Business & Technical Support (£432k underspend, £37k favourable movement)

126. The service is reporting an underspend of £432k, largely attributable to vacant posts, with recruitment to a number of these no longer anticipated following staffing reviews across the group. Staffing posts identified in the Covid-19 response have been moved to the exceptional items. The reorganisation of the Senior Management tier as part of the ongoing Service BID reviews approved by the Leader is reflected for the current month.
127. The favourable movement on salaries resulting from revised recruitment assumptions and the new contingency allocation for costs of staff involved with food and H&S COVID-19 projects reported outside of the contingency at Month 9, offsets approximately £200k of staff exit related costs funded previously through the redundancy EMR.

Appendix B – Other Funds

SCHOOLS BUDGET

Dedicated Schools Grant (£9,829k overspend, £5k adverse)

128. The Dedicated Schools Grant (DSG) monitoring position is an in-year overspend of £9,829k at Month 9, this is an increase of £2,655k on the budgeted deficit of £7,175k and a £5k adverse movement from the position reported at Month 8. The overspend is due to ongoing pressures in the cost of High Needs placements, where significant growth continues. The budget for High Needs was increased for 2020/21 to take account of projected growth, but the latest projections indicate a further increase in the expenditure on pupils with an EHCP being placed in Independent special school placements along with an increase in the spend on specialist SEN tuition for pupils with an EHCP. When the £15,002k deficit brought forward from 2019/20 is taken into account, the cumulative deficit carry forward to 2021/22 is £24,831k.

Table 16: DSG Income and Expenditure 2020/21

Original Budget	Budget Changes	Funding Block	Month 9		Variance		
			Revised Budget	Forecast Outturn	Variance (As at Month 9)	Variance (As at Month 8)	Change from Month 8
			£'000	£'000	£'000	£'000	£'000
(296,926)	151	Dedicated Schools Grant Income	(296,775)	(296,775)	0	0	0
231,400	(28)	Schools Block	231,372	231,253	(119)	(119)	0
25,401	0	Early Years Block	25,401	25,407	7	7	0
3,270	0	Central Schools Services Block	3,270	3,320	50	47	3
44,030	(123)	High Needs Block	43,907	46,624	2,717	2,715	2
7,175	0	Total Funding Blocks	7,175	9,829	2,655	2,650	5
		Balance Brought Forward 1 April 2020	15,002	15,002			
		Balance Carried Forward 31 March 2021	22,177	24,831			

Dedicated Schools Grant Income (Nil variance, no change)

129. It is not expected that there will be any further adjustments to the Dedicated Schools Grant Income for 2020/21.

Schools Block (£119k underspend, no change)

130. The Schools Block includes all funding paid directly to mainstream schools as part of their delegated budget share, including the funding recouped by the ESFA and paid to mainstream academies. There is also a growth contingency fund which is funded from the Schools Block. Schools that are expanding, in agreement with the local authority, to meet basic need pupil population growth, receive additional funding to provide financial recompense throughout the relevant financial year to cover the cost of this agreed and planned growth.

131. Schools Forum took the decision to withhold growth contingency allocations for one school due to insufficient projected pupil growth in September 2020 and therefore there will be an underspend relating to this allocation. The growth contingency policy has been amended for 2020/21 in order address the growth in secondary pupils. Schools will be funded for any Year 7 pupils which are above the Published Admission Number (PAN). £480k was set aside for

this purpose, with the actual funding requirement will not be known until actual numbers on roll recorded on the October census are confirmed.

132. The growth contingency also funds diseconomies of scale funding for new basic need academy schools. School Forum has taken the decision to limit the funding to one school in receipt of diseconomies which has resulted in a further projected underspend.

Early Years Block (7k overspend, no change)

133. The process for determining early years funding allocations for local authorities is to take an annual census count of the number of hours taken up by children each January. The rationale is that this is the mid-point of the academic year and therefore balances the lower numbers eligible for the free entitlements in the autumn term and the higher numbers in the summer term. The DfE recognises that, given COVID-19, the number of children accessing childcare may not have returned to normal levels by January 2021. Therefore, the final funding allocation to local authorities for the 2020 autumn term will be based on the January 2020 census count.
134. From the start of the autumn term 2020, the guidance is for local authorities to continue to fund providers which are open at broadly the levels they would have expected to see in the 2020 autumn term had there been no COVID-19 outbreak. Providers which have been advised to close, or left with no option but to close, due to public health reasons should also be funded as normal. Providers which are closed, without public health reason, should not receive funding. Guidance has not yet been released on the approach that local authorities should take to funding providers in the Spring term 2021.

Central School Services Block (£50k overspend, £3k adverse)

135. The published DSG budget allocations confirmed a 20% decrease in the Central School Services Block provided for historic commitments. This resulted in a £265k reduction in funding, though this was partly off-set by £51k of additional funding for pupil growth. This reduction in funding resulted in a budget shortfall for the services funded by the Central School Services block adding to the pressure which has led to an overall deficit DSG being agreed for 2020/21.
136. At Month 9 the Central School Services block is projecting a £50k pressure predominantly due the additional cost of maternity cover in the School Placement and Admissions.

High Needs Block (£2,717k overspend, £2k adverse)

137. There continues to be significant pressure in the High Needs Block in 2020/21, with an overspend of £2,717k being projected at Month 9. The growth in the number of pupils with an EHCP continued throughout 2019/20 and the current academic year has seen a further increase in the number of pupils with an EHCP.
138. Most in-Borough special schools are over their commissioned place number. Where a special school is over its planned place number there is a requirement to fund for the additional places plus the agreed top-up funding which is placing additional pressure on the High Needs block.
139. Due to a continuing lack of capacity in-Borough and across other local authority provision, there is a requirement to place pupils in more costly school placements, with a further increase in the number of children that commenced new placements in Independent special schools in the current academic year.

140. There are still a number of SEN pupils awaiting a school placement and whilst an estimate of the cost of this has been included in the current projection, the actual cost of these placements is not yet known and so there may be a further increase to the total expenditure on SEN placements. In addition, the local authority is often required to provide specialist tuition for SEN pupils without a school placement. The total cost on this tuition has increased significantly over the last twelve months with the current projection that there will be a £325k overspend in this area.
141. There was a further increase in the cohort of post-16 SEN placements in 2019/20 and this has put additional pressure on the 2020/21 High Needs budgets with the potential that placements for young people with SEN can continue to be funded up to the age of 25. The current projection has been updated to reflect the changes in placements of this cohort from September 2020.
142. In addition to the cost of pupils with an EHCP, the High Needs Block is now funding Early Support Funding (ESF) as an alternative to the allocation of statutory funding for children with SEN who experience significant barriers to learning. This funding allows schools to access funding quicker to enable them to intervene early and have the greatest impact. Whilst the expectation is that this might reduce total costs in the long-term, we are yet to see the financial impact of this.

COVID-19 - Financial Impact on Schools

143. Some schools have indicated budget pressures as a consequence of additional costs in relation to COVID-19. Whilst most schools have now received some additional funding to cover some of these exceptional costs, there is a further opportunity in December for schools to apply for funding for costs incurred between March and July that have not previously been claimed for. The DfE has confirmed that there will be no opportunity for schools to claim for exceptional costs incurred as a result of COVID since September. The expectation is that these costs should be met from existing school funding.
144. Central Government has announced that there will be an opportunity for schools with high staff absence rates as a consequence of COVID to apply for additional 'COVID workforce funding', which will be backdated to the beginning of November. Further guidance on how much schools might be entitled to and how the claim process will work is yet to be published.
145. The impact of COVID-19 on income generation has also been significant for some schools. Several schools generate significant levels of additional income from private sources for letting the premises and COVID-19 has resulted in an on-going stop on all such activities. The DfE has confirmed that there will be no additional funding in relation to this and therefore this lost revenue will create an additional pressure on school budgets.
146. The DfE has confirmed that the £650m universal catch-up premium funding will be paid directly to schools through the 2020/21 academic year, on a per pupil basis. Mainstream schools will receive £80 per pupil, with Special Schools receiving £240 per place. Schools will have flexibility to use this funding which should be used for specific activities to support pupils to catch up for lost teaching over the previous months. In addition, schools will be able to access £350m of funding through a National Tutoring Programme to provide additional targeted support for those children and young people who need the most help.

COLLECTION FUND

147. A deficit of £4,844k is reported within the Collection Fund relating to an adverse position across both Council Tax and Business Rates, which is predominantly driven by reduced growth in the Council Tax taxbase and a reduction in the Business Rates income as a result of expected business failures due to the COVID-19 pandemic. Additional support within Council Tax is driving approximately 40% of the pressure as households face financial difficulty. The majority of the movement sits within Business Rates and is attributable to a significant reduction in gross yield, nearly wholly offset by Section 31 Grant income as more businesses qualify for Retail Relief.
148. Any deficit realised at outturn will impact on the General Fund budget in future years, with the Government confirming that Councils will be required to spread the deficit over a period of three years in equal increments as a result of the in-year deficit being directly attributable to COVID-19, a third of the in-year deficit (£1,958k) would hit the Council's budget position for 2021/22 to 2023/24, effectively increasing the budget gap by this value, offset in 2021/22 by the brought forward surplus of £702k and accounting adjustments within Council Tax outside of the scope of the deficit spreading powers (£326k credit). The Spending Review confirmed that the Government will be funding 75% of this deficit, with further details to follow on the exact mechanics of this announcement, in the interim, the Council is assuming 75% of the £1,958k will be funded through this mechanism in the budget strategy, meaning only £489k will impact on the Council's balances.
149. The Council is participating in the 50% Business Rates Retention Pool for London, which provides scope for retaining additional growth while guaranteeing the level of income the Council would have received under the existing 50% Retention system. Business Rates projections below reflect this guaranteed position, with any additional funds available from the pool to be captured separately in budget setting reports as appropriate.

Table 17: Collection Fund

Original Budget £'000	Budget Changes £'000	Service	Month 9		Variance (As at Month 9) £'000	Variance (As at Month 8) £'000	Movement from Month 8 £'000	
			Revised Budget £'000	Forecast Outturn £'000				
(131,835)	0	Council Tax	Gross Income	(131,835)	(131,175)	660	624	36
11,049	0		Council Tax Support	11,049	13,164	2,115	2,153	(38)
39	0		B/fwd Deficit	39	303	264	264	0
(120,747)	0		Sub-Total	(120,747)	(117,708)	3,039	3,041	(2)
(112,314)	0	Business Rates	Gross Income	(112,314)	(78,174)	34,140	34,069	71
(6,141)	0		Section 31 Grants	(6,141)	(34,332)	(28,191)	(28,139)	(52)
53,666	0		Less: Tariff	53,666	53,666	0	0	0
8,784	0		Less: Levy	8,784	5,606	(3,178)	(3,198)	20
(498)	0		B/fwd Surplus	(498)	(1,464)	(966)	(966)	0
(56,503)	0	Sub-Total	(56,503)	(54,698)	1,805	1,766	39	
(177,250)	0	Total Collection Fund	(177,250)	(172,406)	4,844	4,807	37	

150. At Month 9 a deficit of £3,039k is projected against Council Tax, the position includes an adverse variance reported against Gross Income of £660k, which is being driven by a smaller than forecast growth in the taxbase as a result of delays in property building during the pandemic alongside a reduction in the collection rate forecasting to lead to an increase in the bad debt provision required for 2020/21. The movement from Month 8 is mainly driven by a

marginal movement in the taxbase forecast. The majority of the pressure in Council Tax is driven by a £2,115k pressure within Council Tax Support as a result of increased demand as households face financial difficulties. The position is compounded by a pressure of £264k against the brought forward surplus as a result of an adverse movement at outturn within Council Tax, this is the result of the Council ceasing debt chasing activities at the end of 2019/20 due to the COVID-19 pandemic. Within this position, potential volatility in Discounts and Exemptions continue to be closely monitored.

151. A £1,805k deficit is reported across Business Rates at Month 9, the position includes an adverse variance against in-year activity of £2,771k with this variance being driven by an adverse position within Gross Rates of £34,140k. This is predominantly due to the Government's support package to assist businesses during the pandemic, including 100% rates relief for the retail, hospitality and leisure sectors, this relief is wholly funded by Section 31 Grants and explains the favourable position in this area, represented by an overachievement of grant income of £28,191k. The £34,140k adverse variance against gross rates assumes a reduction in the taxbase due to business failure caused by financial hardship during the pandemic. The additional support offered by Central Government was announced after the Council set the 2020/21 budget and explains why such large variances are being reported.
152. The in-year position includes a favourable position being reported against the Levy of £3,178k, which is the result of the reduction in the taxbase and lower gross rates yield for the Council, leading to a lower levy payment due to Central Government. In addition, a surplus is reported against the brought forward surplus of £966k, driven by a favourable movement at outturn as a result of clarity received from the London Pool position at year end.

Appendix C – HOUSING REVENUE ACCOUNT

153. The Housing Revenue Account (HRA) is currently forecasting a drawdown of reserves of £2,012k, which is £7k favourable compared to the Month 8 position. This excludes the potential cost pressures of Covid-19, which are estimated at £277k. The 2020/21 closing HRA General Balance is forecast to be £15,063k. The use of reserves is funding investment in new housing stock. The table below presents key variances by service area.

Table 18: Housing Revenue Account

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
Rent Income	(57,872)	(57,693)	179	179	0
Other Income	(5,414)	(5,357)	57	107	(50)
Net Income	(63,286)	(63,050)	236	286	(50)
Housing Management	14,741	14,643	(98)	(138)	40
Tenant Services	3,759	3,792	33	30	3
Repairs	5,368	5,742	374	374	0
Planned Maintenance	4,040	3,450	(590)	(590)	0
Capital Programme Funding	20,790	20,790	0	0	0
Interest & Investment Income	15,385	15,385	0	0	0
Development & Risk Contingency	1,260	1,260	0	0	0
Operating Costs	65,343	65,062	(281)	(324)	43
(Surplus) / Deficit	2,057	2,012	(45)	(38)	(7)
General Balance 01/04/2020	(17,075)	(17,075)	0	0	0
General Balance 31/03/2021	(15,018)	(15,063)	(45)	(38)	(7)

Income

154. As at Month 9 the rental income is forecast to under-recover by £179k, nil movement on Month 8. Other income is forecast to under-recover by £57k, a favourable movement of £50k on Month 8 due to an increase in income from leaseholders.

155. The number of Right to Buy (RTB) applications received in the first nine months of 2020/21 was 128 compared to 130 for the same period in 2019/20. There has been 21 RTB completions in the first nine months of 2020/21 compared to 39 for the same period in 2019/20; a reduction of 46%. As at Month 9 the 2020/21 forecast RTB sales is 25; a reduction of 15 compared to Month 8.

Expenditure

156. The Housing management service is forecast to underspend by £98k, an adverse movement of £40k on Month 8 due to the reduction in RTB administration allowances following the reduction in RTB forecast sales.

157. Tenant services is forecast to overspend by £33k, an adverse movement of £3k on running costs.
158. The repairs and planned maintenance budget totals £9,408k. The forecast is a net underspend of £216k, nil movement on Month 8.
159. As at Month 9 the capital programme funding, interest and investment income and development and risk contingency budgets are forecast to break even.

COVID-19 cost pressures on the HRA

160. The table below summarises the HRA Covid-19 cost pressures that are not included in the HRA forecast position. The Covid-19 cost pressures total £277k at Month 9 and will be kept under review. The movement from Month 8 reflects revised calculations and is a reduction in estimated pressures of £68k; £43k in repairs and maintenance and £25k in staffing.
161. The key pressures relate to repairs and maintenance totalling £38k due to unreported and catch up day-to-day repairs, potential staffing costs of £25k relating to domestic violence and anti-social behaviour, and bad debt provision totalling £214k due to increasing arrears and the age of the arrears.

Table 19: HRA COVID-19 pressures

HRA COVID-19 pressures	2020/21 Month 9	2020/21 Month 8	2020/21 Movement from Month 8
	£'000	£'000	£'000
Repairs and Planned Maintenance	38	81	(43)
Staffing	25	50	(25)
Development and Risk Contingency – Bad Debt Provision	214	214	0
Total HRA Revenue Covid-19 pressures	277	345	(68)

HRA Capital Expenditure

162. The HRA capital programme is set out in the table below. The 2020/21 revised budget is £63,009k and forecast expenditure is £41,212k with a net variance of £21,797k of which £20,502k is due to re-phasing and £1,295k due to cost under spends.

Table 20: HRA Capital Expenditure

Programme	2020/21 Revised Budget	2020/21 Forecast	2020/21 Cost Variance Forecast V Revised Budget	2020/21 Project Re-Phasing	Total Project Budget 2020-25	Total Project Forecast 2020-25	Total Project Variance 2020-25	Movement 2020-25
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Major Projects (Note 1)								
New General Needs Housing Stock	35,389	26,435	(170)	(8,784)	140,541	140,371	(170)	-
New Build - Shared Ownership	4,000	315	(125)	(3,560)	14,867	14,742	(125)	-
New Build - Supported Housing Provision	816	816	0	0	816	816	0	-
Total Major Projects	40,205	27,566	(295)	(12,344)	156,224	155,929	(295)	-
HRA Programmes of Work								
Works to Stock programme	16,753	11,108	0	(5,645)	61,126	61,126	0	-
Major Adaptations to Property	2,188	1,188	(1,000)	0	10,129	9,129	(1,000)	-
Green Homes	3,863	1,350	0	(2,513)	3,863	3,863	0	-
Total HRA Programmes of Work	22,804	13,646	(1,000)	(8,158)	75,118	74,118	(1,000)	-
Total HRA Capital	63,009	41,212	(1,295)	(20,502)	231,342	230,047	(1,295)	-
Movement from Month 5	-	(5,063)	-	(5,063)	-	-	-	-

Note 1: see Annex A for a detailed breakdown of the major projects by scheme

Major Projects

163. Following the transfer of £883k from the unallocated element of the Acquisitions and Internal Development budget to Works to Stock to support additional works required at Packet Boat House, the 2020/21 Major Projects programme revised budget has reduced to £40,205k. Forecast expenditure in 2020/21 is £27,566k, with a re-phasing variance of £12,344k and a cost underspend of £295k forecast in 2020/21.

New General Needs Housing Stock

164. There is forecast re-phasing of £8,784k across the General Needs programme due to delays in the progress of several projects, partly arising from Covid-19 lockdown.

165. A cost under spend of £300k is forecast on the completed mixed tenure development at Acol Crescent, apportioned across general needs and shared ownership, after agreement of the final account with the contractor. This is marginally offset by a minor over spend of £5k on the acquisition of 17 new build homes over three sites.

166. The redevelopment of Maple and Poplar Day Centre was put on hold due to the Covid-19 crisis but is now expected to commence in 2021/22 following re-tendering of the construction works contract in process. The project has a planned development of 34 units comprising 50% general needs social housing and the remainder being shared ownership.

167. Works are in progress on site for the redevelopment of the former Willow Tree depot into general needs housing and are expected to be complete in April 2021.
168. Construction works at the Nelson Road development were paused due to Covid-19 and the main contractor resumed work on site in July 2020, however due to unsatisfactory progress, the contractor has been terminated recently. The remaining construction works will be tendered soon and the construction of the 6 new homes expected to be complete later in 2021.
169. A further ten buy backs of ex Right-to-Buy properties amounting to £2,351k has been submitted for formal approval. In total £8,519k have been committed or submitted for approval this financial year for buy backs of former Right to Buy properties, from the Acquisitions and Internal Developments budget, inclusive of stamp duty, legal fees & expected void repairs costs.
170. In October 2019 Cabinet Members approved the purchase of land at Newport Road and a turnkey package development of 28 units for short-term accommodation, at a total cost of £9,071k including stamp duty and fees, and a deposit of £1,297k was previously paid in 2019/20. Further staged payments will be released in 2020/21 and 2021/22 as the construction works progress, which are due to complete in September 2021.
171. In September 2020 Cabinet Members approved the purchase of freehold acquisition of 253 Park Road, Uxbridge and 9 new build homes for short term accommodation which are currently under construction at a package price of £3,736k including stamp duty and fees, with a deposit of £724k paid on exchange of contracts. A further staged payment will be released in 2020/21 on completion of the construction works, which are due to complete in March 2021.

New Build - Shared Ownership

172. Revised plans for the redevelopment of Woodside Day Centre have been reviewed following changes to the original plan for the ground floor. Changes to the design are being made before issuing tenders. Construction works are expected to proceed next year.
173. The construction of five new 3-bed shared ownership dwellings at land to the rear of 113-127 Moorfield Road, NFC Homes Limited is expected to commence in early 2021 following the appointment of a main contractor, for which approval has recently been submitted via the capital release process, including a proposed virement of £59k from the Acquisitions and Internal Developments budget to cover an increase in the project cost following receipt of tender prices. The scheme had been paused during the pandemic.

New Build - Supported Housing

174. Construction of the supported housing projects at Grassy Meadow and Park View are complete and sites are operational, with some minor external works at Grassy Meadow remaining to be completed in 2020/21. Liquidated damages continue to be held against the Park View contractor for delays. Currently the total project costs are expected to come in within the revised budget pending any appeals from the contractor.

HRA Programmes of Work

175. The Works to Stock 2020/21 revised budget has increased to £16,753k following a virement of £883k funding from Major Projects to support additional works at Packet Boat House which

are ongoing. Works are in various stages of progress across various work streams with some schemes and planned programmes continuing into next year.

176. The major adaptations to property budget forecast is reporting an underspend of £1,000k based on anticipated demand for the year.
177. The Council has been successful with an application to the Green Homes Grant Local Authority Delivery scheme for funding to provide energy efficiency upgrades to low-income homes, and has recently been awarded £3,863k from the Department for Business, Energy and Industrial Strategy. Works have been tendered to appoint contractors early in 2021 to provide loft insulation, cavity wall insulation, low energy lights and double glazing across existing Council housing. As these programme elements will continue into 2021/22 there is forecast re-phasing of £2,513k into next financial year.

HRA Capital Receipts

178. There has been 21 Right-to-Buy sales of council dwellings as at the end of December 2020 for a total gross sales value of £4,284k. A further 4 sales are forecast to bring the yearly total to 25, totalling £5,000k in 2020/21.
179. The application of retained Right to Buy receipts is limited by the retention agreement to a maximum 30% of the cost of replacement housing. In the event that expenditure does not meet the criteria, funds would be payable to the MHCLG.
180. In response to the ongoing situation brought about by the Covid-19 pandemic, the MHCLG has announced in mid-December 2020 the extension of the deadline to spend the Right-to-Buy 1-4-1 capital receipts generated in 2017/18 by a further 3 months to 31st March 2021.
181. During 2020/21, some of the Right to Buy 1-4-1 capital receipts generated in 2017/18 could potentially become repayable unless the following expenditure profile is achieved: £27,950k by Q4.

Annex A: HRA Capital Expenditure – Major Projects breakdown by scheme

Prior Years	Scheme	Unit Numbers	2020/21 Total Revised Budget	2020/21 Total Revised Forecast	2020/21 Variance	2020/21 Cost Variance	Proposed Re-phasing	Total Project Budget 2020-2025	Total Project Forecast 2020-2025	Total Project Variance 2020-2025
£'000			£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
6,859	Acol Crescent	33	711	411	(300)	(300)		711	411	(300)
325	Belmore Allotments	86	4,220	0	(4,220)	0	(4,220)	10,493	10,493	0
315	Maple And Poplar	34	627	5	(622)	0	(622)	6,072	6,072	0
315	Willow Tree	10	2,025	1,984	(41)	0	(41)	2,627	2,627	0
31	2 East Way	1	10	0	(10)	0	(10)	203	203	0
25	Bartram Close	2	305	0	(305)	0	(305)	305	305	0
67	34-44 Sullivan Crescent	6	41	15	(26)	0	(26)	949	949	0
363	Nelson Road	6	1,704	486	(1,218)	0	(1,218)	1,944	1,944	0
285	Great Bentley	2	236	0	(236)	0	(236)	471	471	0
39	Petworth Gardens	9	100	15	(85)	0	(85)	3,104	3,104	0
14,600	Parkview	60	786	786	0	0	0	786	786	0
20,556	Grassy Meadow	88	30	30	0	0	0	30	30	0
36	113-127 Moorfield Road	5	612	30	(582)	0	(582)	1,089	1,089	0
403	Woodside Day Centre	27	500	24	(476)	0	(476)	4,915	4,915	0
1,297	Acquisition Of Freehold Land At TCM House	28	7,774	3,460	(4,314)	0	(4,314)	7,774	7,774	0
556	Acquisition Of 2 Units At 191 Harefield Road	2	28	0	(28)	0	(28)	28	28	0
5,400	Acquisition Of 17 New Build Homes Over 3 Sites	17	265	270	5	5	0	265	270	5
0	Acquisition of New Build Flats Park Road	9	3,736	3,555	(181)	0	(181)	3,736	3,736	0
n/a	Internal Acquisitions and Developments		16,495	16,495	0	0	0	110,722	110,722	0
51,472		425	40,205	27,566	(12,639)	(295)	(12,344)	156,224	155,929	(295)
16,228	New General Needs Housing Stock	161	35,389	26,435	(8,954)	(170)	(8,784)	140,541	140,371	(170)
88	New Build - Shared Ownership	116	4,000	315	(3,685)	(125)	(3,560)	14,867	14,742	(125)
35,156	New Build - Supported Housing	148	816	816	0	0	0	816	816	0
51,472		425	40,205	27,566	(12,639)	(295)	(12,344)	156,224	155,929	(295)

Appendix D - GENERAL FUND CAPITAL PROGRAMME

182. As at Month 9 an under spend of £34,246k is reported on the 2020/21 General Fund Capital Programme of £85,698k, due mainly to re-phasing of project expenditure into future years. The 2020/21 forecast under spend is partly due to various schemes being temporarily put on hold during the Coronavirus pandemic. The forecast outturn variance over the life of the 2020/21 to 2024/25 programme is an under spend of £5,652k.
183. General Fund Capital Receipts of £2,656k are forecast for 2020/21, with a deficit of £478k in total forecast receipts to 2024/25
184. Overall, Prudential Borrowing required to support the 2020/21 to 2024/25 capital programmes is forecast to be under budget by £1,179k. This is due to cost under spends of £5,652k, offset by a combined shortfall of £1,978k on other Council resources (capital receipts and CIL), and £2,495k grants and contributions.

Capital Programme Overview

185. Table 19 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 2020.

Table 21: General Fund Capital Programme Summary

	Total Project Budget 2020-2025	Total Project Forecast 2020-2025	Total Project Variance	Movement
	£'000	£'000	£'000	£'000
Schools Programme	20,244	20,506	262	-
Major Projects	189,941	189,828	(113)	-
Programme of Works	169,549	163,748	(5,801)	(909)
General Contingency	6,557	6,557	-	
Total Capital Programme	386,291	380,639	(5,652)	(909)
Movement	161	(748)	(909)	

186. The 2020/21 revised budget has increased by £161k due to additional schools' contributions towards the devolved formula capital programme and a recent allocation of Section 106 monies to a new Highways S106 project.

Schools Programme

187. The Schools Expansions programme is reporting an over spend of £262k relating mainly to additional items of £277k requested by Ruislip High School included in the expansion, which were not in the original scope of works. Works at Ruislip High were delayed due to Covid-19 lockdown, with completion in November 2020.
188. The installation of a modular classroom at Hedgwood primary school for pupils with special educational needs has been completed for September 2020 term, funded from the Special Provision Capital Fund. Other plans for the remainder of the grant are under feasibility review with expenditure expected to fall in future years.

189. The additional temporary classrooms budget has been re-phased into future years as it is not forecast to be required this year based on current demand for school places.

Major Projects

190. Including prior years, the Major Projects programme includes £50,000k prudential borrowing to finance the housing company Hillingdon First with construction work in progress at the residential development site in South Ruislip. The budget will also finance identified potential acquisitions of development land and commencement of construction of other sites, over a number of years. One new development at St Helen's Close, Cowley is expected to commence in 2021.

191. The programme includes £15,970k for a major residential development at the Falling Lane site in Yiewsley which will be self financing from the sale of discounted market sale properties. The scheme has been on hold during the Coronavirus pandemic and is currently under review.

192. The construction works contract for the provision of a new £30,000k leisure centre in Yiewsley/West Drayton is in the process of being re-tendered and construction works are planned to start towards the end of next year. The £2,000k refurbishment of Yiewsley and West Drayton Community Centre is in progress on site for completion in June 2021.

193. Works are expected to commence in March to extend the Uxbridge mortuary, following appointment of the main contractor. The revised budget is £1,900k following Cabinet approval to transfer £676k from general contingency due to increases in scope identified during the design phase.

194. The first phase of remedial works at the Battle of Britain Bunker are in progress, with further packages of works to take place next year. Works to expand the Rural Activities Garden Centre are currently on hold during the pandemic.

195. The re-provision of Hillingdon Outdoor Activity Centre project is expected to re-commence in 2021 with options under consideration.

196. The new Shopping Parades Initiative programme reports an under spend of £46k as a secondment post is no longer required with lower than anticipated shop front grants at this stage, possibly impacted by Covid-19. The delivery of the programme for planned locations is under review, with public realm work paused until future Transport for London funding or other sources can be identified.

197. There are cost under spends amounting to £67k following settlement of retentions and minor items for completed projects such as the refurbishment of Bessingby FC clubhouse and Battle of Britain Visitor Centre.

198. Detailed design work is underway on the regeneration of Cranford Park, largely funded from the National Lottery Heritage Fund with Council match funding. Works are expected to start on site next year.

199. Enhancements works at the Battle of Britain bunker and visitors centre include the installation of a soundscape and lighting display in the Controller's Cabin and the creation of a new Polish Air Force exhibition, totalling £172k. Cabinet has recently approved a further £100k for the "Faces of the Battle of Britain" exhibition to be implemented in 2021/22.

Programmes of Works

200. The 2020/21 Transport for London programme has been severely curtailed with the previously agreed LIP grant significantly reduced due to Covid-19 and the impact it has had on TFL's finances from reduced tube fares. Following settlement between the Department for Transport and TFL for the remainder of this financial year, TFL have confirmed an allocation of £946k in respect of the 2020/21 LIP, resulting in the expenditure and grant financing shortfall reducing to £2,725k. The funding outlook for 2021/22 remains uncertain due to the ongoing pandemic.
201. The Department for Transport have awarded £100k Emergency Active Travel funding for measures to improve walking and cycling and support reducing use of public transport during the pandemic. A number of road safety measures funded from the HS2 Road Safety fund will be implemented this year with further works falling into next year.
202. A number of Chrysalis outdoor gyms and playgrounds projects were put on hold when the pandemic started but are now in the process of being implemented before the end of the financial year.
203. The libraries refurbishment programme continues with eight sites complete or near completion. Works have been completed at Manor Farm and Oak Farm libraries and the refurbishment of Hayes End library is expected to finish in February 2021. Works at Ickenham library are planned to commence in January 2021.
204. Works are underway on refurbishing the Mezzanine area at the Civic Centre to enable relocation of services. A number of schemes within the Civic Centre and Property Works Programme are in various stages of progress with works continuing into next year, and £101k total under spends are reported on numerous completed projects that commenced in 2019/20.
205. An overall under spend of £367k is reported within the Environmental and Recreational Initiatives programme, relating mainly to pollution screening works being introduced at various schools this year, with further works to be funded from future year allocations. A number of cemetery schemes are in the process of being implemented this year.
206. New pay and display parking payment machines has been rolled out across the Borough this year, following approval of the contract award at June Cabinet. An under spend of £140k is reported on the project.
207. Disabled Facilities Grant adaptations are forecast to under spend by £1,827k based on anticipated demand for the year, a movement of £327k in month. Social Care equipment capitalisation is now forecasting an under spend of £187k based on year to date activity. Some new essential repair grant cases have recently been identified reducing the overall forecast underspend in this area by £20k.
208. Works are in various stages of progress on a large number of carriageway and footway refurbishments within the Highways improvement programme with £13,158k of works in phases completed or commencing before the end of this financial year, with some schemes continuing into 2021/22.
209. Under Corporate Technology and Innovation, the project to upgrade computer hardware and transition to Windows 10/Microsoft 365 is largely complete. There are under spends of £149k reported on several completed schemes. The ICT equipment budget is forecast to under spend by £78k, based on existing commitments at this stage of the financial year.

210. There have been a number of COVID-19 related general equipment capitalisation items arising this year, however it is expected this will be managed from the existing approved budget. Based on existing commitments to date, the budget is forecast to under spend by £165k, a movement of £100k.

211. The remaining 2020/21 general capital contingency budget is £557k following Cabinet approval of £100k to a new project to enhance the Battle of Britain visitors centre.

Capital Financing - General Fund

212. Table 22 below outlines the latest financing projections for the capital programme, with an underspend of £1, 179k in the medium term reported on Prudential Borrowing.

Table 22: General Fund Capital Programme Financing Summary

	Revised Budget 2020/21 £'000	Forecast 2020/21 £'000	Variance £'000	Total Financing Budget 2020-2025 £'000	Total Financing Forecast 2020-2025 £'000	Total Variance £'000	Movement £'000
Council Resource Requirement							
Self Financing Schemes	11,900	6,026	(5,874)	62,160	62,160	-	-
Invest to Save Schemes	5,881	4,270	(1,611)	8,881	8,592	(289)	(149)
Service Provision	52,610	29,555	(23,055)	221,513	218,645	(2,868)	(221)
Total Council Resources	70,391	39,851	(30,540)	292,554	289,397	(3,157)	(370)
Financed By							
Capital Receipts	8,097	2,656	(5,441)	52,820	52,342	(478)	(142)
CIL	3,500	2,000	(1,500)	17,500	16,000	(1,500)	(500)
Prudential Borrowing	58,794	35,195	(23,599)	222,234	221,055	(1,179)	272
Total Council Resources	70,391	39,851	(30,540)	292,554	289,397	(3,157)	(370)
Grants & Contributions	15,307	11,601	(3,706)	93,737	91,242	(2,495)	(539)
Capital Programme	85,698	51,452	(34,246)	386,291	380,639	(5,652)	(909)
Movement	161	(4,555)	(4,716)	161	(748)	(909)	

213. Capital receipts in 2020/21 include £1,857k in sales already achieved as at end of December 2021 plus four further sites sold at auction in October and December which are pending legal completion. The current year forecast has reduced by £5,031k from last month due mainly to one large site not now expected to be sold this financial year. The overall forecast has reduced by £142k due to General Fund share of Right to Buy receipts falling as only 25 RTB sales are now expected this year, partly offset by favourable offer prices for recent auction sales.

214. As at the end of December 2020, a total of £860k Community Infrastructure Levy receipts have been invoiced (after administration fees), a movement in month of £17k. Forecast receipts for this financial year are reduced by £500k as developer activity has been affected by Covid-19 with a subsequent impact on timing and certainty of CIL payments on numerous developments. Eligible expenditure exceeds the CIL forecast with spend on Highways investment, community assets through the Chrysalis Programme and other major community infrastructure such as schools meeting the criteria for application of CIL monies.

215. Forecast grants and contributions are £2,495k lower than the revised budget, due mainly to the cut to the 2020/21 TFL LIP grant, partially offset by confirmed Capital Maintenance Grant being higher than the estimate included in the capital financing budget, including a further additional award of £994k announced this summer. Forecast grants and contributions

financing has reduced by £539k mainly due to further under spend on Disabled Facilities Grant funded schemes.

216. Prudential Borrowing has moved adversely by £272k due to reductions in forecast capital receipts and CIL income, partly offset by under spends on Council resourced schemes.

ANNEX A - Schools Programme

Prior Year Cost	Project	2020/21 Revised Budget	2020/21 Forecast	2020/21 Cost Variance	Forecast Re-phasing	Total Project Budget 2020-2025	Total Project Forecast 2020-2025	Total Project Variance 2020-2025	Project Forecast Financed by:		
									Council Resources	Government Grants	Other Cont'ns
£'000		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
	Education and Children Services										
16,032	New Primary Schools Expansions	367	361	(6)	0	367	361	(6)	361	0	0
16,868	Secondary Schools Expansions	4,781	5,049	268	0	9,571	9,839	268	9,539	300	0
0	Additional Temporary Classrooms	0	0	0	0	6,650	6,650	0	4,400	2,250	0
458	Schools SRP	411	391	0	(20)	3,416	3,416	0	0	3,416	0
0	Meadow School	240	240	0	0	240	240	0	240	0	0
33,358	Total Schools Programme	5,799	6,041	262	(20)	20,244	20,506	262	14,540	5,966	0

APPENDIX B – Major Projects

Prior Year Cost	Project	2020/21 Revised Budget £'000	2020/21 Forecast £'000	2020/21 Cost Variance £'000	2020/21 Forecast Re-phasing £'000	Total Project Budget 2019-24 £000	Total Project Forecast 2019-24 £000	Total Project Variance 2019-24 £000	Project Forecast Financed by:		
									Council Resources £000	Government Grants £000	Other Cont'ns £000
	Community Commerce & Regeneration										
0	New Theatre	0	0	0	0	44,000	44,000	0	42,950	0	1,050
963	New Yiewsley Leisure Centre	365	450	0	85	29,037	29,037	0	29,037	0	0
69	Yiewsley/West Drayton Comm Centre	1,500	1,535	0	35	1,931	1,931	0	1,931	0	0
773	Hillingdon Outdoor Activity Centre	250	200	0	(50)	25,727	25,727	0	0	0	25,727
0	New Museum	50	5	0	(45)	5,632	5,632	0	4,882	0	750
0	Shopping Parades Initiative	503	100	(46)	(357)	2,896	2,850	(46)	2,105	590	155
7,294	Hayes Town Centre Improvements	437	750	0	313	1,933	1,933	0	299	350	1,284
1,597	Uxbridge Change of Heart	492	492	0	0	492	492	0	438	0	54
93	Battle of Britain Underground Bunker	288	268	0	(20)	1,462	1,462	0	1,462	0	0
58	RAGC Expansion	94	20	0	(74)	1,356	1,356	0	1,356	0	0
7	Uxbridge Mortuary Extension	1,026	350	0	(676)	1,900	1,900	0	950	0	950
2	1 & 2 Merrimans Housing Project	10	5	0	(5)	619	619	0	619	0	0
31	Uxbridge Cemetery Gatehouse	0	0	0	0	543	543	0	543	0	0
0	Uniter Building Refurbishment	20	5	0	(15)	390	390	0	390	0	0
0	Botwell Leisure Centre Football Pitch	0	0	0	0	200	200	0	200	0	0
	Planning Transportation and Recycling				0	0	0	0	0	0	0
0	Cranford Park Heritage Lottery Project	308	150	0	(158)	2,597	2,597	0	215	1,783	599
	Finance Property and Business Services				0	0	0	0	0	0	0
6,871	Housing Company Financing	11,750	6,000	0	(5,750)	43,129	43,129	0	43,129	0	0
250	Yiewsley Site Development	150	26	0	(124)	15,970	15,970	0	15,970	0	0
0	Belmore Allotments Development	0	0	0	0	4,605	4,605	0	3,061	0	1,544
0	Purchase of Uxbridge Police Station	0	0	0	0	5,000	5,000	0	5,000	0	0
1,485	Bessingby Football/Boxing Clubhouse	111	56	(55)	0	111	56	(55)	56	0	0
2,552	Cedars and Grainges Car Park	119	60	0	(59)	119	119	0	119	0	0
6,761	Battle of Britain Visitors Centre	20	8	(12)	0	20	8	(12)	8	0	0
0	Battle of Britain Enhancements	272	167	0	(105)	272	272	0	272	0	0
28,806	Total Major Projects	17,765	10,647	(113)	(7,005)	189,941	189,828	(113)	154,992	2,723	32,113

ANNEX C - Programme of Works

Prior Year Cost	Project	2020/21 Revised Budget	2020/21 Forecast	2020/21 Cost Variance	Forecast Re-phasing	Total Project Budget 2020-2025	Total Project Forecast 2020-2025	Total Project Variance 2020-2025	Project Forecast Financed by:		
									Council Resources	Government Grants	Other Cont'ns
£'000		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
N/A	School Building Condition Works	4,706	2,725	0	(1,981)	10,906	10,906	0	1,981	7,950	975
N/A	Sports Clubs Rebuild / Refurbishments	750	177	0	(573)	3,750	3,750	0	3,750	0	0
N/A	Bowls Clubs Refurbishments	556	510	0	(46)	556	556	0	556	0	0
N/A	Leisure Centre Refurbishment	1,946	183	0	(1,763)	3,097	3,097	0	3,097	0	0
N/A	Libraries Refurbishment Programme	2,320	1,521	0	(799)	2,320	2,320	0	2,252	0	68
N/A	Youth Provision	1,620	30	0	(1,590)	3,620	3,620	0	3,620	0	0
N/A	Harlington Road Depot Improvements	586	260	0	(326)	586	586	0	586	0	0
N/A	Property Works Programme	3,227	1,787	(37)	(1,403)	8,986	8,949	(37)	8,924	25	0
N/A	Civic Centre Works Programme	5,156	1,494	(64)	(3,598)	8,177	8,113	(64)	8,113	0	0
N/A	CCTV Programme	284	344	0	60	384	384	0	384	0	0
N/A	Highways Structural Works	15,684	10,500	0	(5,184)	47,684	47,684	0	47,684	0	0
N/A	HS2 Road Safety Fund	645	210	0	(435)	645	645	0	0	0	645
N/A	Transport for London	4,188	1,302	(2,725)	(161)	17,590	14,865	(2,725)	0	14,664	201
N/A	Emergency Active Travel	100	100	0	0	100	100	0	0	100	0
N/A	Street Lighting Replacement	924	744	(37)	(143)	2,403	2,366	(37)	2,246	0	120
N/A	Road Safety	310	200	0	(110)	910	910	0	910	0	0
N/A	Disabled Facilities Grant	2,852	1,025	(1,827)	0	14,260	12,433	(1,827)	0	12,433	0
N/A	Equipment Capitalisation - Social Care	2,359	2,172	(187)	0	11,795	11,608	(187)	2,824	8,784	0
N/A	PSRG/LPRG	100	75	(25)	0	500	475	(25)	425	50	0
N/A	Homeless Provision	190	50	0	(140)	190	190	0	0	190	0
N/A	Corporate Technology and Innovation	3,984	3,423	(227)	(334)	7,440	7,213	(227)	7,213	0	0
N/A	Environmental/Recreational Initiatives	1,405	949	(367)	(89)	2,905	2,538	(367)	823	0	1,715
N/A	Playground Replacement Programme	170	109	0	(61)	420	420	0	420	0	0
N/A	Equipment Capitalisation – General	765	600	(165)	0	3,825	3,660	(165)	3,660	0	0
N/A	Leader's Initiative	356	49	0	(307)	1,156	1,156	0	1,156	0	0
N/A	Car Park Pay & Display Machines	1,040	900	(140)	0	1,040	900	(140)	900	0	0
N/A	Purchase of Vehicles	2,960	750	0	(2,210)	7,022	7,022	0	7,022	0	0
N/A	Chrysalis Programme	1,135	925	0	(210)	5,135	5,135	0	5,127	0	8
N/A	Section 106 Projects	590	424	0	(166)	590	590	0	0	0	590
N/A	Devolved Capital to Schools	669	669	0	0	1,557	1,557	0	0	1,159	398
	Total Programme of Works	61,577	34,207	(5,801)	(21,569)	169,549	163,748	(5,801)	113,673	45,355	4,720

Appendix E – Treasury Management Report as at 31st December 2020

Table 23: Outstanding Deposits – Average Rate of Return 0.11%

Period	Actual (£m)	Actual (%)	Benchmark (%)
Call Accounts and MMF's*	46.0	44.11	70.00
Up to 1 Month Fixed-Term Deposits	38.0	36.43	
Over 1 Month Fixed-Term Deposits	5.3	5.08	0.00
Total	89.3	85.62	70.00
Strategic Pooled Funds	15.0	14.38	30.00
Total	104.3	100.00	100.00

*Money Market Funds

217. Deposits are held with UK institutions, all of which hold a minimum A- Fitch (or lowest equivalent) long-term credit rating and AAA rated Money Market funds. UK deposits are currently held in NatWest Bank plc, Santander UK plc and the DMADF. There is also an allocation to Strategic Pooled Funds.
218. The average rate of return on day-to-day operational treasury balances is 0.11%. As part of the Council's investment strategy for 20/21, the Council continues to hold a total of £15m in three long-dated strategic pooled funds (£5m in each). The strategic pooled funds have a 3-5 year investment horizon with dividends being distributed periodically.
219. 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, which is needed to manage daily cashflow, it is not possible to fully protect Council funds from bail-in risk. At the end of December, 52% of the Council's day-to-day operational treasury investments had exposure to bail-in risk compared to a December benchmark average of 63% in the Local Authority sector (latest benchmark provided quarterly by the Council's treasury advisors Arlingclose). The Council's exposure reduces to 0% once instant access facilities are excluded from the total bail-in percentage.
220. Liquidity was maintained throughout December by placing surplus funds in instant access accounts and making short-term deposits with the DMADF with maturities matched to cash outflows. In addition, £15m of forward dated short-term temporary borrowing reached settlement. As previously reported due to changes to income profiling and unexpected income received during November, cash balances remained well above minimum levels during December. Resulting in the Council's borrowing requirement being deferred until the end of 20/21.

Table 24: Outstanding Debt - Average Interest Rate on Debt: 3.23%
Average Interest Rate on Temporary Borrowing: 0.47%

	Actual (£m)	Actual (%)
General Fund		
PWLB	45.10	14.55
Long-Term Market	15.00	4.84
Temporary	80.00	25.81
HRA		
PWLB	136.82	44.15
Long-Term Market	33.00	10.65
Total	309.92	100.00

221. There was a scheduled PWLB EIP debt repayment of £0.33m and a total of £15m temporary borrowing was repaid and then replaced during December. With the Council's long-term borrowing need and with restrictive premiums, early repayment of debt remains unfeasible.

222. 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 during January, cash balances will be placed in instant access accounts and short-term deposits.

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

224. 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. Social Care Agency approvals were approved for two months in the previous report to ensure continuity over the Christmas and New Year period hence the smaller list of approvals this month.

Table 25: Consultancy and agency assignments

Post Title	Original Start Date	Approved From	Proposed End Date	Previous Approval £'000	Approved £'000	Total £'000
Environment, Education & Community Services						
Air Quality Officer	21/09/2015	01/02/2021	02/05/2021	136	10	147
Private Sector Housing Officer	01/03/2018	25/01/2021	04/04/2021	138	11	149
Customer Service Advisor	01/08/2018	01/02/2021	02/05/2021	46	8	54
Customer Service Advisor	11/03/2019	15/02/2021	16/05/2021	46	8	53
Customer Service Advisor	01/08/2018	08/03/2021	06/06/2021	58	8	66

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THE SCHOOLS BUDGET 2021/22

Cabinet Member(s)	Councillor Ian Edwards Councillor Susan O'Brien Councillor Martin Goddard
Cabinet Portfolio(s)	Leader of the Council Families, Education and Wellbeing Finance
Officer Contact(s)	Graham Young, Lead Finance Business Partner, Schools/DSG
Papers with report	Schools Funding 2021/22 Consultation Papers

HEADLINES

Summary	The purpose of this report is to seek Cabinet's approval for the size and distribution of the schools budget for 2021/22, 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 residents' children's and young people's future life chances. The distribution of funding to schools supports these 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. However, having considered the DSG Budget for 2021/22, and the views of all relevant stakeholders, a deficit DSG Budget has been submitted for approval, totalling £7,323k. The budget has been prepared on the basis that the Department for Education will reject the Council's disapplication request to transfer the required funds from the Schools Funding Block, which if agreed, would have allowed the Council to reduce the deficit on the proposed DSG Budget to £1,868k.
Relevant Policy Overview Committee	Residents, Education and Environmental Services
Ward(s) affected	All

RECOMMENDATIONS

That Cabinet:

1. On the basis that the DfE rejects the Council's disapplication request, agrees that the total Schools Budget for 2021/22 be set with an overall deficit of £7,323k when compared to the total of the Dedicated Schools Grant provided to the Council (as set out in paragraphs 74 to 75).
2. Approve the Primary and Secondary schools funding formula as agreed by schools and the Schools Forum, as set out in paragraphs 30 to 37.
3. Approve the Early Years Single Funding Formula, as set out in paragraphs 38 to 49.
4. Approve the base rate of funding for the Two-Year Old Free Entitlement Offer, as set out in paragraph 50.
5. Approve the Early Years Centrally Retained budget as agreed by the Schools Forum, as set out in paragraphs 52 to 55.
6. Approve the Central School Services budget as agreed by the Schools Forum, as set out in paragraphs 56 to 63.
7. Approve the High Needs budget as agreed by the Schools Forum, as set out in paragraphs 64 to 73.

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 28 February 2021.
2. The School and Early Years Finance (England) Regulations 2018 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 2021/22 budgets, the consultation ended on 30 November 2020 and the responses to this consultation were considered at the Schools Forum meeting on 10 December 2020. Additionally, Schools Forum are required to set and agree the DSG budget for 2021/22, considering any accumulated surplus/deficit balances, this was agreed at the Schools Forum meeting on 15 January 2021. The results of these decisions are reflected in the recommendations of this report.
3. The Council and Hillingdon's Schools Forum have undertaken a major review of the DSG Budget over the last few years and have closely monitored the increased growth in the cost of high needs placements and where practical and safe to do so, have made savings to centrally retained budgets to offset the growing pressures which have followed from the introduction of the Children & Families Act in 2014. However, the review of the budgets for 2021/22 identified that enough savings could not be made without having a detrimental effect on those resources provided to support vulnerable and disadvantaged children and in fact potentially could result in additional costs being incurred should services be ceased. The only option available to the Council to set a balanced in year DSG Budget for 2021/22 was to consult with schools on a proposed transfer from the Schools Funding Block. However, even if schools and Schools Forum had agreed to this, the final decision rests

with the DfE, as the Secretary of State must sign off all requests, which exceed 0.5% of the total Schools Funding Block.

To aid the setting of a balanced in-year DSG budget, the Council submitted its disapplication request to the DfE on 20 November 2020, requesting approval for the 2.3% transfer from the Schools Funding Block to the High Needs Block. The Council is awaiting the Secretary of State decision in relation to this request but has assumed that it will be rejected in preparing this budget.

4. The DfE issued an updated DSG Conditions of Grant document for 2021/22 including updated conditions relating to DSG deficits and how these can be funded. This strengthens the previous direction that such deficits should not be financed from General Reserves and goes further to state that on a statutory basis a deficit must be carried forward to be dealt with from future DSG income. At this stage the detailed guidance on how this can be delivered in practice, expected to come from CIPFA and necessary to provide External Audit assurance, has not yet been issued.

Alternative options considered / risk management

5. 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.
6. The recommended Schools Budget 2021/22 contains a contingency for in year growth for expanding schools and for the diseconomies of scale funding for the one Basic Need Primary Academy school that is still growing. There is also some contingency for future growth in the placement of children with Special Educational Needs.
7. The recommended Schools Budget no longer contains a general reserve to cover unforeseen costs and does not provide surplus resources to offset the cumulative deficit accruing on the Dedicated Schools Grant Budget in 2020/21.

Policy Overview Committee comments

8. None at this stage.

SUPPORTING INFORMATION

9. The Government have confirmed the 'hard' implementation of the Schools National Funding Formula will be further delayed until at least 2022/23. Therefore, in 2021/22 the 'soft' implementation of the formula will continue with local authorities and Schools Forum still having the ability to set a local funding formula.
10. The schools block will continue to be ring-fenced in 2021/22 but local authorities will be able to transfer up to 0.5% of their schools block funding, with the agreement of Schools Forum. If a local authority wishes to transfer more than 0.5% to address funding pressures in other blocks, then approval must be sought from the Secretary of State.

11. The Government have confirmed that the Early Years National Funding Formula (EYNFF) will continue in 2021/22. 2021/22 will also see the continuation of the additional 15-hour free entitlement for 3- & 4-year olds of eligible working parents which was introduced from September 2017.
12. The number of schools converting to Academy status, following the introduction of the Academies Act 2010, has slowed down. The current picture in Hillingdon is that 46 schools are now academies (20 primary, 19 secondary, 1 all-age, 5 special and the Pupil Referral Unit). The Council is not currently aware of any schools with a plan to convert in 2021/22.
13. The following sets out the arrangements that the DfE are making to the schools funding system for 2021/22:
 - i) Funding has been provided for at least a 2% per pupil increase for each school in 2021/22 through the national funding formula.
 - ii) Minimum funding levels will be set for 2021/22 at £4,180 for Primary (from £3,750 in 2020/21) and £5,415 for Secondary (from £5,000 in 2020/21).
 - iii) Minimum Funding Guarantee (MFG) protection must now be set at between +0.5% and +2% per pupil.
 - iv) The DfE has guaranteed at least an 8% per pupil increase in High Needs funding in 2021/22 to reflect some of the growth being seen in the number of pupils with SEN.
 - v) Funding previously received through the Teachers' Pay Grant (TPG) and Teachers' Pension Employer Contribution Grants (TPECG), including the supplementary fund, to mainstream schools for pupils from reception to year 11 will be allocated through the schools NFF by adding to schools' baselines; by increasing the basic per pupil funding levels (Primary - £180/Secondary - £265).

Early Years (3 and 4-Year-Old Provision)

14. Early Years Funding provides funds for schools, Private, Voluntary and Independent Nursery providers and Childminders for 3 and 4-year-old placements.
15. From April 2017 the Early Years National Funding Formula (EYNFF) was implemented with a new requirement on the amount of funding that local authorities must pass to providers. In 2021/22 local authorities must plan to spend at least 95% of the Early Years funding they receive directly on providers, with at least 90% of this being paid through a universal base rate. It is proposed that for 2021/22 no significant changes are made to the Early Years funding formula in Hillingdon. The formula is made up of the following factors:
 - A base rate per hour for all pupils set at 91% of the funds available to providers (maintained at £4.92 per hour per pupil),
 - Deprivation funding, based on the Income Deprivation Affecting Children Index (IDACI), set at 7% of the funds available to providers,

- The remaining 2% paid through an additional needs supplement, payable to those providers with an above average IDACI ranking,
 - Maintained Nursery School supplementary funding (only applies to McMillan Nursery).
16. The Free Entitlement offer for three- and four-year olds increased to 30 hours per week from September 2017, for those children whose parents are both working and meet other specific criteria. Previously Schools Forum have agreed to continue to fund the additional 15 hours at the same rate as the universal free entitlement and there is no proposal to change this in 2021/22.

Early Years (Two-Year-Old Free Entitlement Provision)

17. 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.
18. 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 has been set at £6.00 per hour per pupil. Schools Forum agreed to maintain this formula and level of funding in 2021/22.

Primary and Secondary Schools

19. The Schools Block provides funding for Primary and Secondary schools (including academies and free schools) and a limited range of retained budgets. The DfE's paper; Schools Revenue Funding for 2021 to 2022, sets out how local authorities and schools forums should plan for the local implementation of the funding system for the 2021/22 financial year. The final DSG has been determined based on the October 2020 census data.
20. All primary and secondary schools will be funded based on the approved and agreed funding model, this includes maintained, all academies, free schools, studio colleges and university technical colleges. For 2021/22, the funding will still be provided as is currently the case (i.e. maintained schools will receive funding from the local authority through the DSG and all other schools will receive funding directly from the Education and Skills Funding Agency (ESFA)).
21. The DfE have announced that implementation of the 'hard' National Funding Formula will be further delayed and therefore the local authority and Schools Forum will still be involved in the determination of the funding allocations to schools in 2021/22.
22. Within the Schools Block, the Government has provided for at least a 2% per pupil increase for each school in 2021/22 through the National Funding Formula. The Schools Block will be ring-fenced, however, local authorities will be able to transfer up to 0.5% of their schools block funding out, with agreement of Schools Forum, to offset ongoing funding pressures in the High Needs and Early Years blocks. In Hillingdon 0.5% equates to approximately £1.2m. If a local authority wishes to transfer more than 0.5% then approval must be sought from the Secretary of State.

23. In order to address High Needs pressures, it was determined that a further funding transfer from the schools block would be needed in 2021/22 to cover the projected pressures in the High Needs block. This takes into account the additional high needs funding announced for 2021/22.
24. The Local Authority submitted a disapplication request to the DfE on 20 November 2020, requesting approval for a 2.3% transfer and as noted above a decision is yet to be communicated.
25. Following consultation with stakeholders in November 2020, and a further review of the DSG Budget for 2021/22, Schools Forum, after careful consideration, agreed not to transfer funds from the Schools Funding Block. Because of this decision, the Council are unable to set an in year balanced DSG Budget for 2021/22, as there are not enough funds remaining in the retained budgets to deliver such a substantial level of savings.

Dedicated Schools Grant Funding 2021/22

26. The Education and Skills Funding Agency (ESFA) published the draft authority level DSG allocations for the schools, central school services, early years and high needs blocks on 17 December 2020.
27. Table 1 sets out the published baseline DSG budget for 2021/22, compared to the 2020/21 DSG allocation updated in November 2020

Table 1

Funding Block	DSG Budget 2020/21 £000	DSG Budget 2021/22 £000	Change in Budget £000	Increase %
Schools	231,467	247,506	16,039	6.9
High Needs	45,785	50,152	4,367	9.5
Central Services	2,604	2,625	21	0.8
Early Years	25,878	26,144	266	1.0
Total DSG Budget	305,734	326,427	20,693	6.8

28. In determining the final distribution of the DSG funds available, it is usually a requirement that predicted year end balances are built into the final determination. For 2020/21, there is an in-year deficit on the DSG, which for month 9 is estimated to be £9.8m. When added to the DSG opening deficit balance of £15.0m, which was carried forward from 2019/20, it is projected that there will be a cumulative deficit of £24.8m carried forward to 2021/22.
29. Given the on-going pressures in High Needs and the Central Schools Services Block it will not be possible to set an in-year balanced DSG budget for 2021/22 without a transfer of funds from the Schools block. There is therefore no scope to contribute towards reducing the brought forward cumulative deficit.

Proposals for Use of DSG in 2021/22

Schools Block

Transfer of Schools Block funds

30. The Schools Block will continue to be ring-fenced in 2021/22, however, local authorities will be able to transfer up to 0.5% of their schools block funding to address funding pressures in other areas with agreement of Schools Forum. In November 2020, schools were consulted on proposals to transfer funds over and above 0.5% to address the on-going pressures in High Needs. Schools Forum were not in support of any schools block transfer and a decision from the Secretary of State is pending. Schools Block budgets have therefore been produced assuming that no transfer is agreed.

Schools Funding Formula Factors

31. At the Schools Forum meeting on 10 December, Schools Forum members voted to increase the mobility factor rates to bring them in line with the National Funding Formula (NFF). The new mobility factor rates are therefore; Primary - £989.10, Secondary - £1,417.70. This would have resulted in a £72k increase in the total funding distributed through the mobility factor. However, according to the October 2020 census data, mobility has reduced significantly in the past year, particularly in the primary sector resulting in an overall reduction in the amount of funding distributed for mobility.
32. As in previous years the deprivation rates have been adjusted to ensure that approximately 7.4% (not including the additional funding for teacher pay and pensions increases) of the total funding is distributed through this factor. The apportionment of deprivation funding remains 75% free school meals (FSM Ever 6) and 25% Income Deprivation affecting Children Index (IDACI). The changes to IDACI data do appear to have had an impact on Hillingdon and had the deprivation rates not been adjusted as per above there would have been a significant reduction in the amount of funding distributed through IDACI.
33. The factor rates for English Additional Language (EAL) and Prior Attainment have been increased by 3% in line with the increases in the NFF. The total funding distributed through these factors in 2021/22 is broadly in line with 2020/21. The lump sum factor has been retained at £140,000 for all schools.
34. The Age Weighted Pupil Unit (AWPU) is used as the balancing factor for any surplus funds, as in previous years. In 2021/22 AWPU rates have increased by 9.1% compared with the previous year, though part of this increase relates to £10,689k of funding previously allocated through the Teachers Pay and Teachers Pensions grants which has been rolled into the schools block.

Minimum Funding Guarantee (MFG)

35. For 2021/22 there continues to be a requirement that the MFG will need to be set at between +0.5% and +2%. The proposal is that Hillingdon will again set this at +0.5%.

which will ensure that every school will receive a minimum of 0.5% increase in per pupil funding in 2021/22. The total MFG in 2021/22 is £405k, a £116k reduction on 2020/21.

36. On review of the 2019/20 school funding formula it was apparent that there are a few schools that have received historic over-protection through the MFG. The Schools Revenue Funding Operational Guide does allow for technical adjustments to the calculation of the MFG where over protection would otherwise occur. It was therefore considered that a disapplication request should be submitted to the ESFA to re-baseline the MFG for 2020/21. The ESFA rejected this application in January 2020, on the basis that it would have an adverse and unexpected impact on schools and therefore the over-protection will continue.

Growth Fund Contingency

37. A review of the Growth Fund Contingency requirement, which provides funding for expanding schools, diseconomies funding for new Basic Need Academies and funding for significant in-year growth, estimates that the budget in 2021/22 should be £1,479k, a decrease of £344k from the previous year. The growth funding allocated through the funding formula for 2021/22 is £1,547k which is enough to cover the growth requirement. Schools Forum members will be asked to approve this allocation as part of Item 5b.

Early Years Block

38. Early Years funding rates were published on 17 December 2020 with increases in the funding rates for 2 years old and 3 & 4-year olds for most local authorities. The following funding rates will be used to generate the Hillingdon Early Years Block funding in 2021/22;

Table 2

	2020/21 £ (per hr)	2021/22 £ (per hr)	Increase £ (per hr)	Increase %
2 Year olds	6.00	6.08	0.08	1.3%
3- & 4-Year olds	5.91	5.97	0.06	1.0%

39. There was a change to the Early Years block funding calculation in 2020/21 due to COVID, with allocations being based on the January 2020 census with no adjustment. The current assumption is, that the Early Years Single Funding Formula for the provision of the 15 hours free entitlement for 3 & 4 year olds will be calculated based on 5/12ths of the January 2021 census numbers and 7/12ths of the January 2022 census numbers, as in previous years. The 2021/22 allocation is therefore draft as there will be further adjustments in July 2021 and July 2022. It is worth noting that approximately two thirds of this funding are delegated directly to schools for three and four-year-old provision.
40. There are several requirements on how local authorities can allocate Early Years funding to providers. These requirements are intended to ensure that funding provided is fairly distributed to providers. Schools Forum has not proposed to make any changes to the calculation of the Early Years funding formula.

Universal Free Entitlement - Base Rate

41. Local authorities are required to pass 95% of early years funding directly to providers. There is a requirement to set a universal base rate for all providers, and additionally the guidance states that the level of supplements should be capped at 10% of the total funding given to providers, with the remaining 90% distributed through the base rate. Given the limits on supplements, the Hillingdon base rate is set at 91% of available funding as used in 2020/21.

Universal Free Entitlement - Funding Supplements

42. The government allow supplements up to a maximum of 10% of the total funding passed to providers. Local authorities will continue to be required to have a mandatory deprivation supplement but will have discretion over the metric used. The following sets out what Hillingdon uses in the early years funding formula;

Deprivation Supplement

43. In 2020/21 the deprivation factor within the Hillingdon early years formula was 7% with IDACI as the distribution driver, as this appears to be the best indicator of deprivation for 3 & 4-year olds. The proposal is that for 2021/22 this is retained at the same percentage.

Flexibility Supplement

44. In previous years the remaining 2% of the funding has been used to target those providers with higher numbers of children with additional needs by allocating funding to settings with a higher than average IDACI rank. This recognised that there are links between deprivation and additional need and reflected that this was the most robust data set held to distribute additional needs funding.
45. Now that the SEND Advisory Service is in place, the local authority can access data that better reflects the level of additional need in early years settings and officers are working on how to use this to distribute funding through the formula whilst still meeting the supplement requirements within the guidance. It is considered that the Flexibility supplement is probably the way to incorporate this into the formula and this funding supplement will be confirmed before the Early Years funding formula is finalised in March.

Maintained Nursery School Supplementary Funding

46. The government recognises that maintained nursery schools have additional costs and has confirmed that it will continue to provide supplementary funding to local authorities for maintained nursery schools. However, for 2021/22, part of the supplementary funding allocations has been published as indicative, and part as conditional.
47. The allocations for April 2021 to August 2021 are indicative and will be updated on the same basis as the universal entitlements following the January 2021 census. The guidance states that the maintained nursery school supplementary funding allocations for September 2021 to March 2022 are conditional, and therefore may be subject to change

and local authorities should therefore treat them as unconfirmed. The supplementary funding for Hillingdon in 2021/22 is £238k and this is passed in full to McMillan Nursery school. However, the school will be made aware that the funding for the period September 2021 to March 2022 (£139k) is not confirmed.

Additional 15 hours Free Entitlement

48. Hillingdon has received an indicative £5,166k to fund the additional 15 hours free entitlement for eligible children in 2021/22. This funding will be adjusted to reflect actual numbers accessing the entitlement and therefore this funding will be earmarked in full for the delivery of the additional 15 hours free entitlement.

Disability Access Funding

49. The government introduced a new targeted early years Disability Access Fund in 2017/18, to enable a fixed lump sum payment of £615 per eligible child per year to be paid to early years settings that are providing a free entitlement place for 3 & 4-year olds. The funding is ring-fenced with the purpose the purpose of aiding access to places for those children with a disability. Funding will be passed straight to providers with eligible children and the provider is then responsible for the use of the funding. The Hillingdon allocation of this funding in 2021/22 is £93k.

Two-Year-Old Provision

50. The funding rate to local authorities for disadvantaged two-year olds has increased to £6.08 and given that the current spend is higher than the current budget of £2,370k for Two-Year Old provision, there is no proposed change to the hourly rate of £6.00 per hour.

SEN Inclusion Fund

51. All local authorities were required to establish SEN inclusion funds for 3 & 4-year olds in their local funding systems from April 2017. The SEND Advisory service work with early years providers to determine how best this funding is distributed with the focus on children with lower level or emerging SEN. It is proposed that the £200k allocated to the SEN inclusion fund is retained and that this is taken from the early years block. The SEN inclusion funding will be included in the 95% pass through to providers and therefore does not count in the 5% that local authorities can centrally retain in 2021/22.

Early Years Centrally Retained

Provision for Vulnerable Children Placements

52. The £139k budget for the placement of vulnerable early years children is again projected to underspend in 2020/21, due to a lower than expected number of referrals being made for additional funding. However, it is recognised that there are still children and families that have a need for this funding and therefore there is no proposal to reduce this budget in 2021/22.

Family Information Service

53. The Family Information Service (FIS) team helps parents to access the free early years provision that they are entitled to for their children. This relates to the universal entitlement to free early education for all three and four-year olds and covers the entitlement to free childcare for the most disadvantaged two-year olds. The FIS consists of the FIS Manager, 4.0 (FTE) FIS Officers and a Parental Childcare Advisor and the proposed budget for 2021/22 is £256k.

Early Years Advisory Service

54. The Early Years Advisory service provides targeted support, advice and guidance to all early years settings (including schools and Private Voluntary and Independent Nursery providers). Following the Education Review, the service now consists of 3.0 (FTE) Early Years Advisory Teachers with a proposed budget of £232k, a £147k saving on previous years.

Early Support Team

55. The Early Support team consists of 3.25 (FTE) Home Portage Visitors who support parents and carers helping to build resilience within families with children and young people with additional needs or disabilities. The proposed budget for this team in 2021/22 is £146k.

Central School Services Block

Education Services

56. The School Placement and Admissions team consists of 1.9 (FTE) Senior Admissions Officers and 3.9 (FTE) Admissions Officer at a total budgeted cost of £232k. This is a £108k reduction on the previous year following the ending of the temporary support previously agreed by Schools Forum, along with changes to the structure following the Education review. Given the increase in workload and the growth in elective home education, the team structure will need to be reviewed further in the coming months.
57. The Hillingdon Virtual School is part-funded from the DSG along with a contribution from the Pupil Premium Plus grant. The team consists of a Virtual School Headteacher and 11 FTE practitioners. The DSG funding for this team is £490k, a £109k reduction on the previous year following the Education Review.
58. Following the Education Review, the DSG is now part funding four new posts in the structure. These are as follows; Deputy Director Education, Head of Access to Education, Vulnerable Learners Support Manager and Post-16 Partnership Co-ordinator. The total DSG requirement for these posts is £280k. It should be noted that the Education Review delivered an overall net saving to the DSG.

Education Safeguarding

59. The DSG has historically funded the LADO post along with the School Domestic Violence and Child Protection officer posts. The budget requirement for these three posts is £174k.

Non-statemented LAC placements

60. There is a continuing pressure linked to the number of looked after children who have been placed out of borough in residential provision. The DSG only funds the education element of these placements, and there is an on-going budget requirement of £508k for these placements.

Support Service Costs

61. A proportion of the total support services costs for central services at the Local Authority are charged to the DSG under a nationally agreed model, which has historically been capped at the current rate. It is not proposed to amend this budget for 2021/22, though this area will be subject to on-going review.

ESG retained services

62. In the 2015 Spending Review, the DfE announced that ESG funding would cease in 2017/18 and that for those services defined as retained duties previously funded through the ESG, the funding and responsibility would be transferred into the DSG. The Schools Revenue Funding Operational Guide provides the definition of those services deemed to be retained duties. The DSG baseline includes a sum of £754k for retained duties, and it is proposed that this figure is retained in 2021/22 to fund these services.

Copyright Licences

63. The ESFA procures copyright licences centrally for all schools and the cost is then charged to the DSG. The ESFA have informed that the cost for 2021/22 will be £234k, which is a £1k increase to the 2020/21 budget.

High Needs Block

Planned Place Numbers

64. There have been several changes to planned place numbers in Special schools and SRPs to reflect current demand as specified in Table 3 overleaf;

Table 3

Special School	Change in Place Number	Month Change Effective	Change in Funding 2021/22 £
Grangewood	-22	Sep 2021	-128,333
Hedgewood	+20	Apr 2021	+200,000
Meadow	+15	Apr 2021	+150,000
Moorcroft	+14	Sep 2021	+81,667
Pentland Field	+3	Sep 2021	+17,500
The Willows	+22	Sep 2021	+128,333
Total Special Schools	+52		+449,167
SRP	Change in Place Number	Month Change Effective	Change in Funding 2021/22 £
Ruislip High	6	Sep 2021	+35,000
SRP Total	6		+35,000
Grand Total	58		484,167

65. Academies receive planned place funding directly from the ESFA. This funding is included in the amount recouped from the High Needs block.

SEN Top-up Funding

66. There is no proposal to make any changes to the banded funding model for the distribution of top-up funding in 2021/22. However, it is still on the High Needs sub-group work-plan to review the current model in order to identify opportunities for improving the effectiveness and efficiency of the resource allocation process for children with SEN. The 2021/22 budgets for top-up funding have been increased by £3,024k to reflect current expenditure and anticipated growth.

Independent & Non-Maintained Special Needs

67. The Council has seen a further increase in the number and total spend on SEN placements in Independent and Non-maintained schools in the last year, predominantly as a result of a lack of capacity within in-borough provision. For 2021/22 the budget has been increased by £967k to reflect the current spend and projected growth. There has also been an increase in the level of contributions from Health and Social Care towards these placements which has off-set some of the total increase.

Post-16 Special Educational Needs Placements

68. In recent years there has been continued growth in the number of post-16 pupils with special educational needs requiring college placements. The budget was increased significantly in 2020/21 to £4,472k (split between FE Colleges and Independent Specialist Providers). This budget appears sufficient to meet current demand plus an

element of further growth for September 2021 and therefore the proposal is for no change to the budget for 2021/22.

Pupils Out of School

69. The local authority currently commissions 73 places at the in-borough alternative provision setting. A reconciliation of the actual number of young people accessing the provision is carried out each term and the funding adjusted to reflect over and under numbers (with a 5% tolerance).

SEN Advisory Service

70. Following a full transformation of the SEND teams in 2019/20, the SEND Advisory Service has been created to provide advice and guidance to educational settings to ensure they are able to meet the needs of most children and young people within their own resources. This service represents a cost to the DSG of £1,298k, which is a £26k increase on the previous year due to pay inflation. The expectation is that over time this expenditure will be offset by a reduction in the number of EHCPs issued, through early intervention and support and this has been captured in the DSG Deficit Recovery plan.

2.5% Threshold

71. The 2.5% threshold recognises those schools that have a disproportionate number of pupils with SEN and distributes an additional £6k funding for each pupil over the 2.5%. The threshold was set several years ago and when the mechanism was introduced the number of pupils with a Statement of SEN in a mainstream school was on average 2% of the total school population. Given that national SEN data indicates that the average percentage of pupils with an EHCP is now closer to 3%, schools were consulted in 2019 on whether to increase the threshold to 2.5% or 3%.
72. It was agreed at Schools Forum in December 2019 that the threshold would be increased to 2.5% for 2020/21, with a further increase to 3% for 2021/22 (though this was dependent on decisions regarding a transfer of funds from the Schools Block (i.e. if a block transfer is agreed, then the threshold should limit should not increase)). Given that the assumption is that the block transfer will not be agreed, the budget has been reduced by £200k to £427k to reflect the expected change to the threshold.

SEN Tuition and SEN Exceptional Funding

73. Over the last year there has been a significant increase in the number of mainstream schools applying for exceptional SEN funding to address the needs of pupils before and during the EHCP process. The increase is a consequence of the increasing complexity being seen in some cases with schools needing additional resource in order to maintain the placement in mainstream provision. This has also had an impact on the number of pupils with SEN accessing specialist out of school tuition. The overall impact of this has resulted in a £300k increase to the budget requirement for 2021/22.

Proposed DSG Budget for 2021/22

74. The following tables summarise the final DSG Budget for 2021/22, assuming that the request to transfer funds out of the schools block is not approved:

Table 4

Funding Block		£
Schools Block	Income	(247,506)
	Expenditure	247,506
	Net Total	0
Early Years Block	Income	(26,144)
	Expenditure	26,144
	Net Total	0
High Needs Block	Income	(50,152)
	HN Recoupment	9,296
	Expenditure	47,764
	Net Total	6,908
Central School Services Block	Income	(2,625)
	Expenditure	3,040
	Net Total	415
Overall DSG Position		7,323

75. The following table details the final DSG Budget for 2021/22:

Table 5

Funding Block	Cost Centre description	Proposed Budget £'000
Schools	Schools Block Funding	(247,506)
Schools	Individual Schools Budget	246,027
Schools	Growth Fund Contingency	1,479
	Schools Block Total	0
Early Years	Early Years Block Income	(26,144)
Early Years	Early Years Single Funding Formula	16,887
Early Years	Early Years Single Funding Formula (additional 15 hrs)	5,166
Early Years	Maintained Nursery School Supplementary Funding	238
Early Years	Disability Access Fund	93
Early Years	SEN Inclusion Fund	200
Early Years	Core Childcare & Early Years (FIS)	256
Early Years	Early Years Advisory Teachers	232
Early Years	Early Support Team	146
Early Years	Provision for Vulnerable Children Placements	139
Early Years	Early Years Overheads	293
Early Years	Early Years Pupil Premium	124
Early Years	2YO Funding	2,370
	Early Years Block Total	0
High Needs	High Needs Block Income	(50,152)
High Needs	High Needs Block Academy Recoupment	9,296
High Needs	Maintained ASB	4,656
High Needs	Top-up funding	27,026
High Needs	Independent placement provision (pre-16)	8,461
High Needs	Independent placement provision (post-16)	1,502
High Needs	Contributions from Health & Social Care	(1,100)
High Needs	FE college top up funding	2,970
High Needs	Hospital Tuition	75
High Needs	Pupils Out of School	961
High Needs	SEN Therapies	542
High Needs	3% Threshold Mechanism	427
High Needs	Non-statemented pupils - exceptional funding	116
High Needs	Tuition - SEN out of school	575
High Needs	SEN Support Services	1,298
High Needs	High Needs Overheads	255
	High Needs Block Total	6,947
Central Schools	Central Schools Block Funding	(2,625)
Central Schools	DSG Funded Business Support	30
Central Schools	Schools Forum	5
Central Schools	School Placements & Admissions	513
Central Schools	Hillingdon Virtual School	490
Central Schools	Non-statemented LAC placements	508
Central Schools	Education Safeguarding	174
Central Schools	Copyright Licences	233
Central Schools	ESG Funded Services	759
Central Schools	Central Schools Block Overheads	328
	Central Schools Block Total	415
	Grand Total	7,323

Financial Implications

This is a financial report dealing with funding issues affecting schools. The financial impact on Schools Delegated Funding, is that schools will see an increase in per pupil funding when compared with 2020/21 following the significant increase in the Schools Block funding. It should be noted that school budgets are protected by the Minimum Funding Guarantee level of +0.5% of per pupil funding.

The DSG has competing demands across the four funding blocks (Early Years, Schools, High Needs and Central School Services), with particular pressures in High Needs, where any increase in funding has not been sufficient to meet the cost of High Needs growth relating to the actual growth in pupil numbers along with complexity of need experienced over the period. The implementation of the ring-fenced arrangement between the relevant funding blocks has resulted in a shortfall of funding in the High Needs block with a balanced budget only possible through transferring Schools Block funding. The proposals in this report do not provide any additional resources that can be used to offset the cumulative deficit accruing on the DSG, which at Month 9 stands at a deficit of £24.8 million. The Council held discussions last year with the DfE on the DSG deficit recovery plan which reached the conclusion that Council had taken all reasonable actions within its remit to address the position.

It is expected that the implementation of the 'hard' National Funding Formula will have a significant impact on the ability of Schools Forum to set a balanced budget in future years as the restrictions on the transfer of funds from the School Block will remain, at a time where there is an expectation that the cost of high needs placements will continue to grow.

As the Council has undertaken a major review of the funds centrally retained and made significant savings over the last few years, there is very limited, if no option to reduce the budgets further to cover the £7,323k budget deficit.

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 funded from the ring-fenced Dedicated Schools Grant.

RESIDENT BENEFIT & CONSULTATION

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 2020/21, including the final individual school budget shares, which must be distributed to schools on or before 29 February 2020.

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 2012, 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 2020/21, the consultation with schools revolved around the transfer of funds out of the Schools Block and proposed changes in High Needs funding. The formal consultation ended on 8 December 2019.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance notes that the Schools Budget is wholly funded through the Dedicated Schools Grant and that the Department for Education guidance is clear that deficits are to be financed from future grant allocations, rather than the Council's General Fund. With an expected deficit of £24,831k being carried forward into 2021/22, alongside the £7,323k deficit outlined in this budget for the new financial year, a cumulative deficit of £32,154k is projected by 31 March 2022. This sum is assumed to not directly impact upon the Council's broader budget proposals as it will ultimately be funded by the Government, although it will be necessary for the Council to finance this deficit in the short term and associated costs have been fully reflected in the General Fund budget report as presented on this agenda.

As in previous years, the Council and Schools Forum have working collaboratively on development of this budget, which despite previously securing significant savings in the centrally managed areas of the budget continues to show a material deficit for the forthcoming financial year – almost exclusively driven by the previously reported underfunding of growth in demand for High Needs placements. In order to minimise this shortfall, the Council submitted a disapplication request to the Government, which could allow up to 2.3% funds to be transferred from the Schools Block, and thereby reduce the budget deficit for 2021/22 to £1,868k. The budget proposals assume that it will be unsuccessful given the outcome of a similar request last year, which means that individual schools' budgets will be increased by 6.9% on 2020/21 levels.

Legal

The Borough Solicitor confirms that this budget has been set in accordance with the Schools and Early Years Finance (England) Regulations 2018.

BACKGROUND PAPERS

NIL



HILLINGDON

LONDON

Consultation Paper – October 2020

Schools Block Funding Transfer 2021/22

Target audience: Headteachers
Governing Bodies
Finance Officers
Schools Forum
Senior Managers

Deadline for responses: 30 November 2020

Queries on this consultation paper should be directed to:

Graham Young

Lead Finance Business Partner (Schools/DSG)

Tel: 01895 277687

e-mail: gyoung@hillington.gov.uk

Formal responses should be made by accessing the Google form via the following link;

[Response form](#)

1. Introduction

- 1.1 2021/22 is the fourth year of the National Funding Formula (NFF) for schools. Whilst it remains the government's intention that a school's budget share should be set on the basis of a single national formula, local authorities will continue to determine final funding allocations for schools through a local formula in 2021/22. The expectation remains that a 'hard' NFF will be implemented at some point in the future.
- 1.2 Schools Forum are consulting with schools on;
 - a) A transfer of funds from the Schools Block to the High Needs Block to address continued pressures in the cost of High Needs.
- 1.3 Stakeholders are welcome to comment individually on any aspect of the proposals, or may wish to contribute to a sector specific response co-ordinated by Primary Forum, Hillingdon Association of Secondary Heads or other representation group.
- 1.4 The release of this paper allows just a short period of time for consultation with stakeholders (approximately 5 weeks) as responses will be required to be returned by midnight on 30 November 2020. Schools Forum will then review the responses when they meet on 10 December 2020.

2. Schools Block Funding

- 2.1 Details of the Dedicated Schools Grant (DSG) funding for 2021/22 were announced at the end of July 2020, with the majority of local authorities set for significant increases in funding. Schools Block funding in 2021/22 is increasing by 4% overall, compared to 2020/21, with the funding floor allocating at least 2% more in pupil-led funding per pupil. Funding previously received through the Teachers' Pay Grant (TPG) and Teachers' Pension Employer Contribution Grants (TPECG), to mainstream schools for pupils from reception to year 11 will be allocated through the schools block by adding to schools' baselines by increasing the basic per pupil funding levels.
- 2.2 The impact of this for the Schools Block in Hillingdon, based on the illustrative unit funding rates, indicates a funding increase of £16,247k. If the funding increase is adjusted to take into account of the funding previously allocated through the Teachers Pay Grant and Teachers Pensions Grant allocations, the actual per pupil funding rate increase is estimated to be 2.6% for primary and 3.2% for secondary. Using these rates gives an estimated adjusted increase in total Schools Block funding of £6,704k (2.9%).
- 2.3 It is important to note that this additional funding does not include any adjustment for pupil demographic growth or shrinkage. In Hillingdon it is estimated the pupil growth in October 2020 will generate a further increase in Schools block funding of £3,500k, giving an adjusted increase of £10,204k.

2.4 The Schools Block will again be ring-fenced in 2021/22, but there will remain some flexibility to transfer funding. Local authorities may transfer up to 0.5% of schools block funding into another block, with the approval of their schools forum. Any requests to transfer above 0.5% require approval from the Secretary of State, regardless of any previously agreed transfer amounts. Where local authorities need to make any transfer for 2021/22, there must be new discussions with schools forum and consultation with schools. This includes cases where schools forums have agreed recovery plans, submitted to the department, assuming future year transfers. It is important that any consultation sets out the full amount of the proposed transfer, not just further transfers in addition to 0.5% or previous years' transfers.

3. High Needs Funding

- 3.1 The DfE announced in July 2020 that High Needs funding would increase nationally by £730m in 2021/22. It was also confirmed that every local authority will receive an increase of at least 8% per head of population, compared to 2020/21, up to a maximum of 12%. The published illustrations indicate that Hillingdon will receive £4,326k of additional High Needs funding in 2021/22. £660 per pupil will be added to the basic entitlement factor within the High Needs NFF to cover the Teachers' pay and pensions funding. The local authority must allocate high needs funding to those maintained schools, academies and free schools to which it allocated Teachers' Pay Grant, Teachers' Pensions Employer Contribution Grant and Pensions Supplementary Fund monies in 2020/21. The amount of funding to be allocated must be both at a level no less than the amount per place those schools and academies received in 2020/21.
- 3.2 It is also estimated that there will be a further increase in High Needs block funding as a consequence of the growth in Special School pupils within Hillingdon. This increase in funding is estimated to be £500k based on assumed growth in pupils.

4. DSG Monitoring Position

- 4.1 The latest 2020/21 monitoring position indicates that the DSG budget will overspend by £9,126k in 2020/21 resulting in a projected cumulative deficit on the DSG of £24,128k. It should be noted that the DSG budget for 20120/21 was set with a £7,175k deficit with the majority of the budget pressure being in High Needs and this current position is a £1,951k increase in the budgeted deficit.
- 4.2 The projected 2020/21 position has been used to estimate the growth in the cost of High Needs placements for 2021/22. This indicates that without any transfer of funds from the Schools Block, taking into account the additional funding of £4,326k, less the specific funding for special schools for Teachers Pay and Pensions grant allocations of £640k, plus the estimated growth funding of £500k, the pressure on the DSG budget is estimated to be £6,454k in 2021/22.
- 4.3 This position assumes that the growth in the number of Education, Health and Care Plans increases at a projected rate of approx. 9%, which takes into account assumptions around the ceasing of current plans.

- 4.4 The Council therefore wish to consult with schools on a planned transfer of funding from the Schools Funding Block to the High Needs Funding Block, to enable the Council to address some of the continuing pressures in High Needs in 2021/22.
- 4.5 These funds are required to assist with supporting the significant on-going growth being experienced in Hillingdon in the number of Education, Health and Care Plans (EHCP) that have been issued and also to recognise the increase in the complexity of need that these children and pupils have.
- 4.6 The proposed transfer will not fully cover the projected high needs shortfall in 2021/22 as the guidance states that any block transfer cannot include the additional funding local authorities have been allocated for the teachers' pay and pension grants, thereby guaranteeing that all of this funding remains with schools.
- 4.7 The following proposals in relation to a Schools Block transfer are being consulted on, where it should be noted that the values are cumulative;
- a) **No Schools Block transfer.**
 - b) **The transfer of the allowable 0.5% (approx. £1,191k), where this would result in £9,013k being retained in the Schools Block (in addition to the increases for TPG and TPECG),**
 - c) **The transfer of the maximum allowable, estimated to be an additional 1.8% (£4,264k), a total of £5,455k, in order to aid an in-year balanced High Needs budget for 2021/22 to be set, where this would result in £4,749k being retained in the Schools Block (in addition to the increases for TPG and TPECG).**

5. Modelling of the Financial Impact

- 5.1 Modelling has been completed in order to determine the potential financial impact of each of the above proposals. The impact by school of each of the proposals are summarised in the attached Appendix A.
- 5.2 There are a few things to note when considering the results of this modelling;
- a) The funding distribution is based on October 2019 pupil numbers, as we are still waiting on finalised numbers for 2020,
 - b) The Minimum Funding Guarantee (MFG) has been set at +0.5% (so each school will see a minimum 0.5% per pupil funding increase),
 - c) The modelling does not take into account the anticipated growth in Schools block due to pupil growth (as it uses October 2019 pupil numbers),
 - d) The modelling does not include the impact of the TPG and TPECG being included in the funding formula.

6. Appendices

Appendix A – Financial modelling of the impact of the different proposed options for the school funding formula in 2021/22.

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School Name	2020/21	0% Transfer			0.5% Transfer			2.3% Transfer		
		Post MFG Budget	Increase (£)	Increase (%)	Post MFG Budget	Increase (£)	Increase (%)	Post MFG Budget	Increase (£)	Increase (%)
Primary Schools										
Belmore Primary Academy	2,591,134	2,666,865	75,732	2.9%	2,653,286	62,152	2.4%	2,604,622	13,489	0.5%
Bishop Winnington-Ingram CoFE Primary School	1,191,594	1,227,098	35,503	3.0%	1,220,732	29,137	2.4%	1,197,918	6,324	0.5%
Botwell House Catholic Primary School	2,821,522	2,906,568	85,046	3.0%	2,891,318	69,797	2.5%	2,836,669	15,148	0.5%
Bourne Primary School	1,080,766	1,111,275	30,509	2.8%	1,105,804	25,038	2.3%	1,086,200	5,434	0.5%
Brookside Primary School	1,605,301	1,649,039	43,738	2.7%	1,641,196	35,895	2.2%	1,613,091	7,790	0.5%
Charville Academy	2,122,569	2,184,801	62,232	2.9%	2,173,642	51,073	2.4%	2,133,653	11,084	0.5%
Cherry Lane Primary School	2,944,443	3,028,409	83,966	2.9%	3,013,353	68,910	2.3%	2,959,398	14,955	0.5%
Colham Manor Primary School	2,766,758	2,846,405	79,647	2.9%	2,832,123	65,365	2.4%	2,780,944	14,186	0.5%
Coteford Infant School	1,016,949	1,045,298	28,349	2.8%	1,040,215	23,266	2.3%	1,021,999	5,049	0.5%
Coteford Junior School	1,365,980	1,407,289	41,308	3.0%	1,399,882	33,901	2.5%	1,373,338	7,357	0.5%
Cowley St Laurence CoFE Primary School	1,763,161	1,815,269	52,108	3.0%	1,805,925	42,764	2.4%	1,772,442	9,281	0.5%
Cranford Park Academy	3,811,111	3,923,831	112,720	3.0%	3,903,619	92,508	2.4%	3,831,187	20,077	0.5%
Deanesfield Primary School	2,728,311	2,812,683	84,371	3.1%	2,797,554	69,243	2.5%	2,743,339	15,027	0.6%
Dr Triplett's CoFE Primary School	1,892,311	1,948,199	55,888	3.0%	1,938,177	45,866	2.4%	1,902,265	9,954	0.5%
Field End Infant School	1,539,454	1,583,732	44,278	2.9%	1,575,793	36,339	2.4%	1,547,341	7,886	0.5%
Field End Junior School	1,813,161	1,868,239	55,078	3.0%	1,858,363	45,202	2.5%	1,822,971	9,810	0.5%
Frithwood Primary School	1,738,786	1,793,323	54,538	3.1%	1,783,544	44,758	2.6%	1,748,499	9,714	0.6%
Glebe Primary School	2,500,085	2,580,676	80,592	3.2%	2,566,225	66,141	2.6%	2,514,439	14,354	0.6%
Grange Park Infant and Nursery School	1,564,845	1,606,828	41,983	2.7%	1,599,300	34,455	2.2%	1,572,323	7,478	0.5%
Grange Park Junior School	1,917,640	1,972,583	54,943	2.9%	1,962,731	45,091	2.4%	1,927,426	9,786	0.5%
Harefield Infant School	992,589	1,021,343	28,754	2.9%	1,016,187	23,598	2.4%	997,710	5,121	0.5%
Harefield Junior School	1,305,840	1,343,909	38,068	2.9%	1,337,083	31,242	2.4%	1,312,621	6,780	0.5%
Harlyn Primary School	2,242,351	2,310,523	68,172	3.0%	2,298,299	55,948	2.5%	2,254,494	12,142	0.5%
Harmondsworth Primary School	962,196	988,250	26,054	2.7%	983,578	21,382	2.2%	966,837	4,640	0.5%
Hayes Park School	2,762,324	2,847,506	85,181	3.1%	2,832,232	69,907	2.5%	2,777,496	15,172	0.5%
Heathrow Primary School	1,738,857	1,790,829	51,973	3.0%	1,781,510	42,653	2.5%	1,748,114	9,257	0.5%
Hermitage Primary School	1,830,627	1,885,840	55,213	3.0%	1,875,939	45,312	2.5%	1,840,461	9,834	0.5%
Hewens Primary School	1,747,955	1,799,252	51,298	2.9%	1,790,054	42,099	2.4%	1,757,091	9,137	0.5%
Highfield Primary School	1,538,309	1,582,857	44,548	2.9%	1,574,869	36,560	2.4%	1,546,243	7,935	0.5%
Hillingdon Primary School	2,826,128	2,912,119	85,991	3.0%	2,896,700	70,572	2.5%	2,841,444	15,316	0.5%
Hillside Infant School	843,519	864,849	21,329	2.5%	861,024	17,505	2.1%	847,318	3,799	0.5%
Hillside Junior School	1,091,367	1,122,281	30,914	2.8%	1,116,738	25,370	2.3%	1,096,873	5,506	0.5%
Holy Trinity CoFE Primary School	933,709	961,248	27,539	2.9%	956,310	22,601	2.4%	938,614	4,905	0.5%
John Locke Academy	2,293,576	2,367,215	73,639	3.2%	2,354,011	60,435	2.6%	2,306,692	13,116	0.6%
Lady Bankes Infant School	1,160,664	1,195,628	34,963	3.0%	1,189,358	28,694	2.5%	1,166,891	6,227	0.5%
Lady Bankes Junior School	1,439,332	1,484,015	44,683	3.1%	1,476,003	36,671	2.5%	1,447,290	7,959	0.6%
Lake Farm Park Academy	2,723,304	2,803,153	79,849	2.9%	2,788,835	65,531	2.4%	2,737,526	14,222	0.5%
Laurel Lane Primary School	1,607,851	1,650,644	42,793	2.7%	1,642,971	35,120	2.2%	1,615,473	7,622	0.5%
Minet Junior School	2,141,179	2,200,577	59,397	2.8%	2,189,926	48,747	2.3%	2,151,759	10,579	0.5%
Minet Nursery and Infant School	1,669,819	1,713,287	43,468	2.6%	1,705,492	35,674	2.1%	1,677,561	7,742	0.5%
Nanaksar Primary School	971,409	1,000,568	29,159	3.0%	995,339	23,930	2.5%	976,603	5,193	0.5%
Newnham Infant and Nursery School	1,201,743	1,237,921	36,178	3.0%	1,231,434	29,691	2.5%	1,208,186	6,444	0.5%
Newnham Junior School	1,517,201	1,565,259	48,058	3.2%	1,556,642	39,441	2.6%	1,525,761	8,560	0.6%
Oak Farm Infant School	1,235,793	1,271,837	36,043	2.9%	1,265,374	29,580	2.4%	1,242,213	6,420	0.5%
Oak Farm Junior School	1,524,489	1,571,467	46,978	3.1%	1,563,043	38,554	2.5%	1,532,856	8,367	0.5%
Pinkwell Primary School	2,912,456	2,995,342	82,886	2.8%	2,980,480	68,024	2.3%	2,927,219	14,763	0.5%
Rabbsfarm Primary School	2,738,087	2,815,169	77,082	2.8%	2,801,347	63,260	2.3%	2,751,816	13,729	0.5%
Rosedale Primary School	1,742,450	1,793,478	51,028	2.9%	1,784,328	41,878	2.4%	1,751,539	9,089	0.5%
Ruislip Gardens Primary School	1,553,621	1,599,654	46,033	3.0%	1,591,400	37,779	2.4%	1,561,820	8,199	0.5%

School Name	2020/21	0% Transfer			0.5% Transfer			2.3% Transfer		
		Post MFG Budget	Increase (£)	Increase (%)	Post MFG Budget	Increase (£)	Increase (%)	Post MFG Budget	Increase (£)	Increase (%)
Ryefield Primary School	1,665,685	1,715,498	49,813	3.0%	1,706,566	40,881	2.5%	1,674,558	8,872	0.5%
Sacred Heart Catholic Primary School	2,462,483	2,545,235	82,751	3.4%	2,530,397	67,913	2.8%	2,477,222	14,739	0.6%
St Andrew's CofE Primary School	886,243	910,947	24,704	2.8%	906,518	20,274	2.3%	890,643	4,400	0.5%
St Bernadette Catholic Primary School	1,733,576	1,789,194	55,618	3.2%	1,779,221	45,645	2.6%	1,743,483	9,906	0.6%
St Catherine Catholic Primary School	979,003	1,005,867	26,864	2.7%	1,001,050	22,047	2.3%	983,787	4,785	0.5%
St Martin's Church of England Primary School	1,206,784	1,241,883	35,098	2.9%	1,235,589	28,805	2.4%	1,213,035	6,251	0.5%
St Mary's Catholic Primary School	979,194	1,007,813	28,619	2.9%	1,002,681	23,487	2.4%	984,291	5,097	0.5%
St Matthew's CofE Primary School	1,818,477	1,872,609	54,133	3.0%	1,862,903	44,426	2.4%	1,828,118	9,642	0.5%
St Swithun Wells Catholic Primary School	911,651	939,324	27,674	3.0%	934,362	22,712	2.5%	916,580	4,929	0.5%
The Breakspear School	2,420,652	2,502,458	81,806	3.4%	2,487,789	67,138	2.8%	2,435,222	14,571	0.6%
Warrender Primary School	1,197,265	1,233,309	36,043	3.0%	1,226,846	29,580	2.5%	1,203,685	6,420	0.5%
West Drayton Academy	2,798,780	2,879,912	81,131	2.9%	2,865,364	66,584	2.4%	2,813,231	14,450	0.5%
Whitehall Infant School	1,545,818	1,587,801	41,983	2.7%	1,580,273	34,455	2.2%	1,553,296	7,478	0.5%
Whitehall Junior School	1,932,069	1,986,742	54,673	2.8%	1,976,939	44,869	2.3%	1,941,807	9,738	0.5%
Whiteheath Infant and Nursery School	1,139,905	1,175,138	35,233	3.1%	1,168,820	28,916	2.5%	1,146,180	6,275	0.6%
Whiteheath Junior School	1,495,759	1,543,952	48,193	3.2%	1,535,310	39,551	2.6%	1,504,343	8,584	0.6%
William Byrd Primary Academy	2,593,596	2,670,138	76,542	3.0%	2,656,413	62,817	2.4%	2,607,229	13,633	0.5%
Wood End Park Academy	4,181,835	4,306,570	124,735	3.0%	4,284,204	102,368	2.4%	4,204,052	22,217	0.5%
Yeading Infant and Nursery School	1,831,942	1,880,405	48,463	2.6%	1,871,715	39,773	2.2%	1,840,574	8,632	0.5%
Yeading Junior School	2,197,765	2,261,077	63,312	2.9%	2,249,724	51,960	2.4%	2,209,041	11,277	0.5%
Primary Schools Total	126,003,110	129,730,299	3,727,189	3.0%	129,061,971	3,058,861	2.4%	126,666,965	663,854	0.5%
Secondary Schools										
Barnhill Community High School	8,221,065	8,441,742	220,677	2.7%	8,402,172	181,107	2.2%	8,260,370	39,305	0.5%
Bishop Ramsey Church of England School	5,106,681	5,284,898	178,217	3.5%	5,252,941	146,261	2.9%	5,138,423	31,742	0.6%
Bishopshalt School	5,382,249	5,554,764	172,516	3.2%	5,523,830	141,582	2.6%	5,412,976	30,727	0.6%
De Salis Studio College	786,133	806,138	20,005	2.5%	802,551	16,418	2.1%	789,696	3,563	0.5%
Guru Nanak Sikh Academy	6,950,612	7,178,959	228,347	3.3%	7,138,014	187,401	2.7%	6,991,283	40,671	0.6%
Harlington School	6,330,137	6,515,655	185,519	2.9%	6,482,390	152,253	2.4%	6,363,179	33,043	0.5%
Haydon School	7,916,830	8,186,343	269,514	3.4%	8,138,016	221,187	2.8%	7,964,833	48,003	0.6%
Hewens College	2,352,805	2,416,995	64,190	2.7%	2,405,485	52,680	2.2%	2,364,238	11,433	0.5%
Northwood School	5,099,666	5,099,666	0	0.0%	5,099,666	0	0.0%	5,099,666	0	0.0%
Oak Wood School	5,110,251	5,260,612	150,361	2.9%	5,233,651	123,399	2.4%	5,137,032	26,781	0.5%
Park Academy West London	4,486,428	4,616,959	130,531	2.9%	4,593,553	107,125	2.4%	4,509,677	23,249	0.5%
Parkside Studio College	748,813	748,813	0	0.0%	748,813	0	0.0%	748,813	0	0.0%
Queensmead School	6,804,547	7,026,774	222,227	3.3%	6,986,926	182,379	2.7%	6,844,128	39,581	0.6%
Rosedale College	4,688,479	4,688,479	0	0.0%	4,688,479	0	0.0%	4,688,479	0	0.0%
Ruislip High School	5,195,713	5,367,403	171,690	3.3%	5,336,617	140,904	2.7%	5,226,293	30,580	0.6%
Swakeleys School for Girls	5,821,282	6,006,951	185,669	3.2%	5,973,658	152,376	2.6%	5,854,352	33,070	0.6%
The Douay Martyrs Catholic School	7,015,226	7,239,579	224,353	3.2%	7,199,350	184,124	2.6%	7,055,186	39,960	0.6%
The Global Academy	997,939	1,024,946	27,006	2.7%	1,020,103	22,164	2.2%	1,002,749	4,810	0.5%
The Harefield Academy	2,183,733	2,248,373	64,640	3.0%	2,236,782	53,049	2.4%	2,195,246	11,513	0.5%
UTC Heathrow	537,126	548,728	11,603	2.2%	546,648	9,522	1.8%	539,192	2,067	0.5%
Uxbridge High School	6,680,978	6,884,026	203,048	3.0%	6,847,617	166,639	2.5%	6,717,143	36,165	0.5%
Vyners School	5,225,105	5,404,297	179,192	3.4%	5,372,166	147,061	2.8%	5,257,021	31,916	0.6%
Secondary Schools Total	103,641,797	106,551,101	2,909,304	2.8%	106,029,429	2,387,632	2.3%	104,159,975	518,179	0.5%
Grand Total	229,644,907	236,281,400	6,636,493	2.9%	235,091,400	5,446,493	2.4%	230,826,940	1,182,033	0.5%

School Name	2020/21	0% Transfer			0.5% Transfer			2.3% Transfer		
		Post MFG per pupil	Increase (£)	Increase (%)	Post MFG per pupil	Increase (£)	Increase (%)	Post MFG per pupil	Increase (£)	Increase (%)
Primary Schools										
Belmore Primary Academy	4,618.78	4,753.77	134.99	2.9%	4,729.56	110.79	2.4%	4,642.82	24.04	0.5%
Bishop Winnington-Ingram CofE Primary School	4,530.78	4,665.77	134.99	3.0%	4,641.56	110.79	2.4%	4,554.82	24.04	0.5%
Botwell House Catholic Primary School	4,478.61	4,613.60	134.99	3.0%	4,589.39	110.79	2.5%	4,502.65	24.04	0.5%
Bourne Primary School	4,782.15	4,917.15	134.99	2.8%	4,892.94	110.79	2.3%	4,806.20	24.04	0.5%
Brookside Primary School	4,954.63	5,089.63	134.99	2.7%	5,065.42	110.79	2.2%	4,978.68	24.04	0.5%
Charville Academy	4,604.27	4,739.27	134.99	2.9%	4,715.06	110.79	2.4%	4,628.32	24.04	0.5%
Cherry Lane Primary School	4,733.83	4,868.83	134.99	2.9%	4,844.62	110.79	2.3%	4,757.88	24.04	0.5%
Colham Manor Primary School	4,689.42	4,824.41	134.99	2.9%	4,800.21	110.79	2.4%	4,713.46	24.04	0.5%
Coteford Infant School	4,842.62	4,977.61	134.99	2.8%	4,953.40	110.79	2.3%	4,866.66	24.04	0.5%
Coteford Junior School	4,463.99	4,598.98	134.99	3.0%	4,574.78	110.79	2.5%	4,488.03	24.04	0.5%
Cowley St Laurence CofE Primary School	4,567.78	4,702.77	134.99	3.0%	4,678.56	110.79	2.4%	4,591.82	24.04	0.5%
Cranford Park Academy	4,564.20	4,699.20	134.99	3.0%	4,674.99	110.79	2.4%	4,588.25	24.04	0.5%
Deanesfield Primary School	4,365.30	4,500.29	134.99	3.1%	4,476.09	110.79	2.5%	4,389.34	24.04	0.6%
Dr Triplett's CofE Primary School	4,570.80	4,705.79	134.99	3.0%	4,681.59	110.79	2.4%	4,594.84	24.04	0.5%
Field End Infant School	4,693.46	4,828.45	134.99	2.9%	4,804.25	110.79	2.4%	4,717.50	24.04	0.5%
Field End Junior School	4,444.02	4,579.02	134.99	3.0%	4,554.81	110.79	2.5%	4,468.07	24.04	0.5%
Frithwood Primary School	4,303.93	4,438.92	134.99	3.1%	4,414.71	110.79	2.6%	4,327.97	24.04	0.6%
Glebe Primary School	4,187.75	4,322.74	134.99	3.2%	4,298.53	110.79	2.6%	4,211.79	24.04	0.6%
Grange Park Infant and Nursery School	5,031.66	5,166.65	134.99	2.7%	5,142.44	110.79	2.2%	5,055.70	24.04	0.5%
Grange Park Junior School	4,711.65	4,846.64	134.99	2.9%	4,822.44	110.79	2.4%	4,735.69	24.04	0.5%
Harefield Infant School	4,660.04	4,795.04	134.99	2.9%	4,770.83	110.79	2.4%	4,684.09	24.04	0.5%
Harefield Junior School	4,630.64	4,765.63	134.99	2.9%	4,741.43	110.79	2.4%	4,654.68	24.04	0.5%
Haryl'n Primary School	4,440.30	4,575.29	134.99	3.0%	4,551.09	110.79	2.5%	4,464.34	24.04	0.5%
Harmondsworth Primary School	4,985.47	5,120.47	134.99	2.7%	5,096.26	110.79	2.2%	5,009.52	24.04	0.5%
Hayes Park School	4,377.69	4,512.69	134.99	3.1%	4,488.48	110.79	2.5%	4,401.74	24.04	0.5%
Heathrow Primary School	4,516.51	4,651.51	134.99	3.0%	4,627.30	110.79	2.5%	4,540.55	24.04	0.5%
Hermitage Primary School	4,475.86	4,610.85	134.99	3.0%	4,586.65	110.79	2.5%	4,499.90	24.04	0.5%
Hewens Primary School	4,599.88	4,734.87	134.99	2.9%	4,710.67	110.79	2.4%	4,623.92	24.04	0.5%
Highfield Primary School	4,661.54	4,796.54	134.99	2.9%	4,772.33	110.79	2.4%	4,685.59	24.04	0.5%
Hillingdon Primary School	4,436.62	4,571.62	134.99	3.0%	4,547.41	110.79	2.5%	4,460.67	24.04	0.5%
Hillside Infant School	5,338.73	5,473.73	134.99	2.5%	5,449.52	110.79	2.1%	5,362.77	24.04	0.5%
Hillside Junior School	4,765.80	4,900.79	134.99	2.8%	4,876.58	110.79	2.3%	4,789.84	24.04	0.5%
Holy Trinity CofE Primary School	4,577.01	4,712.00	134.99	2.9%	4,687.79	110.79	2.4%	4,601.05	24.04	0.5%
John Locke Academy	4,204.54	4,339.53	134.99	3.2%	4,315.33	110.79	2.6%	4,228.58	24.04	0.6%
Lady Bankes Infant School	4,481.33	4,616.32	134.99	3.0%	4,592.12	110.79	2.5%	4,505.37	24.04	0.5%
Lady Bankes Junior School	4,348.43	4,483.43	134.99	3.1%	4,459.22	110.79	2.5%	4,372.48	24.04	0.6%
Lake Farm Park Academy	4,604.06	4,739.06	134.99	2.9%	4,714.85	110.79	2.4%	4,628.11	24.04	0.5%
Laurel Lane Primary School	5,072.09	5,207.08	134.99	2.7%	5,182.87	110.79	2.2%	5,096.13	24.04	0.5%
Minet Junior School	4,866.32	5,001.31	134.99	2.8%	4,977.10	110.79	2.3%	4,890.36	24.04	0.5%
Minet Nursery and Infant School	5,185.77	5,320.77	134.99	2.6%	5,296.56	110.79	2.1%	5,209.82	24.04	0.5%
Nanaksar Primary School	4,497.26	4,632.26	134.99	3.0%	4,608.05	110.79	2.5%	4,521.31	24.04	0.5%
Newnham Infant and Nursery School	4,484.11	4,619.11	134.99	3.0%	4,594.90	110.79	2.5%	4,508.16	24.04	0.5%
Newnham Junior School	4,261.80	4,396.80	134.99	3.2%	4,372.59	110.79	2.6%	4,285.85	24.04	0.6%
Oak Farm Infant School	4,628.44	4,763.43	134.99	2.9%	4,739.23	110.79	2.4%	4,652.48	24.04	0.5%
Oak Farm Junior School	4,380.71	4,515.71	134.99	3.1%	4,491.50	110.79	2.5%	4,404.76	24.04	0.5%
Pinkwell Primary School	4,743.41	4,878.41	134.99	2.8%	4,854.20	110.79	2.3%	4,767.46	24.04	0.5%
Rabbsfarm Primary School	4,795.25	4,930.24	134.99	2.8%	4,906.04	110.79	2.3%	4,819.29	24.04	0.5%

School Name	2020/21	0% Transfer			0.5% Transfer			2.3% Transfer		
		Post MFG per pupil	Increase (£)	Increase (%)	Post MFG per pupil	Increase (£)	Increase (%)	Post MFG per pupil	Increase (£)	Increase (%)
Rosedale Primary School	4,609.66	4,744.65	134.99	2.9%	4,720.44	110.79	2.4%	4,633.70	24.04	0.5%
Ruislip Gardens Primary School	4,556.07	4,691.07	134.99	3.0%	4,666.86	110.79	2.4%	4,580.12	24.04	0.5%
Ryefield Primary School	4,514.05	4,649.05	134.99	3.0%	4,624.84	110.79	2.5%	4,538.10	24.04	0.5%
Sacred Heart Catholic Primary School	4,017.10	4,152.10	134.99	3.4%	4,127.89	110.79	2.8%	4,041.15	24.04	0.6%
St Andrew's CofE Primary School	4,842.86	4,977.85	134.99	2.8%	4,953.65	110.79	2.3%	4,866.90	24.04	0.5%
St Bernadette Catholic Primary School	4,207.71	4,342.70	134.99	3.2%	4,318.50	110.79	2.6%	4,231.75	24.04	0.6%
St Catherine Catholic Primary School	4,919.61	5,054.61	134.99	2.7%	5,030.40	110.79	2.3%	4,943.66	24.04	0.5%
St Martin's Church of England Primary School	4,641.48	4,776.47	134.99	2.9%	4,752.27	110.79	2.4%	4,665.52	24.04	0.5%
St Mary's Catholic Primary School	4,618.84	4,753.83	134.99	2.9%	4,729.63	110.79	2.4%	4,642.88	24.04	0.5%
St Matthew's CofE Primary School	4,534.85	4,669.85	134.99	3.0%	4,645.64	110.79	2.4%	4,558.90	24.04	0.5%
St Swithun Wells Catholic Primary School	4,447.08	4,582.07	134.99	3.0%	4,557.86	110.79	2.5%	4,471.12	24.04	0.5%
The Breakspear School	3,994.47	4,129.47	134.99	3.4%	4,105.26	110.79	2.8%	4,018.52	24.04	0.6%
Warrender Primary School	4,484.14	4,619.13	134.99	3.0%	4,594.93	110.79	2.5%	4,508.18	24.04	0.5%
West Drayton Academy	4,656.87	4,791.87	134.99	2.9%	4,767.66	110.79	2.4%	4,680.92	24.04	0.5%
Whitehall Infant School	4,970.48	5,105.47	134.99	2.7%	5,081.26	110.79	2.2%	4,994.52	24.04	0.5%
Whitehall Junior School	4,770.54	4,905.54	134.99	2.8%	4,881.33	110.79	2.3%	4,794.59	24.04	0.5%
Whiteheath Infant and Nursery School	4,367.45	4,502.44	134.99	3.1%	4,478.24	110.79	2.5%	4,391.49	24.04	0.6%
Whiteheath Junior School	4,189.80	4,324.80	134.99	3.2%	4,300.59	110.79	2.6%	4,213.84	24.04	0.6%
William Byrd Primary Academy	4,574.24	4,709.24	134.99	3.0%	4,685.03	110.79	2.4%	4,598.29	24.04	0.5%
Wood End Park Academy	4,525.80	4,660.79	134.99	3.0%	4,636.58	110.79	2.4%	4,549.84	24.04	0.5%
Yeading Infant and Nursery School	5,102.90	5,237.90	134.99	2.6%	5,213.69	110.79	2.2%	5,126.95	24.04	0.5%
Yeading Junior School	4,686.07	4,821.06	134.99	2.9%	4,796.85	110.79	2.4%	4,710.11	24.04	0.5%
Secondary Schools										
Barnhill Community High School	6,891.09	7,076.06	184.98	2.7%	7,042.89	151.81	2.2%	6,924.03	32.95	0.5%
Bishop Ramsey Church of England School	5,291.90	5,476.58	184.68	3.5%	5,443.46	151.57	2.9%	5,324.79	32.89	0.6%
Bishopshalt School	5,774.94	5,960.05	185.10	3.2%	5,926.86	151.91	2.6%	5,807.91	32.97	0.6%
De Salis Studio College	7,558.97	7,751.32	192.35	2.5%	7,716.83	157.86	2.1%	7,593.23	34.26	0.5%
Guru Nanak Sikh Academy	5,122.04	5,290.32	168.27	3.3%	5,260.14	138.10	2.7%	5,152.01	29.97	0.6%
Harlington School	6,317.50	6,502.65	185.15	2.9%	6,469.45	151.95	2.4%	6,350.48	32.98	0.5%
Haydon School	5,444.86	5,630.22	185.36	3.4%	5,596.99	152.12	2.8%	5,477.88	33.01	0.6%
Hewens College	6,684.10	6,866.46	182.36	2.7%	6,833.76	149.66	2.2%	6,716.58	32.48	0.5%
Northwood School	6,042.26	6,042.26	0.00	0.0%	6,042.26	0.00	0.0%	6,042.26	0.00	0.0%
Oak Wood School	6,142.13	6,322.85	180.72	2.9%	6,290.45	148.32	2.4%	6,174.32	32.19	0.5%
Park Academy West London	6,327.83	6,511.93	184.11	2.9%	6,478.92	151.09	2.4%	6,360.62	32.79	0.5%
Parkside Studio College	8,809.57	8,809.57	0.00	0.0%	8,809.57	0.00	0.0%	8,809.57	0.00	0.0%
Queensmead School	5,665.73	5,850.77	185.04	3.3%	5,817.59	151.86	2.7%	5,698.69	32.96	0.6%
Rosedale College	6,529.91	6,529.91	0.00	0.0%	6,529.91	0.00	0.0%	6,529.91	0.00	0.0%
Ruislip High School	5,592.80	5,777.61	184.81	3.3%	5,744.47	151.67	2.7%	5,625.72	32.92	0.6%
Swakeleys School for Girls	5,763.65	5,947.48	183.83	3.2%	5,914.51	150.87	2.6%	5,796.39	32.74	0.6%
The Douay Martyrs Catholic School	5,759.63	5,943.83	184.20	3.2%	5,910.80	151.17	2.6%	5,792.43	32.81	0.6%
The Global Academy	7,392.14	7,592.19	200.05	2.7%	7,556.32	164.18	2.2%	7,427.77	35.63	0.5%
The Harefield Academy	6,275.09	6,460.84	185.75	3.0%	6,427.53	152.44	2.4%	6,308.18	33.08	0.5%
UTC Heathrow	9,260.78	9,460.83	200.05	2.2%	9,424.96	164.18	1.8%	9,296.41	35.63	0.4%
Uxbridge High School	6,068.10	6,252.52	184.42	3.0%	6,219.45	151.35	2.5%	6,100.95	32.85	0.5%
Ynners School	5,381.16	5,565.70	184.54	3.4%	5,532.61	151.45	2.8%	5,414.03	32.87	0.6%



HILLINGDON

LONDON

Consultation Paper – October 2020

Schools Funding Formula 2021/22

Target audience: Headteachers
Governing Bodies
Finance Officers
Schools Forum
Senior Managers

Deadline for response: 30th November 2020

Queries on this consultation paper should be directed to:

Graham Young

Lead Finance Business Partner (Schools/DSG)

Tel: 01895 277687

e-mail: gyoung@hillington.gov.uk

Formal responses should be made by accessing the Google form via the following link;

[Response form](#)

1. Introduction

1.1 The schools funding settlement for 2021/22 will be announced by the Secretary of State for Education in December 2020 and will be updated by using the October 2020 census pupil data. In the run up to this, the Department for Education (DfE) made a number of announcements in July 2020.

1.2 The key points in relation to the schools funding formula are as follows:

- The Government have confirmed that the move towards a hard National Funding Formula (NFF) will be further delayed in light of the need to focus efforts on meeting the challenges of COVID-19. Later this year, proposals will be put forward on the move to a 'hard' NFF in future, but this will not be implemented in 2021/22. There will be a consultation in the near future on the transition to NFF.
- The funding factors used in the 2021/22 national formulae remain the same.
- There has been an update to the Income Deprivation Affecting Children Index (IDACI) data used to determine deprivation funding with the incorporation of the 2019 update.
- Funding previously received through the Teachers' Pay Grant (TPG) and Teachers' Pension Employer Contribution Grants (TPECG), including the supplementary fund, to mainstream schools for pupils from reception to year 11 will be allocated through the schools NFF by adding to schools' baselines; by increasing the basic per pupil funding levels (Primary - £180/Secondary - £265).
- Minimum funding levels will be set for 2020/21 at £4,180 for Primary (from £3,750 in 2020/21) and £5,415 for Secondary (from £5,000 in 2020/21). This will continue to be a requirement within the Funding Formula.
- Schools Block funding is increasing by 4% overall, compared to 2020/21, with the funding floor allocating at least 2% more in pupil-led funding per pupil, and higher minimum per pupil funding levels directing further increases to the lowest funded schools.
- Local authorities must allocate at least 80% of the delegated schools block funding through pupil-led factors
- Local authorities have the freedom to set the Minimum Funding Guarantee (MFG) at between +0.5% and +2.0%.
- Schools Forum can agree a block transfer up to 0.5% of the Schools Block, anything above this will need Secretary of State approval, although such block transfers cannot include the additional funding local authorities have been allocated for the teachers' pay and pension grants, thereby guaranteeing that all of this funding remains with schools.

- 1.3 The local authority is required to consult with the Schools Forum annually on any proposed amendments to the School Funding Formula
- 1.4 This paper is being circulated widely to encourage engagement with schools and other stakeholders, in order to assist Schools Forum in making a final decision on the schools funding formula, prior to submitting the required details to the DfE in January 2020, who will advise on the suitability of the proposed funding formula.
- 1.5 The release of this paper allows just a short period of time for consultation with stakeholders (approximately 5 weeks) as responses will be required to be returned by midnight on 30 November 2020. Schools Forum will then review the responses when they meet on 10 December 2020 before finalising the school funding formula at the January Schools Forum meeting.

2. School Funding Formula

- 2.1 2020/21 is the fourth year of the National Funding Formula (NFF) for schools. Whilst it remains the government's intention that a school's budget share should be set on the basis of a single national formula, local authorities will continue to determine final funding allocations for schools through a local formula in 2021/22. The expectation remains that a 'hard' NFF will be implemented at some point in the future.
- 2.2 A key design principle of the NFF is that it maximises the proportion of funding allocated to pupil-led factors. This is to ensure that as much funding as possible is distributed in relation to pupils and their characteristics.
- 2.3 In July 2020, the DfE published illustrative schools block funding figures for 2021/22. The indicative DSG Budget for 2021/22 confirms that the Schools Funding Block for Hillingdon will increase by £16,247k (though this includes funding previously received through the Teachers' Pay and Teachers' Employer Contribution grants). The expectation is that there will be a further £3,500k as a consequence of pupil growth.
- 2.4 One of the areas that the local authority and Schools Forum are required to consult on each year is any proposed changes to the local funding formula. For 2021/22, Schools Forum has decided that the only proposed changes to the formula are in relation to the distribution of Mobility funding.

3. Mobility

- 3.1 The mobility factor allocates funding to schools with a high proportion of pupils with an entry date in the last three years which is not typical. (For year groups 1 to 11, 'typical' means that the first census on which a pupil is recorded as attending the school (or its predecessors) is the October census. 'Not typical' means that the first census a pupil is recorded as attending the school is a January or May census. For the reception year, 'typical' means the first census is October or January).
- 3.2 Rather than relying on a single census, this mobility methodology, introduced last year, involves tracking individual pupils using their unique pupil ID through censuses from the past 3 years. If the first census when the pupil was in the school was a spring or summer census, they are a mobile pupil. This excludes reception pupils who start in January. This methodology also excludes pupils who joined in the summer term after the summer census, or pupils who joined in October before the autumn census.
- 3.3 To be eligible for mobility funding, the proportion of mobile pupils a school must be above the threshold of 6%. The DfE allocates a per-pupil amount to all mobile pupils above that threshold. The DfE has published the NFF factor values for mobility as part of the 2021/22 NFF publication (Primary - £988.20, Secondary - £1,416.42).
- 3.4 In Hillingdon, 41 schools now attract an element of mobility funding, though in some cases the actual level of funding is low. The NFF rates for mobility are higher than the LBH formula and Schools Forum, recognising that having a mobile pupil population does incur additional costs, consider that this could be a factor that could be changed in order to allocate more funding to those schools with a high mobility.
- 3.5 The financial impact of this change has been modelled using pupil data from 2020/21 and is detailed in the table overleaf. As can be seen the overall impact is a £72k increase in the mobility funding distributed to the 41 schools. This increase in funding would be met through a similar reduction in the Age Weighted Pupil Unit (AWPU) rates (as this is the factor that is used as a balancing figure in the LBH formula).
- 3.6 Whilst the overall financial impact is minimal, it will have some impact on an individual school level as indicated in the summary table.
- 2.5 The consultation is therefore asking stakeholders for views on the following options:
 - a) **To retain the mobility factor rates at the 2020/21 values (Primary - £832, Secondary - £1,248)**
 - b) **To increase the Mobility factor rates in line with the National Funding Formula (Primary - £988.20, Secondary - £1,416.42).**

School Name	LBH Rates	NFF Rates	Difference
Wood End Park Academy	28,998	34,442	5,444
Hewens College	33,546	38,073	4,527
William Byrd Primary Academy	22,447	26,662	4,214
West Drayton Academy	19,086	22,669	3,583
Pinkwell Primary School	17,605	20,910	3,305
Laurel Lane Primary School	16,623	19,744	3,121
Oak Wood School	22,666	25,725	3,059
Bishop Winnington-Ingram CofE Primary School	15,991	18,993	3,002
Harlyn Primary School	15,558	18,479	2,921
Grange Park Junior School	12,963	15,396	2,434
Hermitage Primary School	12,944	15,374	2,430
Lake Farm Park Academy	12,472	14,814	2,342
Hewens Primary School	11,896	14,129	2,233
Harlington School	16,074	18,243	2,169
Colham Manor Primary School	11,315	13,440	2,124
Rosedale College	14,876	16,884	2,008
Belmore Primary Academy	10,267	12,194	1,928
Rosedale Primary School	10,250	12,175	1,924
Glebe Primary School	10,134	12,036	1,903
Nanaksar Primary School	9,185	10,910	1,724
Rabbsfarm Primary School	9,067	10,770	1,702
Whitehall Junior School	8,070	9,586	1,515
Brookside Primary School	7,954	9,447	1,493
Ryefield Primary School	7,442	8,839	1,397
Highfield Primary School	6,822	8,103	1,281
Charville Academy	6,107	7,253	1,147
St Matthew's CofE Primary School	5,774	6,858	1,084
John Locke Academy	4,069	4,833	764
Cowley St Laurence CofE Primary School	4,027	4,783	756
Minet Junior School	3,827	4,546	719
Barnhill Community High School	4,504	5,112	608
Deanesfield Primary School	2,912	3,459	547
Heathrow Primary School	2,413	2,866	453
Cherry Lane Primary School	2,283	2,712	429
St Martin's Church of England Primary School	2,135	2,536	401
Ruislip Gardens Primary School	1,281	1,522	241
The Harefield Academy	1,398	1,586	189
Lady Bankes Junior School	948	1,127	178
Cranford Park Academy	902	1,071	169
St Andrew's CofE Primary School	849	1,008	159
Harmondsworth Primary School	349	415	66
Total	408,032	479,723	71,691

RESPONSE TO SUPPORTING HOUSING DELIVERY AND PUBLIC SERVICE INFRASTRUCTURE (NATIONAL PLANNING CONSULTATION)

Cabinet Member(s)	Councillor Eddie Lavery
Cabinet Portfolio(s)	Cabinet Member for Environment, Housing & Regeneration
Officer Contact(s)	Tom Campbell and Julia Johnson, Planning Policy
Papers with report	Appendix 1 – Submitted Response to Supporting Housing Delivery and Public Service Infrastructure

HEADLINES

Summary	This Cabinet report provides a summary of the Government’s recent planning consultation. It proposes a new permitted development right to change use from commercial, business and service use (Use Class E) to residential (Use Class C3). These have potentially significant implications for the Borough’s town centres, business and commercial areas. It also proposes an approach to consolidating the number of existing permitted development rights following recent changes to the Use Class Order, as well as new measures to reduce the role of the planning system in providing new public service infrastructure. A response has already been submitted to the consultation agreed by the Cabinet Member, which closed on 28 January 2021 (see Appendix 1). A summary of this response is included in this report alongside the proposed changes.
Putting our Residents First	This report supports the following Council objectives of: <i>Our People; Our Natural Environment; Our Built Environment</i> . The proposed changes would also have an impact on the implementation and review of the Council’s Development Plan.
Financial Cost	There are no direct financial implications arising from the recommendations to this report.
Relevant Policy Overview Committee	Residents’, Education and Environmental Services.
Relevant Ward(s)	All Wards.

RECOMMENDATION

That the Cabinet notes the content of the ‘Supporting Housing Delivery and Public Service Infrastructure (National Consultation)’ and endorses the Council’s submitted response, which is attached at Appendix 1 of this report.

Reasons for recommendation

The consultation is proposing further changes to the planning system which could have an impact on both public service infrastructure delivery and commercial, business and service users. If implemented, these changes could have significant implications for town planning in Hillingdon. Therefore, it is important that the Council expresses its views on the proposals and influences if or how these changes come forward.

Alternative options considered / risk management

To not submit a consultation response. This was discounted because it was deemed important to present the impacts on Hillingdon’s residents, businesses, and other service users to the government, so that they can take these into account before the changes to the current planning system are agreed.

Democratic compliance / previous authority

Responses to key central government consultations ordinarily require Cabinet approval. However, the consultation deadline was 28 January 2021 and, therefore, it was not practical for this decision to be made by Cabinet in time. In such circumstances, the Cabinet Scheme of Delegations enables the Cabinet Member to informally sign-off such responses, reporting back to Members. Therefore, endorsement of the submitted response is being sought through this Cabinet report.

Policy Overview Committee comments

None at this stage.

SUPPORTING INFORMATION

Background

The Government has separately committed to a significant reform of the planning system. This consultation sets out the latest of several more immediate changes to the existing planning system, which have included:

- The introduction of a series of new permitted development rights (PDRs) intended to allow for the creation of additional residential space or houses, either as upward extensions or through the replacement of vacant buildings, without the need to apply for a full planning application. This new legislation was laid before parliament on 21st July 2020 and the rights were implemented on the 1st September 2020. The Council approved a set of non-

immediate Article 4 notices to remove these permitted development rights in the Borough's key industrial areas which are due for implementation from October 2021.

- The revisions to the Use Class Order on 1st September 2020. This amalgamated many of the existing use class orders into fewer use classes, allowing greater freedom to change the use of buildings without planning permission.
- A consultation titled 'Changes to the Current Planning System'. This included proposed changes to the standard method for assessing local housing need, details around a new type of affordable housing called 'First Homes' and temporarily lifting the requirement for smaller sites to provide affordable housing. The Government is currently working through the consultation responses to this document and have already indicated that there will be significant changes to these initial proposals, including changing the initial proposals to the standard method for assessing local housing need. Hillingdon Council submitted its response to this consultation and officers can provide further details when they are formalised.

In addition to these changes to the current system, the Government published its Planning White Paper in August 2020, which proposed 'radical reform' to the planning system through 24 new proposals. The Government is currently working through the consultation responses to this document, which includes the one submitted by Hillingdon Council. The implementation of such proposals requires primary and secondary legislation and therefore it would take at least a couple of years before any of these proposals are passed.

The Government's most recent consultation, which is the subject of the remainder of this report, proposes three further changes to the current planning system, which are envisaged to come into force on 31 July 2021. These changes are outlined in three parts:

1. A new national permitted development right for the change of use from the Commercial, Business and Service Use Class (E) to Residential (C3).
2. Supporting public service infrastructure through the planning system, which includes a more significant permitted development right and a faster decision-making process for schemes that require full planning permission.
3. Consolidation of the number of existing permitted development rights, to bring them into line with the change to the Use Class Order already made on 1 September 2020.

Part 1 – Use Class E to C3 Permitted Development Right (PDR)

The new Use Class Order implemented on the 1 September 2020 amalgamated all the following uses class into one new Use Class E:

- (a) for the display or retail sale of goods, other than hot food, principally to visiting members of the public (**Formerly Use Class A1 - in effect most retailers**).
- (b) for the sale of food and drink principally to visiting members of the public where consumption of that food and drink is mostly undertaken on the premises, (**Formerly Use Class A3**).

(c) for the provision of the following kinds of services principally to visiting members of the public -

- (i) financial services,
- (ii) professional services (other than health or medical services), or
- (iii) any other services which it is appropriate to provide in a commercial, business or service locality, **(All Formerly Use Class A2)**.

(d) for indoor sport, recreation or fitness, not involving motorised vehicles or firearms, principally to visiting members of the public, **(All Formerly Use Class D2)**.

(e) for the provision of medical or health services, principally to visiting members of the public, except the use of premises attached to the residence of the consultant or practitioner, **(All Formerly Use Class D1)**.

(f) for a creche, day nursery or day centre, not including a residential use, principally to visiting members of the public, **(All Formerly Use Class D1)**.

(g) for—

- (i) an office to carry out any operational or administrative functions,
- (ii) the research and development of products or processes, or
- (iii) any industrial process,

being a use, which can be carried out in any residential area without detriment to the amenity of that area by reason of noise, vibration, smell, fumes, smoke, soot, ash, dust or grit. **(All Formerly Use Class B1)**.

A change of use can now occur between any of these uses without the need to engage with the planning system. The consultation proposes that all of these uses should also be able to change to new residential units (C3) via a new PDR. The consultation proposes that this PDR would be applicable to buildings of all sizes and to all areas of the Borough.

As with the existing commercial to residential PDRs, the matters that the Council would be allowed to consider through the prior approval process would be limited to the following:

- Flood risk;
- Contamination risk;
- Transport and highways impacts;
- The provision of adequate natural light in all habitable rooms;
- Noise impacts from existing commercial premises;
- Fire Safety; and
- The impact on area important for heavy industry and waste management.

Summary of Response

The Council's response outlines that the Council recognises the proposed purpose of the new permitted development right (PDR), but does not agree with all the proposals in their current

format. It outlines that the introduction of this new PDR and its proposed application to all Class E uses in all parts of the Borough has the potential to limit the Council's ability to strategically plan land uses and growth.

There is a concern that this PDR may lead to the displacement of otherwise viable businesses from core areas of the town centre. The loss of individual units could also have a cumulative effect on the sustainability of the commercial area. The loss of each individual shop, office or business will further reduce footfall for the remaining units and potentially erode the overall attraction of the town centre. GP surgeries, dentists and nurseries are all particularly important and valuable uses to local communities that are also at risk of being lost or displaced.

From a design perspective, the loss of high street frontage and replacement with habitable private rooms is undesirable. There are further practical issues with regards to waste collection, deliveries, parking and potential anti-social behaviour from introducing new ground floor residential units in the middle of the high street. For example, residential waste being left for collection on the high street or the introduction of conflicting adjacent ground floor uses, such as a late-night bar and a new flat occupied by a family.

The response highlights that the new requirement for homes delivered through PDR to meet minimum national space standards is welcomed, but several other issues still exist with housing delivered through PDRs. These issues include the absence of affordable housing, infrastructure contributions, poor access to amenity space, poor outlook, single aspect units and their location in inappropriate areas (including industrial areas).

It also outlines that there may be some equality implications that result from this proposed PDR. In particular, the potential loss of local shops and health facilities will have a disproportionate impact on elderly people and people with mobility issues. The homes provided will also not be required to provide any accessible dwellings or wheelchair user dwellings.

The response highlights that the Council does not support this PDR in its current format and would like to see the amendments. It suggests a refinement in the approach to ensure that a core area of a town centre or retail area can be excluded. It also proposes a size limit on buildings that qualify for this PDR, which is limited to those defined nationally as minor housing developments. This would ensure major sites are fully considered under the development plan and in the context of economic, environmental and social objectives. Furthermore, the PDR should not apply on the ground floor of conservation areas, where maintaining an active shop frontage may be particularly critical to the heritage asset. It is suggested that the proposed conditions for the prior approval process should include all of those within the existing PDR regime.

Part 2 – Supporting public service infrastructure through the planning system

The consultation is also proposing a significant amendment to the PDR which allows hospitals, schools and other educational establishments to expand without the need for a planning application. The current PDR is limited to no more than 25% of the gross floorspace of the original buildings with a maximum cap of 250 square metres, whichever is the lesser. It also restricts the height of new buildings to 5 metres.

However, the new proposed amendment would increase the limit to 25% of the footprint of the current buildings on the site at the time the legislation is brought into force, or up to 250 square metres, whichever is the greater. It is also proposed that the height limit is raised from 5m to 6m, excluding plant on the roof, except where it is within 10 metres of the boundary or curtilage. To put this into perspective, the current buildings on Hillingdon Hospital are estimated to amount to 55,000 sqm. Under the new amended right, that would theoretically allow for 13,750 sqm of two storey extensions to be added onto the site without any requirement for planning permission or prior approval.

The consultation is also proposing a revised development management procedure for major development (1,000 sqm or a site area \geq 1ha) for the following uses:

- hospitals
- schools and further education colleges
- prisons, young offenders' institutions, and other criminal justice accommodation

It is proposing that such development should be prioritised over other major planning applications, with the statutory timetable for determining these applications being reduced from 13 weeks to 10 weeks. The minimum 21-day consultation period would be reduced to 14 days for both statutory consultees and the local community to provide their comments.

Summary of Response

The Council's response outlines that the Council does not support this amendment to the existing PDR. The removal of the cap could theoretically allow for a large quantum of development to take place without scrutiny into basic planning considerations, such as design, transport and environmental implications. This could harm the local amenity of those who live and work near to schools, colleges, universities and hospitals.

Furthermore, the response outlines that many existing buildings are located within or adjacent to the Green Belt. The absence of any restrictions relating to the Green Belt within the PDR is contrary to the Government's existing commitments to protecting the Green Belt and preventing urban sprawl. The uses cited are all classified as 'more vulnerable' uses in terms of flood risk. The removal of the local planning authority's ability to manage flood risk via this PDR has the potential to result in these vulnerable uses being extended into areas of higher flood risk, without any requirement to ensure that the site is safe for its users and does not increase flood risk elsewhere. The response also outlines that many of these public buildings are heritage assets or located within conservation areas. Limiting the design considerations of such large extensions to materials only in these sensitive locations would be erroneous. The response suggests that the PDR, if taken forward, should not apply in Conservations Areas or within the curtilage of a Listed Building.

In terms of the revised development management procedure for major development, the response highlights that prioritising the determination of public service developments will slow the determination of other types of development (including housing). It highlights that if applicants do not submit the right information to enable decisions to be made within 10 weeks, there will be no material difference in decision-making timescales for public services.

The proposed reduction of the 21-day consultation period to 14 days is not supported. Whilst local engagement should take place prior to submission, reducing the time period local communities must submit formal written views would be unfair, noting that local communities and individuals already work to short timescales to find time to respond to planning applications.

Part 3 - Consolidation and simplification of existing permitted development rights

This part of the consultation is quite technical and is required in order to address the fallout of the amendments to the Use Class Order, which were implemented on the 1 September 2020. The change in use classes meant large parts of the General Permitted Development Order (GPDO) must be transferred over to a consolidated set of PDRs by the 31 July 2021.

Summary of Response

The Council's response is broadly supportive of the Government's approach of consolidating and simplifying the existing PDRs to make them more manageable and better understood.

The Council has, however, highlighted that transitional arrangements must be made to allow the Council to carry over its existing Article 4 Directions, which currently require planning permission to be sought for office and light industrial conversions to residential use in certain locations. These Article 4 Directions have been successful in protecting local amenity and maintaining the well-being of certain areas. They should be automatically transferred to reflect the uses held within Use Class E. Without such transitional arrangements, the government would be unnecessarily asking planning departments to go through the rigmarole of re-establishing existing Article 4 Directions.

Financial Implications

At this stage, it is not possible to quantify the potential financial impact of these changes, but it is important to highlight the areas that will be affected should the proposals within this consultation be implemented:

- The composition of the current tax base is likely to change in response to an increase of commercial to residential conversions, meaning a reduction in Business Rates and an increase in Council Tax. Further analysis will be required to evaluate the impact of this change to the tax base over time.
- An increase in conversions will remove the applicability of the Community Infrastructure Levy (CIL), which will have some bearing on the maximisation of the CIL income available to the Local Planning Authority. As there are fewer issues that can be considered under the prior approval process, there is no scope for planning obligations to be used to mitigate their harm. This includes external financial contributions for affordable housing, public open space, air quality, carbon emissions and construction training programmes. CIL is a pivotal funding stream for infrastructure development within the borough, the cost of which will fall to the local taxpayer if this funding stream is reduced.
- The changes proposed are likely to lead to an increase in applications going through the prior approvals process and a decrease in applications going through the full planning

application process. Consequently, this will affect the level of income currently generated, as the proposed fee for the new PDR under prior approval is approximately 1/5th of the fee for the full planning application. Furthermore, the fees being proposed are disproportionate to the level of input that is required on a prior approval application and thus the proposed response outlines that the fee per dwelling house should be increased and no maximum cap should apply.

Consideration should also be given to the potential impact on the Local Plan, including the economic development of town centres/business districts and the implications for Green Belt land, among other key areas. A proposal to undertake a Partial Review of the Local Plan is currently being developed and will be presented to Cabinet later this year.

RESIDENT BENEFIT & CONSULTATION

The benefit or impact upon Hillingdon residents, service users and communities?

The changes proposed within this consultation could have a direct impact on all aspects of the natural and built environment in Hillingdon. The proposed changes will therefore have a significant impact upon residents, businesses, service users and all members of Hillingdon's communities. Submitting a response allows the Council to influence the final decision as to if and how these proposals are implemented.

Consultation carried out or required

Internal consultation took place on the response with relevant officers within the Planning Department. The consultation was launched by the Government on 3 December 2020 and responses could be made by the public or organisations up until 28 January 2021.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance has reviewed the report and concur with the Financial Implications set out above, noting that there are no financial implications arising from the report recommendations.

Legal

The Borough Solicitor confirms that the legal implications are included in the body of the report.

BACKGROUND PAPERS

MHCLG Open Consultation - Supporting housing delivery and public service infrastructure

Available at: [Supporting housing delivery and public service infrastructure - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/supporting-housing-delivery-and-public-service-infrastructure)

Supporting Housing Delivery and Public Service Infrastructure

Consultation Deadline: 28th January 2021

Submitted by: Planning Policy Team

PART 1 - Supporting housing delivery through a new national permitted development right for the change of use from the Commercial, Business and Service use class to residential

Q1 Do you agree that there should be no size limit on the buildings that could benefit from the new permitted development right to change use from Commercial, Business and Service (Class E) to residential (C3)?

Please give your reasons.

The London Borough of Hillingdon recognises the proposed purpose of the new permitted development right (PDR), but does not agree with all the proposals in their current format.

The Council recognises that the economic context for retail uses has changed significantly and has been accelerated by the measures required to control the COVID 19 pandemic. However, the introduction of this new PDR and its proposed application to all Class E uses in all parts of the borough has the potential to limit the Council's ability to strategically plan land uses and growth.

Turning first to retail and other town centre uses now with Class E, it is noted that online retail sales have been growing steadily over the last decade and have accelerated rapidly during the COVID-19 pandemic. Coupled with the presence out of town centre retail parks, there has been a significant drop in retail visitors to town centres and the loss of some high-profile retailers. The need to reshape the high street as the country looks to recover from the COVID-19 pandemic is therefore well understood. This reshaping was already underway prior to the pandemic, including through:

- The reinvention of retail store experience.
- The emergence of independent retailers and local businesses moving into vacant retail floorspace left behind by larger retailers.
- An increase demand for flexible workspace following a rise in home working.
- An increase in restaurant, bars and cafes.
- A higher proportion of health and wellness uses in the town centre, particularly gyms, fitness centres and beauty treatment services.
- Certain town centres offering an all-day economy, with popular night-time uses attracting people to the town centre outside working hours.

It is recognised that the proposed PDR seeks to accelerate this reshaping process by allowing for high streets and other retail areas to adapt to the change in economic circumstances. Whilst this approach has some merits in specific areas which could be identified by the local planning authority, the Council has some concern that a blanket approach to all Class E uses in all locations will have unintended consequences. The Council would therefore welcome a refinement in the approach to ensure that a core area of a town centre or retail area can be excluded. The focus of the changes should be more on the secondary shopping areas, where a change of use of units on the edges of high streets and town centres may more easily merge into the surrounding residential landscapes. Without core commercial areas being protected, there is a concern that there will be a negative effect on the sustainability of remaining businesses, with the loss of each individual shop, office or business reducing footfall for the remaining units and eroding their viability

over time. This could result in further losses of businesses at a time when the economy is seeking to recover from a recession.

The Council therefore believes that the core of commercial areas should be protected to ensure town centres and local high streets continue to function in the future. A key consideration in one of the current PDRs being replaced (*Part 3, Class M of the Town and Country Planning (General Permitted Development) (Order) England 2015*) is the impact the change of use would have on the sustainability of the shopping area. If this new PDR is implemented, it is recommended that a similar requirement is included to protect town centres and local high streets by allowing local planning authorities to assess its impact on existing Use Class E, F1 and F2 uses. The size of the Class E units is also another key consideration that should be factored in at this stage. Given the limited options available for those business still requiring a larger area of floorspace in a sustainable location, it is recommended that a floorspace cap is included within the PDR.

There are some potential practical issues that could also arise from this PDR with regards to waste collection, deliveries, parking and potential anti-social behaviour along ground floor units in the middle of the high street. For example, residential waste being left for collection on the high street would further undermine the sustainability of the shopping area. This proposed PDR currently requires no consideration on the management of household waste collection and recycling. There is also the potential for the introduction of conflicting adjacent ground floor uses, such as a late-night bar and a new flat occupied by a family. The addition of consideration of these matters through a prior approval process would be welcomed.

As the new Use Class E is broad, there are also a number of different types of businesses at risk if the landowner sees more value in the site being converted to residential use. GP surgeries, dentists and nurseries / day-care centres are all important and valuable uses to local communities that are at risk of being lost or displaced under this new PDR. If units to accommodate these uses end up being in short supply, the costs of these premises to the NHS or businesses rises and effects their viability. The Local Plan currently has policies in place to protect these uses and the Council is concerned that the availability of such facilities to the local community could be impacted by the proposed PDR. It is therefore recommended community uses are excluded from the new PDR.

The consultation document outlines how many homes have been delivered through recently introduced PDRs and that this new PDR will also lead to many more homes being delivered. While the new requirement for homes delivered through PDR to meet minimum national space standards is welcomed, a number of other issues still exist with housing delivered through PDRs. The absence of a size limit on the original building further exacerbates these issues. While this new PDR will likely result in more homes being delivered, the developers of these homes are not required to contribute towards the provision of supporting infrastructure through CIL or S106 payments, nor can they be required to contribute towards affordable housing delivery. Whereas currently local authorities can rely on larger sites to contribute towards infrastructure and affordable housing delivery, not having a size limit on the buildings that can utilise this PDR means significantly fewer sites will go through the normal planning process and be considered against planning policies.

Research funded by the MHCLG has also concluded that new housing created through PDRs in England since 2013 is more likely to be characterised by poorer quality residential environments than housing created under the full planning permission process in relation to a number of factors vital to the health, wellbeing and quality of life of future occupiers. The Council is concerned that matters such as the predominance of non-family units (whilst recognising this maybe more suitable in some locations), poor access to amenity space, poor outlook and in some cases the inappropriate location of a site (for example in an industrial area) cannot be taken into account through the proposed PDR process.

A final issue of concern for the Council is the absence of measures to improve the environmental sustainability of dwellings. Considering the amount of new land that will qualify for this PDR, to not have provisions for the implementation of positive environmental measures, such as the incorporation of renewable energy technologies, could have an impact on the government's ability to meet its environmental objectives.

For the reasons set above, Hillingdon Council cannot support this proposed PDR in its current format and would like to see the amendments highlighted above. However, if it is implemented, the Council strongly believes that there should be a size limit on buildings that qualify for this PDR. This size limit should be equal to the national definition of major housing development, which is 10 units or 370 sqm if the minimum national space standards are applied. Having a size limit in place will ensure major sites are fully considered under the development plan and in the context of economic, environmental and social objectives. Where major sites are approved for residential use, they will still be able to contribute towards vital supporting infrastructure, affordable housing and climate change mitigation.

Q2.1 Do you agree that the right should not apply in areas of outstanding natural beauty, the Broads, National Parks, areas specified by the Secretary of State for the purposes of section 41(3) of the Wildlife and Countryside Act 1981, and World Heritage Sites?

Please give your reasons.

N/A

Q2.2 Do you agree that the right should apply in conservation areas?
Please give your reasons.

The Council does not support the application of this right in conservation areas.

As duly noted under paragraph 19, many of the uses under Class E are found along high streets and within town centres, many of which are designated conservation areas. High streets and town centres are key contributors to the identity of a historic settlement and create a sense of place. In most instances, these places are the reason why the settlement exists in the first place. They are fundamental contributors to the significance of many conservation areas and allow a wide range of individuals from different backgrounds to interact with the historic environment.

The preservation or enhancement of designated conservation areas is recognised under the Planning (Listed Building and Conservation Areas) Act 1990, the proposed right would diminish the existing protection of such places. The Council has a legal duty to have regard to the preserving or enhancing the character and appearance of Conservation Areas and it is not clear from the consultation documents how this could be achieved through the permitted development process. Whilst it is acknowledged that in some instances a conversion to residential may meet the statutory tests, this could only be fully assessed through the full planning application process.

In addition, whilst the right would not apply to Listed Buildings, many can be found within conservation areas. The proposed right would not consider the potential impact of the setting of Listed Buildings which can be connected to the significance of conservation areas. The preservation of setting is recognised under the Planning (Listed Building and Conservation Areas) Act 1990.

Q2.3 Do you agree that, in conservation areas only, the right should allow for prior approval of the impact of the loss of ground floor use to residential?

Please give your reasons.

For the reasons set out in Q.2.2, the Council does not support the application of the proposed PDR to conservation areas. However, if the PDR is implemented, it is important to be able to establish the principle of such an alteration where it will inevitably result in harm to conservation areas. Introducing this condition to the prior approval process would prevent unwelcomed alterations to the built fabric, prevent the loss of historic shop fronts which are currently protected under the conservation areas designation and other features of interest.

Q3.1 Do you agree that in managing the impact of the proposal, the matters set out in paragraph 21 of the consultation document should be considered in a prior approval? Please give your reasons.

The Council does not think that the range of matters set out in paragraph 21 of the consultation document are sufficient to fully consider a scheme and deliver high quality development.

As mentioned in response to Q1, Hillingdon Council is not supportive of this new permitted development right as the Council believes its introduction is short sighted and will lead to the dismantling of town centres and local high streets and will curtail the Council's ability to strategically plan land uses and growth. However, if this new PDR is adopted, the Council has concerns about the prior approvals listed in paragraph 21.

Given the impact this new PDR could have, the Council believes that the prior approvals set out in paragraph 21 of the consultation document will not be enough to ensure good quality and well considered development. Many of the other PDRs which relate to the former Use Classes A1, A2, B1(a, b and c) which this new PDR consolidates contain other conditions on development which contribute towards improving the quality of development. Specifically, these are the conditions outlined in *Classes M, O and PA of Part 3 of The Town and Country Planning (General Permitted Development) (England) Order 2015*.

In addition to the prior approval criteria listed in paragraph 21 of the consultation document, the following prior approvals criteria should also be considered as part of the new PDR:

- The size of dwellings – dwellings must meet the national space standards as a minimum.
- Household waste and recycling provisions.
- The impact of the change of use on the adequate provision of services of the sort that may be provided by a building falling within Class E where there is a reasonable prospect of the building being used to provide such services.
- The impact of the change of use, where the building is located in a primary or key local shopping area, on the sustainability of that shopping area.
- The design or external appearance of the building.
- Where the authority considers the building to which the development relates is within an area that is important for providing industrial services or storage or distribution services or a mix of those services (which includes, where the development relates to part of a building, services provided from any other part of the building), whether the introduction of, or an increase in, a residential use of premises in the area would have an adverse impact on the sustainability of the provision of those services.

Development should also not be permitted under prior approval if:

- The building is occupied and providing an essential local service;
- The gross floor space of the existing building exceeds 370sqm.

**Q3.2 Are there any other planning matters that should be considered?
Please specify.**

See Answer to Question 3.1

**Q4.1 Do you agree that the proposed new permitted development right to change use from Commercial, Business and Service (Class E) to residential should attract a fee per dwellinghouse?
Please give your reasons.**

There should be a fee per dwellinghouse, however the 50 home cap should be removed. Each individual home proposed under the new permitted development right will need to be assessed against the prior approval criteria which should include the provision of adequate natural light, dwellings sizes, waste management, transport considerations, etc. As there will be specific costs per dwelling for local authorities assessing a scheme, these should be accounted for in the fees applicants pay.

**Q4.2 If you agree there should be a fee per dwellinghouse, should this be set at £96 per dwellinghouse?
Please give your reasons.**

The fee of £96 per dwellinghouse is roughly 1/5th of the national planning application fee per dwellinghouse of £462. The Council estimates that the work undertaken by the local authority in assessing schemes under this new PDR would be approximately 1/3rd of the work undertaken per dwellinghouse under a full planning application. The Council believes the prior approval fee should reflect this and that the fee should be higher at around £152 per dwellinghouse, with no maximum fee cap applied.

**Q5. Do you have any other comments on the proposed right for the change of use from Commercial, Business and Service use class to residential?
Please specify.**

No.

**Q6.1 Do you think that the proposed right for the change of use from the Commercial, Business and Service use class to residential could impact on businesses, communities, or local planning authorities?
If so, please give your reasons.**

As indicated above, Hillingdon Council consider it could have a negative impact on the vitality on businesses and communities, unless some core commercial areas are afforded protection and a size limit is imposed. These impacts have been covered in the responses to questions 1, 3.1, 3.2, 4.1 and 4.2 however to summarise:

- Local authorities will lose their ability to meet the needs of commercial, business and community services through their Local Plans.
- Communities and businesses could suffer from the loss of Class E units on the high street and result in a reduction in footfall for remaining businesses.
- Businesses will also need to compete with residential prices when agreeing rents, creating an additional cost which will lead to the displacement of units.
- Communities, businesses and local authorities will all suffer from a loss of contributions towards supporting infrastructure.
- Communities will be impacted by a significant reduction in affordable homes being built.

- Several issues which would normally be considered through the development plan will be side-stepped. This includes ensuring new developments are designed positively to achieve environmental, social and economic objectives.

**Q6.2 Do you think that the proposed right for the change of use from the Commercial, Business and Service use class to residential could give rise to any impacts on people who share a protected characteristic?
If so, please give your reasons.**

The Council believe that there are some equality implications that may result from this proposed PDR. Given the number and variety of uses that fall within Class E, there are many existing businesses and services whose premises will be at risk of change of use to residential use.

The potential loss of local shops and facilities could have a disproportionate impact on elderly people and people with mobility issues who rely on these facilities. This same group of people are likely to be disproportionately affected by the potential closure of local health facilities such as GP surgeries, opticians and dentists.

Nurseries and day care facilities also fall within Class E and the potential loss of these uses will have a disproportionate impact on parents and their children, who may have to travel further to secure childcare. Planning for these uses at a local authority level is also impacted.

The increased likelihood of the loss of offices, light industrial, retail and leisure uses under this new PDR will have a significant impact on the working age population.

Charities and local organisations who raise income through high street shops could be displaced impacting on funding, which could have a knock-on impact on support given to groups with protected characteristics.

Paragraph 21 does not list a prior approval condition which requires homes to meet Building Regulations M4(2) or M4(3) which will ensure the homes built are accessible. This will disproportionately affect people who require accessible dwellings or wheelchair user dwellings.

This PDR will also significantly reduce the amount of affordable housing delivered in the borough, which will disproportionately affect low to middle income families.

PART 2 - Supporting public service infrastructure through the planning system

Q7.1 Do you agree that the right for schools, colleges and universities, and hospitals be amended to allow for development which is not greater than 25% of the footprint, or up to 250 square metres of the current buildings on the site at the time the legislation is brought into force, whichever is the greater?

Please give your reasons.

The Council has not received any applications under the existing Part 7 Class M and therefore does not have any historical evidence to inform this consultation.

However, the alteration from 25% of the original school, college, university or hospital buildings to 25% of the current buildings has the potential to be significant. Some of these facilities have already been subject to a significant number of ad hoc extensions. The overall scale of the development which would be allowed under the altered permitted development right would be much larger than current 250 sqm cap (which itself was originally only 100 sqm). For example, the current buildings on Hillingdon Hospital are estimated to amount to 55,000 sqm. Under the new amended right, that would allow for 13,750 sqm of two storey extensions to be added onto the site without any planning considerations being permitted.

Obviously, this level of development cannot be allowed without scrutiny into basic planning considerations, such as design, transport and environmental implications. This could have potentially disastrous impacts on the local amenity of those who live and work near to schools, colleges, universities and hospitals. Allowing development to take place in this manner risks creating a poor legacy of public service infrastructure and further public money being required later to rectify initial poor design. It would not be acceptable to prevent local communities from expressing their views on development of this scale. The permitted development right should remain capped at 250 sqm.

Many of these buildings are located within or adjacent to the Green Belt. The absence of any restrictions relating to the Green Belt within the permitted development right is contrary to the Government's existing commitments to protecting the Green Belt and preventing urban sprawl.

The uses cited are all classified as 'more vulnerable' uses in terms of flood risk. The removal of the local planning authority's ability to manage flood risk within the permitted development right has the potential to result in these vulnerable uses being extended into areas of higher flood risk, without any requirement to ensure that the site is safe for its users and does not increase flood risk elsewhere.

It should also be noted that many of these public buildings are heritage assets or located within conservation areas. To simply limit the design considerations of such large extensions to materials only in these particularly sensitive locations would be erroneous. The permitted development right should not apply in Conservations Areas or within the curtilage of a Listed Building, regardless of the scale of development.

Q7.2 Do you agree that the right be amended to allow the height limit to be raised from 5 metres to 6?

Please give your reasons.

Under the existing permitted development right, the extension to 6 metres would be logical to facilitate 3 metre storeys which can provide a better experience for users of public service infrastructure. However, if the restrictions are to be removed in the manner suggested within Q7.1, then any extension to the height would simply exacerbate the problems outlined above.

Q7.3 Is there any evidence to support an increase above 6 metres?

Please specify.

No.

Q7.4 Do you agree that prisons should benefit from the same right to expand or add additional buildings?

Please give your reasons.

N/A.

Q8. Do you have any other comments about the permitted development rights for schools, colleges, universities, hospitals and prisons?

Please specify.

The rationale behind these amendments is stated to be the need for further flexibility. This is understood for hospitals and the need to adapt quickly to changing circumstances with short timescales (such as during a pandemic). However, it is unclear under what unforeseen circumstances a school, college or university would need to rapidly circumvent the planning system.

The planning system offers an important societal benefit itself in ensuring public service infrastructure creates minimal harm to local amenity and is well designed from the outset. This reduces the need for additional public money to be spent retrofitting poor design in the future.

Q9.1 Do you think that the proposed amendments to the right in relation to schools, colleges and universities, and hospitals could impact on businesses, communities, or local planning authorities?

If so, please give your reasons.

Yes. As noted in the response to Q7.1, the scale of the development that could be permitted under this change is significant. Allowing such a large quantum of development to circumvent the planning system means that harm, which would otherwise be mitigated, will have a significant negative impact on businesses and local communities.

Q9.2 Do you think that the proposed amendments to the right in relation to schools, colleges and universities, and hospitals could give rise to any impacts on people who share a protected characteristic?

If so, please give your reasons.

Yes. By their very nature, these buildings have been designed for specific users and will be used more frequently by people who share a protected characteristic. For example, those between the ages of 18-30 are more likely to be impacted by a poorly designed university building than those in other age groups.

Q10.1 Do you think that the proposed amendment to allow prisons to benefit from the right could impact on businesses, communities, or local planning authorities?

If so, please give your reasons.

N/A

Q10.2 Do you think that the proposed amendment in respect of prisons could give rise to any impacts on people who share a protected characteristic?

If so, please give your reasons

N/A

Q11 Do you agree that the new public service application process, as set out in paragraphs 43 and 44 of the consultation document, should only apply to major development (which are not EIA developments)? Please give your reasons.

The Council agrees that it would be sensible to limit these to major developments only. This will reduce the number of applications that the local planning authority need to consider under the new process, making it easier to prioritise them.

**Q12 Do you agree the modified process should apply to hospitals, schools and further education colleges, and prisons, young offenders' institutions, and other criminal justice accommodation?
If not, please give your reasons as well as any suggested alternatives.**

Yes.

**Q13 Do you agree the determination period for applications falling within the scope of the modified process should be reduced to 10 weeks?
Please give your reasons.**

No. Reducing the determination period from 13 weeks to 10 weeks is significant. The Government must understand that prioritising the determination of public service developments will ultimately have a knock-on impact to the speed of determining other types of development (including housing).

There also does not seem to be any analysis into why substantive public service development are often taken longer than the statutory 13-week timetable. If applicants do not submit the right information to enable decisions to be made within 10 weeks, there will be no material different in decision-making timescales.

**Q14. Do you agree the minimum consultation/publicity period should be reduced to 14 days?
Please give your reasons.**

The Council disagrees. Whilst local engagement should take place prior to submission, reducing the time period local communities have to submit formal written views on planning applications from 21 days to 14 days would be unfair. Local communities and individuals already must work to short timescales to understand and find time to respond to planning applications. There can also be a lag between an application being validated and the member of the public being informed. Removing a week from the consultation period would both reduce the number of responses received and their quality. This would be contrary to the Government's recent commitment in the White Paper to giving people a greater say over what gets built in their community.

**Q15 Do you agree the Secretary of State should be notified when a valid planning application is first submitted to a local planning authority and when the authority anticipates making a decision?
Please give your reasons.**

The Council disagrees. The paper suggests this would be done so that the Secretary of State could 'support and monitor' progress, however it is not clear what this would entail and how the Secretary of State would get involved with the process prior to the local planning

authority making their determination. Without justification, this is just an added layer of work for the case officer to undertake.

Q16 Do you agree that the policy in paragraph 94 of the NPPF should be extended to require local planning authorities to engage proactively to resolve key planning issues of other public service infrastructure projects before applications are submitted?

Please give your reasons.

Yes. The Council would already engage with colleges, universities and hospitals who sought to resolve key planning issues before applications are submitted.

Q17.1 Do you have any comments on the other matters set out in this consultation document, including post-permission matters, guidance and planning fees?

Please specify.

No.

Q17.2 Do you have any other suggestions on how these priority public service infrastructure projects should be prioritised within the planning system?

Please specify.

Paragraph 46 of the NPPF (2019) already outlines that applicants should consider the potential for voluntary planning performance agreement where it might achieve a faster and more effective application process. The Government could encourage public bodies to utilise this service, so that adequate resources are in place to facilitate faster decision-making.

Q18 Do you think that the proposed amendments to the planning applications process for public service infrastructure projects could give rise to any impacts on people who share a protected characteristic?

If so, please give your reasons.

Reducing the time period local communities have to respond to planning applications from 21 days to 14 days would likely have an impact on those who already struggle to find the time to engage with the planning system. The recent White Paper stated that the Government will increase access and engagement for all groups to the planning system, noting that it disproportionately encourages engagement from people from a narrow set of demographic groups. It is difficult to see how narrowing the time period local communities have to respond to planning applications would not undermine this goal.

PART 3 - Consolidation and simplification of existing permitted development rights

**Q19.1 Do you agree with the broad approach to be applied to the review and update of existing permitted development rights in respect of categories 1,2 and 3 outlined in paragraph 76 of the consultation document?
Please give your reasons.**

The approach to categories 1 and 2 is sound.

The approach to category 3 is unacceptable. Many local planning authorities have established Article 4 directions in relation to Class O of the GDPO in order to protect local amenity and the well-being of certain areas. There needs to be transitional arrangements put in place to ensure these Article 4 directions are carried forward to the new Class E to Class C3 permitted development right by default. Without such transitional arrangements, the Government are unnecessarily asking planning departments to go through the rigmarole of re-establishing existing Article 4 directions. There will also be an unnecessary period where the protection of local amenity cannot take place.

**Q19.2 Are there any additional issues that we should consider?
Please specify.**

Please see comments above regarding transitional arrangements for Article 4 Directions.

**Q20 Do you agree that uses, such as betting shops and pay day loan shops, that are currently able to change use to a use now within the Commercial, Business and Service use class should be able to change use to any use within that class?
Please give your reasons.**

There are existing Sui Generis uses that are defined as such so that the harm they cause can be refused or mitigated. These include uses such as betting shops and pay day loan shops. Noting that the aim of defining these uses as Sui Generis is to restrict or mitigate their existence, it would be illogical to restrict them from changing to more acceptable commercial, business and service uses.

However, there would not be support for extended permitted development rights for Sui Generis uses that are defined as such so they can be specifically protected and supported. This includes Sui Generis uses such as theatres, cinemas and pubs.

**Q21 Do you agree the broad approach to be applied in respect of category 4 outlined in paragraph 76 of the consultation document?
Please give your reasons.**

Paragraph 76 does not provide an approach to Category 4, it merely suggests that it requires detailed consideration. As noted above, it would be logical to encourage existing Sui Generis uses that are typically harmful to change to uses that are less harmful. A set of rights allowing these to change to Use Classes E, F1 and F2 would therefore be supported, however it would also require existing limitations and conditions to be carried over from Classes C, J and JA.

**Q22 Do you have any other comments about the consolidation and simplification of existing permitted development rights?
Please specify.**

No.

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HILLINGDON'S ELECTIVE HOME EDUCATION POLICY

Cabinet Member(s)	Councillor Susan O'Brien
Cabinet Portfolio(s)	Cabinet Member for Families, Education and Wellbeing
Officer Contact(s)	Dan Kennedy, Director Planning, Environment, Education and Community Services
Papers with report	Appendix 1 – Draft Elective Home Education Policy

HEADLINES

<p>Summary</p>	<p>Elective Home Education (EHE) is a term used to describe a choice by parents to provide education for their children at home - or in some other way which they choose - instead of sending them to school full-time.</p> <p>The current Elective Home Education Policy was last reviewed in 2012. The purpose of the current review is to update the policy in line with the Department for Education's latest guidance and to ensure that the increase in home education provisions is taken into consideration before a final policy is approved.</p> <p>The review also reflects a more balanced approach to both safeguarding issues and the rights of parents, as well as considering several other ways to improve information and communication between the Council and EHE parents.</p> <p>Further to the Cabinet's agreement to consult on changes to the Elective Home Education policy in November 2020, the Council has completed 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 implementing the new policy. <p>Cabinet is therefore asked to consider implementing the revised Elective Home Education Policy which will offer the prospect of developing the relationship with parents that home educate.</p>
<p>Putting our Residents First</p>	<p>This report supports the following Council objectives of: <i>Our People</i>.</p> <p>The recommended changes in the policy will help to provide continued support for our electively home educated families and</p>

	demonstrate a clear understanding on how the Council can ensure safeguarding for all children.
Financial Cost	There are no direct cost implications arising from this report.
Relevant Policy Overview Committee	Residents, Education and Environmental Services Policy Overview Committee.
Relevant Ward(s)	All

RECOMMENDATIONS

That the Cabinet:

- 1. Notes that a consultation exercise was undertaken by the Council in relation to the draft Elective Home Education Policy but that no responses were received from the consultees.**
- 2. Notes the comments made by the Residents, Education and Environmental Services Policy Overview Committee in respect of the draft Policy.**
- 3. Agrees to implement the revised Elective Home Education Policy which incorporates the comments of the Residents, Education and Environmental Services Policy Overview Committee.**

Reasons for recommendation

The aim of the review was to update the existing policy which was determined in 2012. When reviewing the Council's Elective Home Education Policy, particular attention was made to examine the balance of both safeguarding issues and the rights of parents who choose to home educate their children, and to update processes in-line with the latest guidance released by the Department for Education in April 2019.

The Elective Home Education Policy is a valuable document in supporting those parents that choose to home educate. The outcomes of the review will offer the prospect of developing the relationship with parents that home educate.

The Department for Education released a new publication for the Elective Home Education Departmental Guidance for Local authorities and Elective Home Education Departmental Guidance for Parents in April 2019.

These publications have been used to update Hillingdon's EHE policy.

Hillingdon Council has experienced a significant increase in elective home education as a direct result of Covid-19. It is vital that the Council has an Elective Home Education Policy that is current and fit for purpose.

Every child has the right to a high-quality education in a safe learning environment and Local Authorities have a duty to establish whether suitable education is being provided to protect this right.

Should the proposals in this report be agreed, Hillingdon Council can ensure that it effectively balances both safeguarding issues and the rights of parents who choose to home educate their children

Despite being well publicised, the consultation received zero responses from members of the public.

However, Hillingdon's Residents, Education & Environmental Services Policy Overview Committee provided useful feedback and the comments have been reviewed and incorporated where legally possible.

The zero response to the consultation indicates that there are no objections for updating the policy with all proposals set out in the consultation documents.

The proposed policy has been attached as appendix 1.

Alternative options considered / risk management

None. The proposals presented in this report are intended to be reasonable, clear, objective, procedurally fair and comply with all relevant legislation.

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

- a) Retain the current policy by not approving the proposed changes to Hillingdon's Elective Home Education Policy.
- b) Amend the proposals by approving partial changes to the admissions arrangement proposal, A-C.
 - A. Changes to the layout and continuity of the policy.
 - B. Proposal for dedicated Social Care involvement and support, when a child has an open referral to the social care service
 - C. Introduction of a flow chart, showing the process followed by the EHE officer once receiving notification of a family wanting to home educate their children.

Policy Overview Committee Comments

The Residents, Education and Environmental Services Policy Overview Committee met on 27 January 2021 and considered the draft policy from Cabinet.

Feedback was raised regarding the need to capture the details of children who are electively home educated that may have moved into the area and have not contacted education services.

Officers informed the Committee that an Education Safeguarding Task and Finish Group has been established by officers to enhance partnership working that will focus on any potential 'gaps' in safeguarding that can occur with EHE.

The group has been established as the Local Authority wish to strengthen process with partner agencies to ensure all parties have robust policies and procedures in place to enable them to meet their duty in relation to children who are electively home educated.

For some children being home educated or accessing other provisions may be the right decision for them and when this takes place in a suitable and safe environment this is likely to not be of concern. The aim of the task and finish group is to consider where this might not be the case. This includes children listed as being home educated but where this may not be suitable or where they may be attending unregulated educational provisions of concern as well as children who are missing from education altogether.

The Committee asked that the policy be written with gender being references as neutral instead of references to the masculine term of 'he' as per the Department for Education style. Specifically, one Committee member asked that the footnote on page 4 (below in italics) of the proposed policy was not gender sensitive and could be interpreted as legal jargon. A request for a plain definition of what a parent is would be preferred.

The term "parent", unless the context otherwise requires, in relation to a child or young person, includes any person - (a) who is not a parent of his but who has parental responsibility for him, or (b) who has care of him, except that in [section 499(8), Education Act 1996] it only includes such a person if he is an individual.

Feedback on the new flow chart was positive but small amendments were sought from the Committee. These amendments were to the section where the Headteacher following discussions with the parent/guardian completes a notification form and submits it to the Local Authority. It was discussed that a change could be made to include 'Headteacher/Senior Leader/Designated Safeguarding Lead. This change will allow parents the opportunity to have discussions with alternative school officers if it is not deemed appropriate for a discussion with a Headteacher.

It was also noted that the flow chart should consider that not everybody comes into EHE via the route of removal from a school roll. Instead, families may move into the area from abroad etc. which should be captured in the flow chart. Officers have amended the flowchart to capture alternative starting points.

The Committee asked that the introduction section of the policy should incorporate useful guidance and contact information for families considering the decision to home educate their children. This information has now been referenced in the policy at the start of the process when parents are considering the idea to allow an informed decision to be made.

SUPPORTING INFORMATION

Background

The purpose of the Elective Home Education policy is to clearly set out the Council's responsibilities and involvement with families that choose to provide elective home education for their children.

There is no legislation that deals with home education as a specific approach. However, Section 7 of the Education Act 1996 provides that:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable -

- (a) to his age, ability and aptitude, and
 - (b) to any special educational needs he may have,
- either by regular attendance at school or otherwise.

Elective home education is a form of 'education otherwise than at school' and this piece of legislation is the basis for the obligations of parents. It is also the starting point for local authorities' involvement.

The review by officers considered the following areas:

- A. Changes to the layout and continuity of the policy.
 - B. Proposal for dedicated Social Care involvement and support, when a child has an open referral to their service.
 - C. Introduction of a flow chart, showing the process followed by the EHE officer once receiving notification of a family wanting to home educate their children.
1. Cabinet agreed in November 2020 for the proposed changes to the Elective Home Education Policy to be subject to consultation for a six week period. The consultation targeted parents/guardians who the Council are aware of as providing elective home education for their child/children, seeking their views on the changes to the policy. There are no statutory guidelines to determine the timescale of the consultation however the process was designed to allow sufficient time for the EHE community to respond.
 2. In summary, the proposals were:
 - Proposal A - Layout of the policy - To remove repetitive sentences and ensure that the policy is clear, effective, parent focused and to avoid misinterpretation.
 - Proposal B- To provide information on dedicated social care involvement and support, when a child has an open referral to their service - The amended policy will include the School Placement and Admissions team process to follow when safeguarding concerns are raised regarding a child who is receiving elective home education.
 - Proposal C - Introduction of a flowchart - To include a flowchart in the policy of the proposed procedure. This will provide clear guidance/steps that will be taken by the Local Authority when a parent makes the decision that they would like to provide elective home education for their child and cease their attendance in a school setting.

An inclusive consultation programme has subsequently been delivered, including the following elements:

- Known EHE families were written to at the beginning of the consultation period giving information on the consultation and how to respond.
 - Families who subscribe to Hillingdon's termly newsletter were reminded of the consultation and deadline in December. This information remained available on Hillingdon's dedicated EHE webpage throughout December.
 - All Hillingdon schools were notified and encouraged to respond.
3. The consultation was widely advertised to Hillingdon's known EHE community with 388 parents/carers written to. This had the potential to receive significant responses given the higher number of families contacted. Given the null response and the high number of potential consultees it is assumed that there is consensus to implement the proposals.

Financial Implications

There are no direct financial implications arising from the recommendations set out in this report.

RESIDENT BENEFIT & CONSULTATION

The benefit or impact upon Hillingdon residents, service users and communities?

The proposals set out ensure that the policy is clear, effective, parent focused and misinterpretation cannot be made.

Consultation carried out or required

The proposal was consulted on for six weeks from 16 November to 27 December 2020. There are no statutory guidelines to determine the timescale of the consultation. Sufficient time was allowed for the EHE community to respond.

The consultation targeted parents/guardians who the council are aware of as providing elective home education for their child/children, seeking their views on the changes to the policy.

The draft policy was also presented to the Residents,' Education and Environmental Services Policy Overview Committee in January 2021 and feedback has been incorporated into the final version of the proposed policy.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance has reviewed the report and concur with the Financial Implications set out above, noting that there are no financial implications arising from the report recommendations.

Legal

The Department for Education issued guidance for local authorities in relation to elective home education in April 2019. The status of the guidance is that it is non-statutory which means that it does not have the force of law as such. Nevertheless, it is a helpful and informative document which sets out good practice and principles which it is in the interests of the Council to follow.

The Council carried out a six-week consultation exercise in relation to the draft Elective Home Education Policy but as is indicated in the body of the report, no responses were received from the consultees. In the circumstances, it is lawful for Cabinet to agree to implement the Policy.

The Residents, Education and Environmental Services Policy Overview Committee was given an opportunity to comment on the draft Policy and its comments have been incorporated into the final version of the Policy.

There are no other legal implications arising from the report.

Comments from other relevant service areas

In line with Public Sector Equality Duties officers have taken due regard to this duty in the context of revising its Elective Home Education Policy. It was not deemed necessary to complete an equality impact assessment as there are no material changes that impact on equality.

In the absence of any comments/responses from residents to the consultation exercise there were no responses to analyse.

This proposed policy has been written in conjunction with the Head of Safeguarding for Hillingdon Council.

BACKGROUND PAPERS

The Department for Education released a new Publication of the Elective Home Education Departmental Guidance for Local authorities and Elective Home Education Departmental Guidance for Parents in April 2019. [A link is available here](#) or upon request to Democratic Services.

November 2020 Cabinet report: [Hillingdon's Elective Home Education Policy](#)  PDF 113 KB



HILLINGDON
LONDON

ELECTIVE HOME EDUCATION

**London Borough of Hillingdon Policy -
DRAFT**

**Created 2012
Revised 2021**

Policy Page 1

This policy was approved by Hillingdon Cabinet in February 2021.

Minor updates regarding job roles, documentation links, contact details, further information etc have been made to update this policy document in February 2021 to ensure the policy remains up to date and accurate.

The policy will be reviewed in Spring 2022.

Parents should give serious consideration to a decision to provide elective home education as it is a large undertaking. Hillingdon Council can provide advice for parents considering or undertaking elective home education via the following contact details:

London Borough of Hillingdon nominated EHE Officer

Address: School Placement and Admissions Team
4E/09 Civic Centre
High Street
Uxbridge
UB8 1UW

Website: www.hillingdon.gov.uk/ehe

E-mail: ehe@hillingsdon.gov.uk

Telephone: 01895 558670

**London Borough of Hillingdon
ELECTIVE HOME EDUCATION**

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London Borough of Hillingdon ELECTIVE HOME EDUCATION

1. Introduction

Hillingdon Council recognises that education is a fundamental right for every child and aims to work in partnership with parents who electively home educate and support their right to do so.

It believes that parents are the prime educator of their child within or outside the schooling system.

Whilst the local authority encourages parents to enrol their child at school, they also recognise that parents have an equal right to educate their child at home. The local authority wishes to work with parents who home educate in order to ensure that those children are provided with efficient, full-time education suitable to their age, ability and aptitude and to any special educational needs which they might have. It also wishes to ensure that parents who choose to electively home educate their children, do so for the right reasons.

1.1 Elective Home Education (EHE) is the term used by the Department for Education (DfE) to describe the education provided by parents¹ at home, rather than providing education for their children by sending them to school. This is different to home tuition provided by a Local Authority or education provided by a Local Authority other than at a school. It is recognised that parents may choose home education for a variety of reasons.

1.2 This document sets out our recently reviewed policy and procedures to enable London Borough of Hillingdon (LBH) to comply with its duties towards children and young people living in Hillingdon whose parents have elected to educate them otherwise than at school. It is published for parents, schools, and other agencies with an interest in elective home education.

2. Policy Statement

The DfE “Elective Home Education Guidelines for Local Authorities”, published in April 2019, emphasises the importance of Local Authorities building effective relationships with home educators that function to safeguard the educational interests of children and young people: relationships that are rooted in genuine mutual understanding, trust, and respect.

¹ 1 The term “parent”, unless the context otherwise requires, in relation to a child or young person, includes any person - (a) who is not a parent of his but who has parental responsibility for him, or (b) who has care of him, except that in [section 499(8), Education Act 1996] it only includes such a person if he is an individual.

This revised policy seeks to promote a positive relationship with parents who home educate by establishing mutual understanding, trust and respect and provide a means to effectively protect the educational and safeguarding the educational interests of children being electively home educated where vulnerabilities are identified.

3. The Law relating to Elective Home Education

3.1 The definition within section 7 of the Education Act 1996 provides that " The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable- (a) to his age, ability and aptitude, and (b) to any special educational needs he may have, either by regular attendance at school or otherwise."

3.2 There is no legal definition of what constitutes a "full-time" education. Measurement of "contact time" in this way is not relevant in the context of elective home education, where the child often has continuous one to one contact with the educator and the types of educational activity which the child follows may be varied and flexible. Article 2 of Protocol 1 of the European Convention on Human Rights states that:

No person shall be denied the right to education. In the exercise of any functions which it assumes in relation to education and to teaching, the State shall respect the right of parents to ensure such education and teaching is in conformity with their own religious and philosophical convictions.

3.3 Compulsory school age begins on the next prescribed day following a child's fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March, and 31 August each year. A child continues to be of compulsory school age until the last Friday of June in the school year that they reach the age of sixteen.

4. Reasons for Elective Home Education

4.1 Parents may opt for home education for various reasons. The reasons should not, in themselves, have a bearing on Hillingdon Council's treatment of home-educating families since the local authority's primary interest lies in how well the parents are providing education for their children at home and not their reason for doing so. The following reasons for home-educating are common but by no means exhaustive:

- Ideological or philosophical views which favour home education, or wishing to provide education which has a different basis to that normally found in schools
- Religious or cultural beliefs, and a wish to ensure that the child's education

is aligned with these

- Dissatisfaction with the school system, or the school(s) at which a place is available
- Bullying of the child at school
- Health reasons, particularly mental health of the child
- As a short term intervention for a particular reason
- A child's unwillingness or inability to go to school, including school phobia
- Special educational needs, or a perceived lack of suitable provision in the school system for those needs
- Disputes with a school over the education, special needs, or behaviour of the child, in some cases resulting in 'off-rolling'² or exclusion
- Familial reasons which have nothing to do with schools or education (eg using older children educated at home as carers)
- As a stop-gap whilst awaiting a place at a school other than the one allocated

4.2 These various reasons for undertaking home education are not mutually exclusive. For some children, several of these factors might apply. When local authorities engage with home-educating families they should take into account the context of individual situations.

4.3 When a parent offers an account of their dissatisfaction with the public system of education provision, Hillingdon Council may wish to use this information as part of its ongoing supervision of specific problems in certain areas.

5. Parental Rights, Responsibilities and Considerations

5.1 Parents have a legal right to educate their child at home and are not required to have any qualifications or training to provide their children with a suitable education. The 1996 Education Act makes clear that it is a parent's duty to ensure his/her child receives a suitable education in accordance with section 7. In addition, the Act provides that, generally, children are to be educated in accordance with the wishes of their parents.

5.2 Parents are not required to inform Hillingdon that they intend to elect or have elected to home educate. They are not required to seek approval from the Local Authority, unless the child has an Education Health Care Plan and attends a special school.

5.3 Parents whose child is enrolled at a school are advised to write to the Headteacher to inform them that they elect to home educate, unless:

a) the school is a special school named on the child's Education, Health & Care

² Used in this document to refer to instances where a child is withdrawn from a school by the parent as a result of pressure from the school rather than it being a purely voluntary decision.

Plan, in which case parents are required to seek approval from Hillingdon's SEN team first.

b) where a child is enrolled at a school in accordance with a school attendance order when the authority must revoke the order (or amend it to replace the school with a different school) before the child can be removed from the roll.

Parents whose child is not enrolled at a school have no obligation to inform Hillingdon that they are home educating their child, however the Local Authority encourages contact with all home educating families and may make enquiries with the parents.

5.4 Although parents must provide education in accordance with section 7, (see paragraph 3.1 above), the type of educational activity can be varied and flexible.

Recommendations parents may consider, but are not required to:

- teach the National Curriculum
- have a timetable
- have premises equipped to any particular standard
- set hours during which education will take place
- have any specific qualifications
- make detailed plans in advance
- observe school hours, days, or terms
- give formal lessons
- mark work completed by their child
- formally assess progress or set development objectives
- reproduce school type peer group socialisation
- match school based, age specific standards

5.5 Parents may arrange for other people to tutor their child, though parents themselves continue to be responsible for the education provided. It is strongly recommended that parents ensure that such people are qualified and suitable, including Disclosure and Barring Service (DBS) checks.

5.6 Parents who elect to home-educate assume full financial responsibility for their child's education, including the costs of private tuition, courses, and public examinations. However, colleges can claim the cost of course fees directly from the Education Skills Funding Agency on an individual basis for home educated young people under 16 when parents and colleges are able to reach suitable individual arrangements. These individual arrangements are not brokered through the Local Authority but directly between parents and colleges.

6. Hillingdon Council's Responsibilities

Hillingdon Council supports and encourages parents who opt to educate their child at home.

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6.1 LBH has a statutory duty, under section 436A of the Education Act 1996 to make arrangements to enable them to establish (so far as it is possible) the identities of children in their area who are not receiving a suitable education. This duty applies to all children of compulsory school age who are not on a school roll and do not appear to be receiving a suitable education otherwise than being at school. The local authority may make informal enquiries of home educating parents so that it can be satisfied that the child is receiving a suitable education that demonstrates progress. There is no prescriptive or single method by which parents can provide this information, but parents may provide samples of work completed by the child or request a home visit or a meeting at a mutually convenient and neutral location. DfE guidelines make it clear that where parents do not provide this information or agree to a visit/meeting, the local authority is entitled to conclude from the absence of any response or any other information that it appears that a child is not receiving a suitable education.
(Para. 6.10 DfE Elective Home Education)

6.2 It is appropriate that parents and children choose a type of education that is right for them. It is equally important that EHE officers understand and are supportive of many differing approaches or "ways of educating" which are all feasible and legally valid. The role of the EHE Team is to respond to concerns that a child is not receiving suitable education for his or her age, ability and aptitude and, where appropriate, provide support and information for parents. It is not the role of the EHE Team to tell parents how to educate their children.

6.3 A further statutory duty exists, which requires LBH to serve a formal notice under section 437 of the Education Act 1996 if it appears that a child of compulsory school age is not receiving a suitable education. The formal notice requires the parent to satisfy that the child is in fact receiving suitable education. If the Local Authority does not accept the evidence and is not satisfied that the child is receiving a suitable education, it has the power to commence the statutory process for the issue of a School Attendance Order ('SAO') requiring the parent to register the child at a named school.

6.4 The Local Authority has no legal power or duty to monitor home education on a routine basis although the local authority will make enquiries if it is not clear that a child is receiving suitable education. The Local Authority sees its role in relation to home education as part of its wider responsibilities, including safeguarding, to all the children in its area.

7. Responsibilities of Schools in Hillingdon

7.1 There is no legal requirement for parents to discuss home education with the school, however if a parent does approach the school to discuss the possibility of home educating, LBH expects the school to respond positively and constructively. If parents are considering home education because of a dispute

with the school, the LA expects the school to take all necessary steps to resolve the issue. The school should signpost the parent to the EHE service for further advice and guidance to enable them to make an informed choice. Schools response to parent's requests to EHE is likely to be scrutinised by the LA.

7.2 Departmental guidance for local authorities April 2019 (10.4) make it explicit that:

'Schools should not seek to persuade parents to educate their children at home as a way of avoiding an exclusion or because the child has a poor attendance record. In the case of exclusion, they must follow the relevant legislation and have regard to the statutory guidance. If the pupil has a poor attendance record, the school and, if appropriate, local authority should seek to address the issues behind the absenteeism and use the other remedies available to them.'

The LA will contact electively home-educating parents who remove their child from a school roll. If it is found that a parent has been 'encouraged' by a school to remove their child from roll for the purposes of elective home education, this will be challenged, and the child reinstated on roll when appropriate with parental consent, whether the vacant place has been filled or not.

Hillingdon's Fair Access Protocol recognises children who are electively home educated where home education is judged to have failed in the view of the Local Authority. These pupils will be placed back at their previous school (where applicable i.e. not inclusive of primary/secondary transfer or out borough schools).

Following placement by the Fair Access Panel a meeting will need to be convened with the school, parent and child to determine the best way forward to reintegrate the pupil into mainstream school. This may result in the pupil immediately being put forward for a Managed Move to another Hillingdon school.

This procedure will ensure that schools have continued oversight of the pupils' education until (where appropriate) another school takes responsibility for the pupil.

7.3 When a school receives formal, written notice from a parent that a child is being withdrawn from school in order to be home-educated and the child has ceased to attend the school, the Headteacher should ensure that the pupil's name is removed promptly from the admissions register in accordance with the Education (Pupil Registration) (England) (Amendment) Regulations 2016. Section 5, paragraph 6:

"where the name of a pupil is to be deleted from the admission register, the proprietor must make a return to the local authority for that pupil as soon as the ground for deletion under regulation 8 is met in relation to that pupil, and in any event no later than the time at which the pupil's name is deleted from the

register.”

7.4 Under the Pupil Registration Regulations (2006), the school is required to deregister the child or young person upon receipt of the parent letter and inform the child or young person's home Local Authority (LA). In order to promote the recommendations made by the Children's Commissioners report 'Skipping School: Invisible Children and Ofsted's research 'Moving to home education in secondary schools', the Local Authority feel it would be good practice for schools to temporarily keep a pupil on roll for 5 school days following notification from parent to home educate. This will allow time for a Local Authority officer to process the request and attempt to engage the family further to seek a resolution (if necessary) before removal from roll.

During the 5 school days schools can record the pupil as an authorised absence under Code C. After this time, if it is agreed that the pupil will become deregistered then schools will be able to back date the attendance to the date specified by parents.

7.5 The school is responsible for raising any safeguarding concerns relating to a child directly with LBH's Children's Services. Home Education is not, in itself, a safeguarding concern.

7.6 The school must retain the child's school file. However they may wish to offer parents with either previous classwork or a summary of the curriculum followed to date (and possibly the future curriculum plan). This will assist the parent with their planning for home education. The parent may decide to ignore this documentation hence their reason to EHE as they may have dissatisfaction with the education system. However, this will be a useful tool for some.

8. Hillingdon Council's EHE Procedures

8.1 Administration

Within 5 school days of confirmation from a school or directly from a parent that a child is being home educated, Hillingdon Local Authority will:

Contact the parent to discuss reason/s for home education

Update the pupil record to reflect home education.

Upload the Parents withdrawal letter (clearly stating they have elected to home educate their child).

Inform any Local Authority professionals who are working with the family of the change in education circumstances

Send a letter acknowledging the parent's intention to Home Educate, introducing

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the parent to the EHE Officer, useful information, and website links.

A copy of the 'Elective Home Education - Information for Parents' document.

An outline plan to support parent(s) in the beginning stages of planning their child's home education and to help the LA to better understand the diversity of EHE across Hillingdon. Requesting that this is completed, providing some basic information about how parent(s) are planning to home educate.

The team will collate data which will identify any trends or patterns regarding children who are removed from a school roll to home educate and highlight any perceived unlawful practices by schools and report to the Headteacher in the first instance, and collectively in the Annual Report to the Schools Adjudicator.

8.2 EHE Officer – Contact

The EHE Officer will make contact with the parent within 5 school days to offer an initial discussion regarding the proposed plan for the child's education at home and signpost parents to resources and local groups.

The aim of the discussion will be to initiate a positive and constructive relationship with parents. Parents may exercise their right not to allow the Local Authority access to the home, the child, or the child's work.

DfE guidance for local authorities April 19 (6.6) states:

'Parents are under no duty to respond to such enquiries, but if a parent does not respond, or responds without providing any information about the child's education, then it will normally be justifiable for the authority to conclude that the child does not appear to be receiving suitable education and it should not hesitate to do so and take the necessary consequent steps. This is confirmed by relevant case law.'

Please also refer to paragraph 6.1 of the policy and reference to 6.10 of the DfE guidance.

Parents are not obliged to accept a visit from the LA, however they are encouraged to do so, and a meeting can be held at a mutually convenient time and place if the family prefers not to hold the visit in their home.

8.3 Following a visit, the EHE Officer will:

- Send a copy of the visit record to the parent, allowing them the opportunity to ratify/amend the summary before it goes on file and update the case record.
- Send the completed visit record to the SEND case officer and/or Social Worker (where appropriate).

8.4 The frequency and format of meetings will be determined by factors such as the EHE Officer or the parent identifying concerns about the child's progress and education. Where education is suitable the EHE Officer and parent/s will agree on future contact.

9. Where formal notice is required:

Where no other information suggests that the child is being suitably educated, because there is no information provided, and where the parents have refused to respond to the LA, the only conclusion which an authority can reasonably come to, is that the home education does not appear to be suitable.

9.1 Where it appears to the EHE Officer that a suitable education is not taking place, reasonable steps to resolve the situation will be taken by LBH before the SAO statutory process is commenced:

- An evidence request letter will be sent to the parents, asking them to outline the education being provided to their child. This will allow us to be able to assess the level of education being provided.
- If any concerns about the efficiency or suitability of the education being provided to a child is identified the EHE officer will discuss these with the parents/carers with a view to providing help in improving the provision in the best interests of the child. We may ask for a further meeting to discuss the work or to visit your child to see the education in practise. Such discussions will be conducted in the spirit of respect and partnership working to seek an outcome satisfactory to all, particularly the child.
- These discussions should be agreed with the parent and confirmed in writing within the EHE Officer's case record. Parents must satisfy the Council that their child is receiving education suitable to his/her age, ability and aptitude and to any special educational needs he/she may have.
- A referral to our Children's Services team will be offered to help support the family when needed or at any time when there are concerns that the child may be at risk of harm or other safeguarding concerns are identified.
- After the agreed timescale for improvement, if the education is still believed to be unsuitable, the EHE officer & the Participation team will issue a formal notice under section 437 of the Education Act 1996. If Hillingdon Council continues to be dissatisfied with the education being provided, the statutory process for issuing a School Attendance Order (SAO) will commence.

This notice indicates the LA's intention to formally order the parent to register the child at a school. It will identify school(s) the LA deems suitable and allow the parent 15 days to respond. If the parent does not respond, or does not make

satisfactory arrangements elsewhere, the Local Authority may issue a SAO in accordance with its stated intention.

Failure to comply with a SAO is a criminal offence for which the parent(s) can be issued with a penalty notice or prosecuted in the Magistrates' Court.

9.2 At any stage following the issue of a SAO, parents may present evidence to the Local Authority that they are now providing suitable education and apply to have the Order revoked. If this is refused, parents can choose to refer the matter to the Secretary of State for Education. If as a last resort, the Local Authority prosecutes parents for failure to comply with a SAO, the parents may be acquitted if they can prove that the child was receiving a suitable education otherwise than at school at the time of the offence. If the parents are acquitted, the court may direct that the SAO shall cease to be in force.

9.3 An Order continues to be in force for as long as the child is of compulsory school age. If there is a continued failure to register the child, the local authority Participation Team have the option of referring to Social Care using an Inter-Agency Referral form. In exceptional circumstances, the case may be taken to the Family Proceedings Court instead of the Magistrates Court where an application can be made for an Education Supervision Order (ESO - under Section 36(5)a of the Children Act 1989). Where an ESO is in force with respect to a child, the duties of the child's parents under section 7 and 444 of the Education Act 1996 (duties to secure education of children and to secure regular attendance of registered pupils) are superseded by their duty to comply with any directions in force under the ESO.

9.4 If it transpires information has been deliberately withheld from the LA, and the parent is easily able to satisfy the court. LBH will 'seek legal advice about the prospect of obtaining a costs order against a successful defendant on the basis that the prosecution would have been unnecessary if not for the defendants' unreasonable conduct'.

In cases where the EHE Officer is unable to contact a family, the record will be closed to EHE and opened as a CME. This role discharges the Local Authority's duty to children missing education.

10. Elective Home Education and Safeguarding

10.1 The welfare and protection of all children, both those who attend school and those who are educated at home, is of paramount concern and the responsibility of the whole community. Section 175 of the Education Act 2002 imposes a duty on the Local Authority to make arrangements for ensuring that the functions conferred on them are exercised with a view to safeguarding and promoting the welfare of all children resident in Hillingdon.

10.2 A situation in which a child is not receiving a suitable full-time education

requires action by a local authority under education law, as described above. But it is important to bear in mind that unsuitable or inadequate education can also impair a child's intellectual, emotional, social, or behavioural development, and may therefore bring child protection duties into play. This will depend on the facts of the case, but local authorities should consider whether they ought to take action under safeguarding law, especially where the steps described above have not been, or seem unlikely to be, sufficient to address a risk to a child's welfare

10.3 Sections 10 and 11 of the Children Act 2004 give local authorities general duties for promoting the well-being and (in relation to their non-education functions) safeguarding and promoting the welfare of children in their areas. This includes children educated at home as well as those attending school. Section 175 of the Education Act 2002 requires authorities to make arrangements for ensuring that their education functions are exercised with a view to safeguarding and promoting children's welfare. Therefore the general duties of local authorities in relation to safeguarding are the same for all children, however they are educated. Social services teams in local authorities and those dealing with home education should take steps to ensure that relevant information on individual children is shared.

10.4 There is no proven correlation between home education and safeguarding risk. In some serious cases of neglect or abuse in recent years, the child concerned has been home educated but that has not usually been a causative factor and the child has normally been known anyway to the relevant local authority. However, a child being educated at home is not necessarily being seen on a regular basis by professionals such as teachers and this logically increases the chances that any parents who set out to use home education to avoid independent oversight may be more successful by doing so. Several recent Serious Case Reviews have illustrated this. However, safeguarding is not simply a matter which arises in relation to the family. Some parents who educate at home believe that by doing so, they are safeguarding the child from risk in the school system (e.g. through serious bullying).

10.5 A failure to provide suitable education is capable of satisfying the threshold requirement contained in s.31 of the Children Act 1989 that the child is suffering or is likely to suffer significant harm. 'Harm' can include the impairment of health or development, which means physical, intellectual, emotional, social, or behavioural development, so the provision of unsuitable education clearly can amount to this. The causing of significant harm need not be intentional or deliberate, but case law¹¹ indicates that it must be 'considerable, noteworthy or important'. This is a key point for local authorities in considering whether the use of safeguarding powers is appropriate in a case relating to the home education of a specific child. However, local authority staff should be clear that when the use of safeguarding powers is justified, they should be used.

10.6 The School Placement and Admissions Team works closely with Hillingdon Safeguarding Children Partnership and Children's Services to safeguard and promote the welfare of children and, in the event of any concerns about the

welfare of a home educated child, initiate, and follow established procedures.

10.7 Hillingdon also provides an annual professional briefing sheet to heads of service to distribute to staff who work with children and families who are home educating - providing further guidance and support.

10.8 Hillingdon acknowledge that parents can declare to EHE at any time; however it considers that where a child is made subject to a Child Protection plan, is already subject to a child protection plan, or is child in need of support under Section 17 of Children's Act '89, the conference chair will make clear that if the parent/carer has already declared EHE, or states an intention to do so, the risk will be re-considered in light of this information with the likelihood that the child is considered unsafe as a consequence.

On receipt of a declaration to EHE, the Child Protection Advisor (CPA) or the CIN Review Chair (usually the allocated Social Worker) will be immediately required to consider how the new arrangement will impact on the child, how the existing plan needs to be changed or amended to reflect the new situation and what is the role of various parties involved in the plan, including the young people and their families.

Whether the provision of unsuitable education does amount to significant harm must always depend on the particular circumstances of the child, and whether those circumstances mean that the child's intellectual and social development are being, or are likely to be, significantly impaired. Case law does provide examples where lack of suitable education has amounted to significant harm. (e S(A Minor) (Care Order: Education) [1978] QB 120 and Re O (A Minor) (Care Proceedings: Education) [1992] 1 WLR 912) Although some cases will be relatively clear-cut (for example if a child was being provided with no education at all for months), in other cases a local authority may need expert advice from teachers or educational psychologists, preferably those with some familiarity with educational approaches which are wider than conventional schooling. When this is the case, relevant professionals will be involved in these discussions.

The forum that will review the impact can be a CIN meeting, a Core Group, a Strategy Discussion/Section 47 Enquiry or a Child Protection conference, depending on the individual circumstances. Although each situation is different and each child and family are unique, the review forums will always consider the impact of EHE on child's safeguarding. It will also look to address issues like:

- explore the likelihood of harm
- assess the changes in risk and support available
- assess the family's EHE plan alongside education experts
- consult with education experts including the previous school
- Amend the plan to reflect the necessary actions that need to be taken, which may include referral to Fair Access to identify a school place.

Where education provision is not immediately available, or the risk assessment indicates that EHE is acceptable, the above professionals and allocated social

worker will ensure that the plan will include regular checks by professionals to ensure that the child is safe whilst not in education and that annual visits from the EHE team will form part of any future agreement with the family should the family stopped being supported by a Social Worker

Where a child who is EHE does not have an allocated SW, the EHE service or the school may decide to make a referral to Children's Services and to complete an Early Help Assessment if they feel that the choice to educate the child at home will pose an increasing risk to the child or their welfare is impacted by this. As a result of the referral the family may be contacted by a Social Worker who will conduct a Child and Family Assessment and take appropriate action.

11. Support, Guidance and Resources provide by Hillingdon Council

11.1 Hillingdon Council embraces diversity and respects individual choice. The Local Authority recognises that parents of all educational, social, racial, religious, and ethnic backgrounds successfully educate children outside the school setting.

11.2 The EHE Officer will provide support in the form of:

1. Signposting parents to resources and services, discussing methods and philosophies, networking and advising on examinations.
2. Publishing information about EHE that is clear, accurate and sets out the legal position, roles, and responsibilities of both the Local Authority and parents.
3. Discussing the implications of EHE with parents before they make the decision to leave or enter the school system.
4. Producing and distributing accurate written records of meetings with home educating parents and children.
5. Promoting positive relationships with elective home education families based on mutual understanding, respect, and trust in order to safeguard the educational interest of children.
6. Referring to other agencies, such as Children's Social Services for support.
7. Seek to mediate between schools and potential EHE families when the relationship has broken down and parents feel obliged to withdraw their child.

12. Elective Home Education and Special Educational Needs in Hillingdon

Parents' right to educate their child at home applies equally where a child has an Education, Health and Care (EHC) plan. Parents of any child subject to the

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statutory provisions of an EHC Plan who are considering whether to make their own arrangements should discuss this with their child's school SENCO and or the named SEN Caseworker to ensure that they are fully aware of alternatives (amended provision and/or change of placement) and their SEN statutory rights of appeal.

Parents considering Elective Home Education may wish to familiarise themselves with paragraphs 10.30 to 10.38 of the SEND Code of Practice January 2015.

12.1 Parents' right to educate their child at home applies equally where a child has an Education, Health and Care (EHC) plan. Under Section 42 of the Children and Families Act (2014) the Local Authority is responsible for securing the specified special education provision within a child's Education Health and Care Plan, (EHCP), however this only applies if the child's parents have not arranged a suitable education in some other way. Therefore if the home education is suitable, the local authority has no duty to arrange any special educational provision for the child.

12.2 Where a child or young person is a registered pupil the parent must notify the school in writing that the child or young person is receiving education otherwise than at school and the school must then remove the pupil's name from the admission register. However, the school should be minded that while they are named on the EHCP section 66 of the Children and Families Act, imposes a duty on the appropriate authority to 'use its best endeavours to ensure that the special educational needs are met'.

If the school is a special school, the local authority must give consent for the child's name to be removed, but this should not be a lengthy or complex process. There is no provision in law for a 'trial period' of home education.

12.3 Where a child or young person is a registered pupil and the parent decides to home educate, schools should as good practice, call an early review as soon as they are aware the parent's intention.

The Local Authority has a duty to review Education, Health and Care (EHC) plans annually, following the procedures set out in the 'SEND code of practice: 0 to 25 years'. Annual Review meetings for electively home educated children will be convened and chaired by the SEN Casework Officer, parents are welcome to be present during the review, but they are not obliged to do so.

12.4 In order to assess whether home provision is suitable for the special education needs of the child, parents will be asked to provide information regarding the home education provision. The Local Authority will only be relieved of its duty to arrange the provision specified in the child's EHC plan if it is satisfied that the parents' arrangements are suitable.

12.5 If the Local Authority is satisfied with the parents' arrangements it will continue to have a duty to maintain and review the EHC plan annually until:

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it decides to cease the EHC plan; or the EHC plan is transferred to another Local Authority.

12.6 In cases where local authorities and parents agree that home education is the right provision for a child or young person with an EHC plan, the plan should make clear that the child or young person will be educated at home.

12.7 Where it appears to the Local Authority that a child is not receiving education suitable to age, ability and aptitude and SEN, the procedures set out in 8.1 will be followed. If the EHC plan remains in place, it will be maintained and reviewed annually and amended where appropriate.

12.8 A parent who is educating their child at home may ask the Local Authority to carry out a statutory assessment of their child's special educational needs and the Local Authority will consider the request within the same statutory timescales and in the same way as for all other requests.

13. Contact with parents and children

The frequency with which the EHE officer will contact parents to discuss their ongoing home education provision will vary depending on the individual circumstances of each family. It is for Hillingdon Council to decide how often to make contact with a family. However, the local authority will ordinarily make contact on an annual basis. Contact will normally be made by writing to the family to request an updated report or, if thought necessary, to seek a meeting. Parents are under no duty to respond to such enquiries, but if a parent does not respond, or responds without providing any information about the child's education, then it will normally be justifiable for the authority to conclude that the child does not appear to be receiving suitable education and it should not hesitate to do so and take the necessary consequent steps. When a parent responds, a written report will be made after such contact and copied to the family stating the strengths of provision and whether the EHE officer has any concerns about the education provision.

14. Acknowledging diversity

14.1 Parents' educational provision will reflect a diversity of approaches and interests. Some parents, especially those who have other children attending school, may wish to provide education in a formal and structured manner, following a traditional curriculum and using a fixed timetable that keeps to school hours and terms. Other parents may decide to make more informal provision that is responsive to the developing interests of their child. One approach is not necessarily any more efficient or effective than another. Although some parents may welcome general advice and suggestions about resources, methods and materials, Hillingdon Council will not specify a curriculum which parents must

follow.

14.2 Children learn in different ways and at different times and speeds. It is appreciated that parents and their children might require a period of adjustment before finding their preferred mode/s of learning. Parents are not required to have any qualifications or training to provide their children with an appropriate education. Their commitment to providing an efficient education that is suitable for their child may be demonstrated by them providing some indication of their objectives and resources.

15. Reviewing policies and procedures

15.1 Hillingdon Council will regularly review its elective home education policies so we can reflect current law and local circumstances, and are compatible with the published Department of Education's guidance. All reviews will be consulted with parents and members of the Hillingdon Safeguarding Children Partnership. In addition to these procedures and practices in relation to home education on a regular basis in consultation and partnership with parents to see if improvements can be made to further develop relationships and meet the needs of children and parents. Effective reviews, together with the sensitive handling of any complaints, will help to secure effective partnership. This policy will be reviewed annually as part of the regular cycle of review by the EHE officer and the Hillingdon Safeguarding Children Partnership. Exceptional review will take place in light of any changes in law or guidance.

15.2 Hillingdon Council's Complaints Procedure

Hillingdon deals with complaints which are education related but not usually about specific schools, such as the provision of the national curriculum, school admission appeals, exclusions, etc. To make a Schools complaints, following the procedure at <https://www.hillingdon.gov.uk/complaints>

16. Other Support

16.1 Flexi-schooling

Some children who are educated at home most of the time are also registered at school and attend school for part of the week – perhaps one day a week. The purpose of this is usually to ensure the provision in specific subjects is satisfactory, although it can also help in other ways such as socialisation. If a child is of compulsory school age he or she must, overall, be receiving full-time education even if components of it are part-time. Schools are not obliged to accept such arrangements if requested by parents. If they do, then time spent by children being educated at home should be authorised as absence in the usual way and marked in attendance registers accordingly. It is not appropriate to mark this time as 'approved off-site activity' as the school has no supervisory role in the child's education at such times and also has no responsibility for the welfare of the child while he or she is at home.

16.2 Hillingdon Council's role in supporting work experience

Child employment, work placements and work based learning

Children aged 13-16 can undertake light work as paid or unpaid employment. The type of work which is permitted can be found on Hillingdon Council's website, <https://archive.hillingdon.gov.uk/childworkpermit>. Included on the website are the details of the limitations to working and would apply to work placements. They are taken from Hillingdon's byelaws. The employer will need to apply for a Work Permit to Hillingdon Council and this will need to be agreed and signed by the parent. The employer will be required to carry out a risk assessment and has the responsibility for arranging any insurance cover needed and for ensuring the Health and Safety requirements are in place.

16.3 Children in entertainment

Parents may wish for their child to be involved in paid work in the theatre, in a film or television, in modelling or sporting activities. The person responsible for the production or performance must make an application for a Performance Licence to Hillingdon Council. Completed applications must be submitted no later than ten working days before the performance is scheduled to take place. Once an initial application is received and a licence issued, the child will be registered and provided with a unique reference number. Further information is available on Hillingdon Council's website under 'Children's Performance Licences' archive.hillingdon.gov.uk/article/26426/Childs-performance-licence.

16.4 Gypsy, Roma, and Traveller Children

Hillingdon Council has an understanding of and is sensitive to the distinct ethos and needs of Gypsy, Roma, and Traveller communities. It is important that these families who are educating their children at home are treated in the same way as any other families in that position. Home education should not be regarded as less appropriate than in other communities. When a Gypsy, Roma, and Traveller family with children of school age move into an area, they should be strongly encouraged to contact Hillingdon Council's School Placement and Admissions teams for help to access local educational settings if school places are desired.

Further guidance can be obtained from the DfE's report: [Improving the outcomes for Gypsy, Roma, and Traveller's pupils](#). The [Advisory Council for the Education of Romany and other Travellers](#) is another source of information.

Useful contacts

London Borough of Hillingdon nominated EHE Officer

Address: School Placement and Admissions Team
4E/09 Civic Centre
High Street
Uxbridge
UB8 1UW

Website: www.hillingdon.gov.uk/ehe

E-mail: ehe@hillingsdon.gov.uk

Telephone: 01895 558670

London Borough of Hillingdon Special Education Needs team

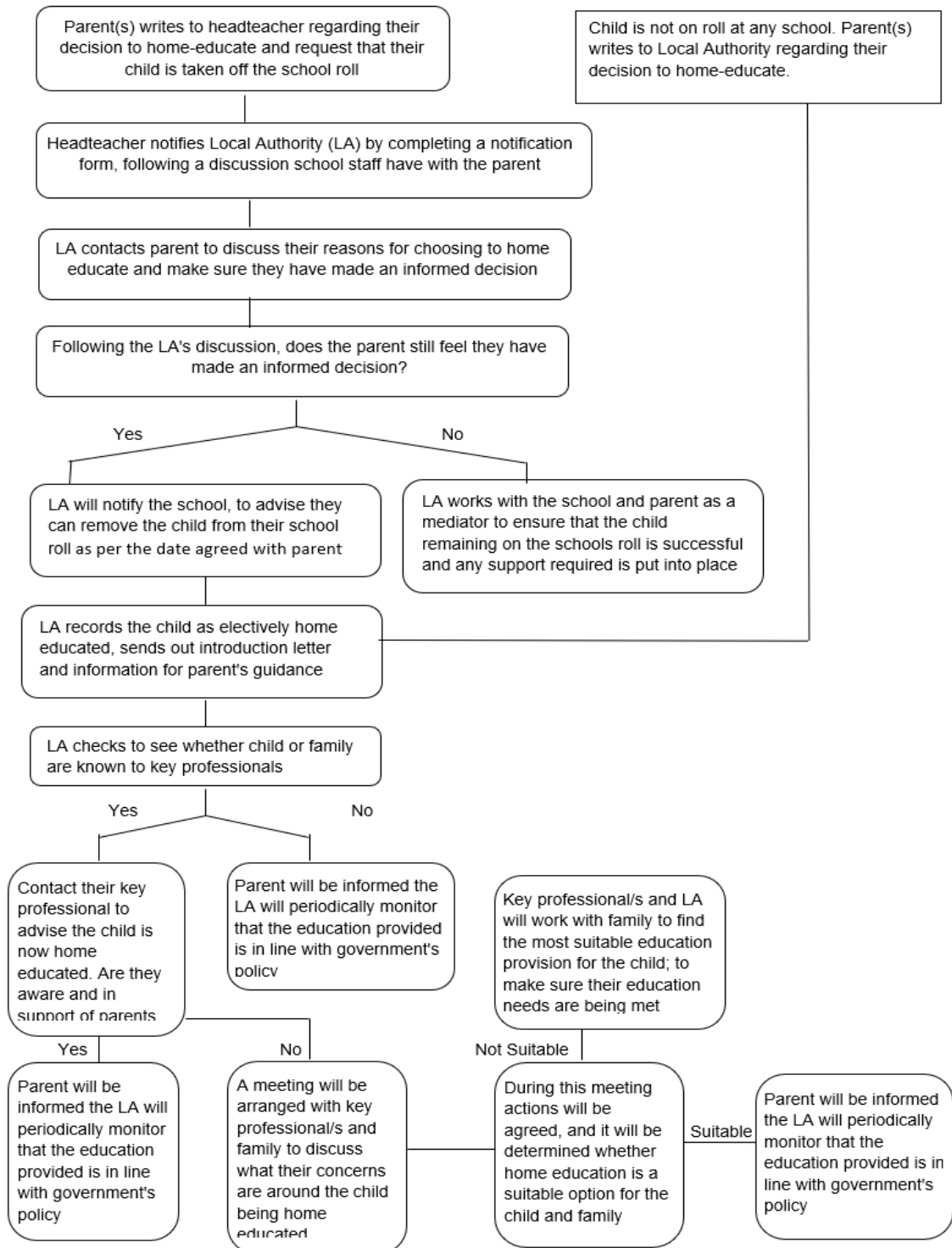
Address: Special Education Needs Team
4E/05 Civic Centre
High Street
Uxbridge
UB8 1UW

Email: senadmin@hillingsdon.gov.uk

Telephone: 01895 277088

There is an information document for parents available on Hillingdon Council's Elective Home Education webpage that provides an overview of our policy including website links and contact details that you may find useful.

Process of Elective Home Education



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Agenda Item 10

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Agenda Item 11

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Agenda Item 12

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