



HILLINGDON
LONDON



CABINET

To all Members of the Cabinet:

Date: THURSDAY, 18 APRIL 2024

Time: 7.00 PM

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

**Meeting
Details:** Members of the Public and
Media are welcome to attend
this meeting and observe the
public business discussed.

This meeting will also be
broadcast live on the
Council's YouTube Channel.

Ian Edwards, Leader of the Council
(Chair)

Jonathan Bianco, Deputy Leader of the
Council & Cabinet Member for Property,
Highways & Transport (Vice-Chair)

Martin Goddard, Cabinet Member for
Finance

Douglas Mills, Cabinet Member for
Corporate Services

Susan O'Brien, Cabinet Member for
Children, Families & Education

Jane Palmer, Cabinet Member for Health
& Social Care

Eddie Lavery, Cabinet Member for
Residents' Services

You can view the agenda
at www.hillingdon.gov.uk or use a smart
phone camera and scan the code below:



Published:

Wednesday, 10 April 2024

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Putting our residents first

Lloyd White
Head of Democratic Services
London Borough of Hillingdon,
Phase II, Civic Centre, High Street, Uxbridge, UB8 1UW

Useful information for residents and visitors

Watching & recording this meeting

You can watch the public part of this meeting on the Council's YouTube channel, live or archived after the meeting. Residents and the media are also welcome to attend in person, and if they wish, report on the public part of the meeting. Any individual or organisation may record or film proceedings as long as it does not disrupt proceedings.

Watch a **LIVE** broadcast of this meeting on the Council's YouTube Channel: *Hillingdon London*

Those attending should be aware that the Council will film and record proceedings for both official record and resident digital engagement in democracy.



It is recommended to give advance notice of filming to ensure any particular requirements can be met. The Council will provide seating areas for residents/public, high speed WiFi access to all attending and an area for the media to report. The officer shown on the front of this agenda should be contacted for further information and will be available to assist. When present in the room, silent mode should be enabled for all mobile devices.

Travel and parking

Bus routes 427, U1, U3, U4 and U7 all stop at the Civic Centre. Uxbridge underground station, with the Piccadilly and Metropolitan lines, is a short walk away. Limited parking is available at the Civic Centre. For details on availability and how to book a parking space, please contact Democratic Services.

Please enter via main reception and visit the security desk to sign-in and collect a visitors pass. You will then be directed to the Committee Room.

Accessibility

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Emergency procedures

If there is a FIRE, you will hear a continuous alarm. Please follow the signs to the nearest FIRE EXIT and assemble on the Civic Centre forecourt.

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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 April 2024 at 7pm in Committee Room 6, Civic Centre, Uxbridge

will be held partly in private and that 28 clear days public notice of this meeting has been given. The reason for this is because the private (Part 2) reports listed on the agenda for the meeting will contain 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 relevant Select 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 April 2024
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 - 22
- 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 Annual Education Standards Report 2022/23 (Cllr Susan O'Brien) 23 - 86
- 6 Counter-Fraud and Corporate related investigative policies (Cllr Martin Goddard) 87 - 158
- 7 School Organisation Plan (Cllr Susan O'Brien) 159 - 216
- 8 Monthly Council Budget Monitoring Report: Month 11 (Cllr Martin Goddard) 217 - 242
- 9 Public Preview of matters to be considered in private (All Cabinet Members) 243 - 246

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

- | | | |
|-----------|--|-----------|
| 10 | Fire Door Replacement Programme & Associated Works
(Cllr Jonathan Bianco) | 247 - 252 |
| 11 | Void [Empty] Property Repair Service (Cllr Jonathan Bianco) | 253 - 270 |

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.

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

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Minutes & Decisions

CABINET

Thursday, 21 March 2024

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



Decisions published on: 22 March 2023

Decisions come into effect from: 5pm 2 April 2024

Cabinet Members Present:

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

Members also Present:

Scott Farley
June Nelson
Stuart Mathers
Pete Curling
Sital Punja
Keith Burrows
Nick Denys

1. APOLOGIES FOR ABSENCE

All Cabinet Members were present.

2. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING

No interests were declared by Cabinet Members present.

3. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING

The decisions and minutes of the Cabinet meeting held on 15 February 2024 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

It was confirmed that the reports, as marked public and private on the agenda, would be considered as such. An additional private urgent item was also tabled to Cabinet.

5. REPORT FROM THE HEALTH & SOCIAL CARE SELECT COMMITTEE: REVIEW OF THE CAMHS REFERRAL PATHWAY

The Chair of the Health and Social Care Select Committee, Councillor Denys, presented the Committee's report into the Child and Adolescent Mental Health Services (CAMHS) referral pathway, which was warmly received by the Cabinet. Councillor Denys remarked that the Committee's report addressed the growing issue of children's mental health in England, noting a substantial rise in mental disorders in recent years. The report emphasised the importance of early intervention, as half of all mental health problems become apparent before the age of 15. He explained how the report focused on three areas for improvement:

- *Early Support: The report recommended a 'no wrong door' policy and better information sharing between practitioners to help families access support earlier.*
- *Communication: The report suggested improving communication about timelines and processes to help families manage expectations. It also recommended avoiding over-clinical language that can be confusing or distressing for families.*
- *Accountability: The report proposed creating a Parent and Young People's Board to hold the health service accountable, incorporating the voice of the child into all aspects of the service.*

Councillor Denys hoped the recommendations would make a positive difference in addressing children's mental health issues.

RESOLVED:

That Cabinet welcomes the review by the Health and Social Care Select Committee and acknowledges, appreciates and recognises the work that is already being undertaken across the Borough to improve services in Hillingdon to support children's mental health. Furthermore, Cabinet agrees the recommendations made by the Select Committee set out below to be referred to the relevant body:

SELECT COMMITTEE RECOMMENDATIONS:

- 1. That Cabinet ask the North West London Integrated Care Board (NWL ICB) to:**
 - a) provide a comprehensive action plan by 28 March 2024 detailing how and when the Thrive mapping strategy will be completed;**
 - b) complete and implement the Thrive mapping strategy by the end of January 2025;**
 - c) provide Hillingdon's Health and Social Care Select Committee with 6-monthly updates on the progress being made on implementing this action plan;**
 - d) initiate a "No Wrong Door" policy for parents / children and young people who seek support;**
 - e) ensure that all children and young people's services in Hillingdon are asked to adopt the Thrive philosophy/model to ensure there is "No Wrong Door" for children, young people and their families to access**

mental health and emotional wellbeing support, and that support is provided based on children and young people's needs and preferences; and

- f) consider how parents can be offered early support on how to navigate the system including the provision of information about where to get this support to schools and GPs (as they are often the first place parents go to).
2. That Cabinet ask that the Health and Wellbeing Board ensure that all commissioners of CYP mental health services are asked to include requirements in their service provider contracts that:
 - a) parents be given a realistic description of the assessment / treatment process, including estimated timelines and information on where they can direct their feedback if the expectations set are not met; and
 - b) all communications sent to parents be reviewed to make sure that the information and tone is sensitive to their situation, not overly medicalised and contains accurate information on other places they can look for support.
 3. That the Cabinet Member for Health and Social Care asks CAMHS to develop a service-user involvement strategy that provides opportunities for scrutiny and coproduction of services and includes the formation of a parents/Young People Board so that they can hold the organisation to account for the communications and service they provide.

Reasons for decision

Cabinet agreed the recommendations from the Committee's review for sending to the relevant bodies.

The Cabinet Member for Children, Families & Education thanked Councillor Denys and clarified that while the portfolio under discussion technically fell under Councillor Palmer's purview, it significantly overlapped with her own due to its focus on children and young people. The Cabinet Member stated how the report highlighted the alarming increase in the number referred to mental health services and was pleased that the Select Committee had bravely undertaken a review of the Referral Pathway, despite it not being directly within their domain. The Cabinet Member acknowledged that while the Council was not the provider of mental health services, it could still influence change through collaboration with partners. It was appreciated the Committee's recommendations included a 'no wrong door' policy to ensure children and families in Hillingdon could have better access to mental health services.

The Cabinet Member for Health and Social Care expressed her gratitude to the Committee for their diligent work on the report and acknowledged the report's excellence and bravery, emphasising the need for clear pathways to expedite mental health support for families and children. It was noted that the Committee voiced concern over the lengthy wait times of 12 to 18 weeks for people to receive help and that the report's recommendations should assist in providing a clearer understanding for residents of their expectations from the service. The Cabinet Member indicated,

as a member of the Health and Well-being Board and the local Integrated Care Board, she would ensure the implementation of these recommendations going forward.

The Leader of the Council thanked the Select Committee for their work, highlighting the value of the Council's select committees and their role as critical friends to partners and their collective effort in delivering public service outcomes.

Alternative options considered and rejected

Cabinet could have decided to reject some, or all, of the Select Committee's recommendations or pursued alternative routes by which to progress the objectives of the review.

Relevant Select Committee	Health and Social Care
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	These decisions can be called-in by 5pm, Tuesday 2 April 2024. However, the review and recommendations to Cabinet emanate from this select committee with their support.
Officer(s) to action	Nikki O'Halloran
Directorate	Democratic Services
Classification	Public <i>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.</i>

6. REPORT FROM THE PROPERTY, HIGHWAYS AND TRANSPORT SELECT COMMITTEE: ATTAINING BEST PRACTICE AND VALUE FOR THE COUNCIL'S HIGHWAYS RESURFACING ACTIVITIES

The Chair of the Property, Highways and Transport Select Committee, Councillor Burrows, presented the Committee's report into Attaining Best Practice and Value for the Council's Highways Resurfacing Activities, which was warmly received by the Cabinet. Councillor Burrows explained how the Committee's review was focussed on value, upholding best practice and quality in highways works. He set out how the Committee had engaged in evidence gathering sessions with senior Council officers, external partners, contractors, and the Cabinet Member, and that two themes had emerged around engagement and communication, and promoting green initiatives and cost-effectiveness, which had provided practical recommendations to Cabinet. The Chair expressed gratitude to those who contributed their time and expertise and acknowledged the shared commitment to invest in the Borough's highways and footways.

RESOLVED:

That Cabinet:

- 1) Welcomes the Select Committee's report and its insights and findings, which seek to support and enhance the delivery of Highways**

resurfacing and maintenance across the Borough, taking a broad assessment of existing procedures, new technologies, methods, materials and scheduling possibilities to obtain best value and service for residents.

- 2) Agrees to delegate decisions on taking forward the implementation of the Committee's specific recommendations to the Cabinet Member for Property, Highways and Transport, in conjunction with officers.

SELECT COMMITTEE RECOMMENDATIONS:

Engagement and Communication

- 1) To develop a standardised Highways Resurfacing response template for Members Enquiries, to include the reasoning behind the response, the scheduling of works and estimated timescales, or reasons why a timescale cannot be given.
- 2) To endorse the principle of feedback from residents and Ward Councillors contributing to the process by which the Council assesses the condition of footways and roadways and their priority for repair.
- 3) To ensure that information regarding planned major resurfacing works is transparent and available to the Ward Councillors and the public where possible.
- 4) To seek to enhance communication with relevant authorities that manage prominent highways in the Borough (National Highways and Transport for London) regarding any deterioration of their network impacting Hillingdon's residents.
- 5) That the Council's Highways, and Green Spaces Teams consult each other formally and frequently to ensure the issue of tree root protrusion on footways and roadways is mitigated effectively.

Promoting Green Initiatives and Cost Efficiencies

- 6) That where possible, adopt and promote less energy intensive resurfacing techniques such as the recycling of materials and expanding trials using Warm Mixed Asphalt.
- 7) Endorse the use of new resurfacing technologies and techniques including the new machine purchased for the delivery of reactive highways maintenance work.
- 8) Support cost effective methods of repaving footways such as the move to tarmac where appropriate, rather than replacing all footways 'like for like'.

9) Encourage the early ordering of works and volume of works discounts offered by the Council's Resurfacing Contractor.

Reasons for decision

Cabinet endorsed the report of the Committee which sought to support the Council's highways resurfacing and maintenance across the Borough. The Cabinet Member for Property, Highways and Transport expressed his gratitude to the Committee for their diligent work and depth of review. He announced that the Council would be spending more on the maintenance and upkeep of the road network this year, acknowledging the vast area covered and to be maintained. The Cabinet Member noted the cyclical nature of the work, with winter and early spring negatively impacting the roads, and the rest of the year spent catching up. He emphasised the importance of getting good value and keeping a close eye on expenditure and welcomed the Committee's report, particularly regarding the works and decisions around pavements, which were more expensive to fix than roadways. The Cabinet Member explained how he had found the report helpful and valued the Committee's recommendations.

The Leader of the Council thanked the Committee and acknowledged their role in representing residents. He mentioned that Hillingdon took pride in its roads and pavements and viewed the report as a catalyst for continuous improvement and deriving value from the Council's expenditure on this.

Alternative options considered and rejected

Cabinet could have decided to reject some, or all, of the Committee's recommendations or pursue alternative routes by which to progress the objectives of the review.

Relevant Select Committee	Property, Highways and Transport
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	These decisions can be called-in by 5pm, Tuesday 2 April 2024. However, the review and recommendations to Cabinet emanate from this select committee with their support.
Officer(s) to action	Poonam Pathak
Directorate	Place
Classification	Public <i>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.</i>

7. LOCAL PLAN - REGULATION 18 CONSULTATION / LOCAL DEVELOPMENT SCHEME

RESOLVED:

That the Cabinet:

- 1. Authorise Regulation 18 consultation for the Hillingdon Local Plan using the draft document (Appendix 1) as the basis for the consultation and consulting on the Integrated Impacts Assessment Scoping Report (Appendix 2);**
- 2. Delegates authority to the Director of Planning, Regeneration and Environment, in consultation with the Cabinet Member for Residents' Services, to make any necessary editorial amendments and minor changes to the appendices prior to consultation;**
- 3. Notes that completed documents forming part of the evidence base will be published alongside the two appendices;**
- 4. Endorse and recommend the revised draft Local Development Scheme (Appendix 3) for adoption by Full Council;**
- 5. Delegates authority to the Director of Planning, Regeneration and Environment, in consultation with the Cabinet Member for Residents' Services, to make any necessary editorial amendments and minor changes to the Local Development Scheme prior to agreement by Full Council; and**
- 6. Authorise post consultation Local Plan work, including preparing a consultation report outlining responses to the Regulation 18 consultation and a subsequent Regulation 19 consultation with draft Local Plan policies, that will be brought back to Cabinet for approval.**

Reasons for decision

Cabinet agreed to progress the review of the Council's Local Plan and planning policies, authorising consultation under the required regulations.

The Cabinet Member for Residents' Services reported that this would start with a public consultation on the local plan in accordance with Regulation 18 of the Town and Country Planning Act. He explained the importance of having an up-to-date Local Plan, noting that the Council's current plan was adopted in two parts in 2012 and 2020, and was due for a five-year review. The Cabinet Member announced that this process would ultimately bring about a new consolidated Local Plan.

The Leader of the Council urged the public and businesses to participate in the consultation, emphasising it as an opportunity to shape the future of their Borough.

Alternative options considered and rejected

Cabinet could have decided not to update the Local Plan, but noted the risks of not doing so, which included outdated local planning policies, lack of mechanisms to create new policies, and the potential for inappropriate development. Cabinet also noted that the Council would be at a higher risk of losing planning appeals.

Relevant Select Committee	Residents' Services
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	These decisions can be called-in by 5pm, Tuesday 2 April 2024.
Officer(s) to action	Gavin Polkinghorn
Directorate	Central Services
Classification	Public <i>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.</i>

8. HOUSING FORWARD INVESTMENT PROGRAMME 2024/25 AND 2023/24 REVIEW

RESOLVED:

That the Cabinet:

- 1) Note the delivery of the 2023/24 HRA Works to Stock Programme set out in the report which has provided essential upgrades to the Council's housing stock, along with higher energy efficiency standards, whilst improving the quality of life of tenants.
- 2) Agree the HRA Works to Stock Programme for the 2024/25 financial year, as set out in the report.
- 3) Delegate to the Director of Operational Assets, the authority to:
 - a) Utilise existing internal or external framework agreements or develop new LBH framework agreements for Cabinet approval, to enable the effective delivery of appropriate works, tenders and contracts.
 - b) Approve project specific works completed using an approved LBH Framework or Term contract.
 - c) Release capital funds for the specific works, as set out in the programme and strictly within approved budgets;
 - d) Agree minor variations to specific projects within the programme, subject to agreement from the Cabinet Member for Property, Highways and Transport;
 - e) Make any other operational decisions required to implement the works agreed by the Cabinet.

- 4) Agree that relevant portfolio Cabinet Members receive quarterly summary updates, on progress delivering the programme providing capital releases and also capital spend to-date for monitoring purposes. Furthermore, any contracts entered into by the Director, via framework agreement, exceeding £500k be reported to Cabinet for information as part of the budget monitoring report.
- 5) Agree, that any variations to the overall programme or approved programme budget be reported to Cabinet for approval in the first instance.

Reasons for decision

Cabinet agreed the programme of works to the housing stock for 2024/25 and provided delegated authority to officers for the efficient delivery of the works.

The Cabinet Member for Residents' Services discussed the substantial expenditure associated with the capital programme and the Green Homes Initiative. He highlighted the decarbonisation work done over the last year, which had included cavity wall installations and window replacements for 158 properties, contributing to energy efficiency and reduced energy bills. The Cabinet Member also mentioned the replacement of 566 kitchens and 575 bathrooms, window replacements, roofing works and fire safety improvements. For the 24/25 financial year programme, the Cabinet Member outlined plans for more roofing works, window replacements, bathroom renovations and boiler replacements. He also mentioned the submission of further applications to the social housing decarbonisation fund.

The Leader of the Council expressed satisfaction with the prioritisation of works and was pleased that the expenditure profile reflected this. He also welcomed the simplification of the administration of works to expedite delivery.

Alternative options considered and rejected

Cabinet could have decided to amend the specific works programme as set out in the report.

Relevant Select Committee	Property, Highways and Transport
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	These decisions can called-in by 5pm, Tuesday 2 April 2024.
Officer(s) to action	Gary Penticost
Directorate	Place
Classification	Public <i>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.</i>

9. MONTHLY COUNCIL BUDGET MONITORING REPORT: MONTH 10

RESOLVED:

That the Cabinet:

- 1) Note the budget monitoring position and treasury management update as at January 2024 (Month 10), noting the actions proposed by officers as outlined in Part A of this report.
- 2) Approve the financial recommendations set out in Part B of this report.
 - a) Accepts a grant of £145k from the North West London Integrated Care Board to fund initiatives to support children and young people waiting for an autism assessment and diagnosis.
 - b) Accepts a grant of £200k from the North West London Integrated Care Board to fund the Serious Youth Violence Pilot.
 - c) Accepts a grant of £50k from the North West London Foundation Trust to fund early intervention and prevention projects to support young people with eating disorders.
 - d) Accepts a grant of £281k from the Department of Health and Social Care to fund investment in enhancing local authority commissioned stop smoking services and support.
 - e) Approve the proposal to introduce a Green Car Employee Leasing scheme (Electric and Ultra Low Emissions Vehicles) with effect from 1 May 2024. Furthermore, authorises a direct contract award with Tuskerdirect Ltd under a continuous contract arrangement and delegates authority to the Head of Human Resources to undertake the detailed implementation of the scheme.
 - f) Accepts a grant of £1,440k from the Department for Education (DfE) for costs associated with implementing the Staying Close programme.

Reasons for decision

The Cabinet Member for Finance presented the Council's projections for the current financial year and noted the small underspend in the General Fund. He highlighted recent encouraging economic data, including a reduction in the consumer price index and stable interest rates. The Cabinet Member acknowledged additional cost pressures due to resident demand and inflation, particularly in areas like homelessness, children's care, and adult social care.

Despite these pressures, the Cabinet Member reported these would be offset against earmarked reserves, leaving a balance of £10.4 million at year-end. The Cabinet Member welcomed a surplus of £3.8 million on the Collection Fund and unallocated General Balances of just under £27 million, leading to projected year-end reserves of £37 million.

The Cabinet Member confirmed that the savings position was unchanged and that it would achieve its target of £22.8 million. The Cabinet Member reported an

underspend of £33.3 million in the General Fund Capital Programme, which would likely be rephased into the next financial year. He concluded that the overall financial position of the Council was robust and sound, putting it in a strong position for the new financial year.

The Cabinet Member also highlighted a number of financially oriented recommendations to Cabinet primarily on the acceptance of grants for approval and drew attention to the proposal for a new Green Car employee leasing scheme. The Leader of the Council welcomed the new car leasing scheme.

Alternative options considered and rejected

None.

Relevant Select Committee	Finance and Corporate Services
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	Cabinet's decisions 2 (a-f) can be called in by a majority of the select committee by 5pm, Tuesday 2 April 2024
Officer(s) to action	Andy Evans
Directorate	Resources
Classification	Public <i>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.</i>

10. PUBLIC PREVIEW OF MATTERS TO BE CONSIDERED IN PRIVATE

RESOLVED:

That Cabinet note the reports to be considered later in private and Part 2 of the Cabinet agenda and comment on them as appropriate for public information purposes.

Reasons for decision

The Leader of the Council highlighted an urgent confidential report to be considered later in the private part of the meeting concerning leasing seven three-bedroom family homes to assist families currently in unsuitable temporary accommodation. He emphasised the significant benefits this would bring to these households and future ones.

Alternative options considered and rejected

These were set out in the public Cabinet report.

Relevant Select Committee	
Expiry date for any scrutiny call-in / date	This matter is not for call-in, as noting only.

decision can be implemented (if no call-in)	
Officer(s) to action	Mark Braddock
Directorate	Central Services
Classification	Public - <i>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.</i>

11. OCCUPATIONAL HEALTH SERVICES, EMPLOYEE ASSISTANCE PROGRAMME AND DRUG & ALCOHOL TESTING CONTRACT

RESOLVED:

That the Cabinet:

- 1. Accept the direct award from Medigold Health Consultancy Ltd t/a Medigold Health for the provision of Occupational Health Services (OHS), Employee Assistance Programme (EAP) and drug and alcohol testing to the London Borough of Hillingdon for a five-year period from 1 July 2024 to 30 June 2029 and at the estimated value of £547,380.**
- 2. Furthermore, agree that this includes the provision to extend the contract for a two-year period, subject to the approval of the Leader of the Council and Cabinet Member for Corporate Services, in consultation with the Corporate Director of Central Services.**
- 3. Delegate authority to the Leader of the Council and Cabinet Member for Corporate Services, in conjunction with the Corporate Director of Central Services, to agree any future variation in the new contract for other HR related services and further contract consolidation, as set out in the report.**

Reasons for decision

The Cabinet Member for Corporate Services introduced a report, which Cabinet agreed, to consolidate contracts and accept a tender for the provision of an occupational health and employee assistance programme for early intervention to support employees to stay within the workplace, along with the provision of ad hoc drug/alcohol testing to mitigate risks.

Alternative options considered and rejected

Alternative options were set out in the confidential report.

Relevant Select Committee	Finance & Corporate Services
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	Cabinet's decisions can be called in by a majority of the Select Committee by 5pm, Tuesday 2 April 2024
Officer(s) to action	Suzie Horn
Directorate	Central 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).

12. FUEL CONTRACTS FOR THE COUNCIL'S FLEET**RESOLVED:****That the Cabinet:**

- 1. Accept the single tender from Certas Energy UK Limited for the supply and delivery of Gas/Oil (red diesel) to the London Borough of Hillingdon for a two-year period from 1 April 2024 to 31 March 2026 and at the value of £89,250.**
- 2. Accept the single tender from New Era Fuels Limited for the supply and delivery of ULSD to the London Borough of Hillingdon for a two-year period from 1 April 2024 to 31 March 2026 and at a value of £2,229,600.**
- 3. Approve the single tender from Charles Stuart Autos Limited for petrol requirements for a two-year period from 1 April 2024 to 31 March 2026 and at a value of £20,000.**

Reasons for decision

The Cabinet Member for Finance introduced a report, which Cabinet agreed, to accept tenders for different fuels to power the Council's fleet of vehicles following a procurement exercise, noting the flexibility within this in light of the planned replacement of the fleet which would include additional electric vehicles.

Alternative options considered and rejected

These were set out in the confidential report.

Relevant Select Committee	Finance & Corporate Services
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	Cabinet's decisions can be called in by a majority of the Select Committee by 5pm, Tuesday 2 April 2024
Officer(s) to action	Steve Gunter, Michelle Kenyon
Directorate	Resources
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).

13. SOCIAL CARE AND EDUCATION SYSTEMS SOLUTION

RESOLVED:

Cabinet accept the direct award to System C (via the YPO Framework) for the provision of the Social Care and Education systems solution to the London Borough of Hillingdon for a 5+2+2+1-year period from 1 May 2024 to 30 April 2034 and at the value of £6,394,615.

Reasons for decision

The Cabinet Member for Corporate Services introduced a report, which Cabinet agreed, to accept a tender which would consolidate and modernise the Council’s social care case management system and also implement a single corporate education system solution, moving away from the use of spreadsheets and improving the way both the Council, partners and parents can access information.

Alternative options considered and rejected

These were set out in the confidential report.

Relevant Select Committee	Finance & Corporate Services
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	Cabinet’s decisions can be called in by a majority of the Select Committee by 5pm, Tuesday 2 April 2024
Officer(s) to action	Helen Vincent
Directorate	Digital & Intelligence
Classification	Private - <i>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).</i>

14. PLANNED WORKS ROOFING PROGRAM - MELBOURNE HOUSE, YEADING

RESOLVED:

That the Cabinet:

- 1) Accept the tender from ETEC Contract Services Limited for the provision of Scaffolding, Roof, Ventilation, External and Internal Redecorations within Melbourne House at a cost of £1,017,583.70; and**
- 2) Agree to the capital release request of £1,220k from the Planned Roof Renewal Workstream within the Housing Revenue Account Works to Stock Programme 2023/24 capital budget for the Planned Roof Renewals.**

Reasons for decision

The Cabinet Member for Property, Highways and Transport introduced a report, which Cabinet agreed, to accept a tender for essential roofing improvement works at Melbourne House in Yeading, a tower block within the Council's housing stock, noting importance of maintaining flat roofs.

Alternative options considered and rejected

None.

Relevant Select Committee	Property, Highways and Transport
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	Cabinet's decisions can be called in by a majority of the Select Committee by 5pm, Tuesday 2 April 2024
Officer(s) to action	Merrick Knight
Directorate	Place
Classification	Private - <i>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).</i>

15. CONTRACT FOR ENVIRONMENTAL SPECIALIST CLEANING SERVICES

RESOLVED:

That the Cabinet:

1. Accept the tender from Charman Environmental Services Limited for the Collection & Disposal of Clinical/Offensive Waste, Dead Animals, Dog Fouling Bins, Public Toilet Cleaning Provision and Street Scene Property Clearances on behalf of the London Borough of Hillingdon for a two-year period from April 2024 to April 2026 and at the value of £886k.
2. Furthermore, agree that this includes the provision to extend the contract for two-year period, delegating approval of any extension to the Leader of the Council and Cabinet Member for Residents' Services, in consultation with Officers.

Reasons for decision

The Cabinet Member for Residents' Services introduced a report, which Cabinet agreed, to accept the tender for the provision of a range of specialist cleansing services.

Alternative options considered and rejected

These were set out in the confidential report.

Relevant Select Committee	Residents' Services
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	Cabinet's decisions can be called in by a majority of the Select Committee by 5pm, Tuesday 2 April 2024
Officer(s) to action	Anna Humphries / Allison Mayo
Directorate	Place / Resources
Classification	Private - <i>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).</i>

16. PLANNED WINDOW RENEWALS AT BARR LODGE AND BOND CLOSE, YIEWSLEY

RESOLVED:

That the Cabinet:

- 1. Accept the tender and approve the award of contract for the supply and installation of A+ Rated Double-Glazed windows at Barr Lodge & Bond Close as part of the Planned Window Renewals Programme to Mysons Limited for a period of 12-15 weeks at the value of £522,354.01.**
- 2. Agree to the release request of £600k inclusive of contingencies and fees from the Window Renewals work-stream within the Housing Revenue Account Works to Stock programme 2023/24 budget for the supply and installation of A+ Rated Double Glazed windows.**

Reasons for decision

The Cabinet Member for Property, Highways and Transport introduced a report, which Cabinet agreed, to accept a tender for window replacements to the Sheltered Housing Scheme known as Barr Lodge, off Bond Close Yiewsley and the adjoining properties in Bond Close, in Yiewsley.

Alternative options considered / risk management

None.

Relevant Select Committee	Property, Highways and Transport
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	Cabinet's decisions can be called in by a majority of the Select Committee by 5pm, Tuesday 2 April 2024
Officer(s) to action	Merrick Knight
Directorate	Place
Classification	Private - <i>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).</i>

17. CORPORATE FENCING AND RELATED SERVICES CONTRACT

RESOLVED:

That the Cabinet

- 1) Accept the tender from Indigolodge Ltd trading as Drayton Fencing for the provision of, the supply, delivery, installation, maintenance and repair of fencing, gating and ad hoc services to the London Borough of Hillingdon for a period of 4 years from the April 2024 to March 2028 and at the estimated value of £665,561.12
- 2) Furthermore, agrees that this includes the provision to extend the contract for a one year period, subject to the approval of the Leader of the Council and Cabinet Member for Residents' Services.

Reasons for decision

The Cabinet Member for Residents' Services introduced a report, which Cabinet agreed, to accept a tender from a local company to provide a variety of fencing and fencing related services across the Borough.

Alternative options considered and rejected

None.

Relevant Select Committee	Residents' Services
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	Cabinet's decisions can be called in by a majority of the Select Committee by 5pm, Tuesday 2 April 2024
Officer(s) to action	Jamie Bell
Directorate	Place
Classification	Private - <i>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).</i>

18. MINOR PROPERTY TRANSACTIONS: VOLUNTARY SECTOR LEASE FOR TWO LOCAL SCOUT GROUPS

RESOLVED:

That Cabinet agrees the surrender and grant of a new lease set out in the table below, which has been the subject of negotiation with the voluntary sector organisation detailed in this report and instructs legal to complete the legal documentation.

Reasons for decision

The Cabinet Member for Property, Highways and Transport introduced a report, which Cabinet agreed, regarding new leases for the 2nd & 9th Scouts, Ruislip for use of a new Scout Hut being built by the Council. Cabinet’s decision enabled the organisations concerned to benefit from heavily discounted rent as part of the Council’s Voluntary Sector Leasing Policy and wider commitment to a vibrant local voluntary sector.

Alternative options considered and rejected

None.

Relevant Select Committee	Property, Highways and Transport
Expiry date for any scrutiny call-in / date decision can be implemented (if no call-in)	Cabinet’s decisions can be called in by a majority of the Select Committee by 5pm, Tuesday 2 April 2024
Officer(s) to action	Tekla Byfield
Directorate	Place
Classification	Private - <i>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).</i>

19. TEMPORARY ACCOMMODATION LEASES - LONGFORD

RESOLVED:

That the Cabinet:

- 1) Agrees to enter into seven leases for up to 10-years with the Arora Group Limited for the use of seven self-contained homes for temporary accommodation in Longford, for homeless households:**
 - **Lease 1 – (20 Heathrow Close UB7 0ER, 3-bed)**
 - **Lease 2 – (546 Bath Road UB7 0EE, 3-bed)**
 - **Lease 3 – (546A Bath Road UB7 0EE, 3-bed)**
 - **Lease 4 – (562 Bath Road UB7 0EF, 3-bed)**
 - **Lease 5 – (603 Bath Road UB7 0EG, 3-bed)**
 - **Lease 6 – (607 Bath Road UB7 0EG, 3-bed)**
 - **Lease 7 – (611 Bath Road UB7 0EG, 3-bed)**

- 2) Notes that the Council will be responsible for the housing management, repairs and remedial works for wear and tear and full insurance of the property and site. Within the leases, the Council will be liable for the costs of exceptional damages and the full rental costs for the period that any unit is void.**

- 3) Notes that the proposal to enter into leases for the seven self-contained 3-bedroom homes of temporary accommodation with the Arora Group Limited will be subject to an annual increase calculated at CPI per annum, for the 10-year period. The annual rent for each property has been negotiated to be at net lower cost to the General Fund when compared to current spot-purchased nightly charged temporary accommodation.**

- 4) Request that the Chair of the Residents’ Services Select Committee waives the scrutiny call-in period on these recommendations due to the urgency reasons set out in the report.**

Reasons for decision

The Leader of the Council introduced an urgent report, which Cabinet agreed, to enter into leases for seven self-contained homes in Longford, near Heathrow, for homeless households representing an opportunity to secure essential accommodation and also deliver value for money.

Alternative options considered and rejected

Alternative options were set out in the confidential report.

Relevant Select Committee	Residents’ Services
Expiry date for any	These decisions cannot be called in and take

**scrutiny call-in / date
decision can be
implemented (if no call-in)
Officer(s) to action
Directorate
Classification**

immediate effect following the approval to waive the scrutiny call-in period by the Chair of the Residents' Services Select Committee.

James Raven

Place

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).

Urgency provisions - as set out on the agenda for this meeting, this decision was taken under urgency provisions in accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

20. ANY OTHER ITEMS THE CHAIR AGREES ARE RELEVANT OR URGENT

No additional items were considered by the Cabinet.

The meeting closed at 19:42pm

Internal Use only*

Implementation of decisions & scrutiny call-in

When can these decisions be implemented by officers?

Officers can implement Cabinet's decisions in these minutes only from the expiry of the scrutiny call-in period, unless otherwise stated in the minutes above, which is:

5pm, Tuesday 2 April 2024

However, this is subject to the decision not being called in by Councillors on the relevant Select Committee. Upon receipt of a valid call-in request, Democratic Services will immediately advise the relevant officer(s) and the Cabinet decision must then be put on hold.

Councillor scrutiny call-in of these decisions

Councillors on the relevant Select Committee shown in these minutes for the relevant decision made may request to call-in that decision. The call-in request must be before the expiry of the scrutiny call-in period above.

	<p>Councillors should use the Scrutiny Call-in App (link below) on their devices to initiate any call-in request. Further advice can be sought from Democratic Services if required:</p> <p>Scrutiny Call-In - Power Apps (secure)</p>
Notice	<p>These decisions have been taken under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.</p> <p>This Cabinet meeting was also broadcast live on the Council's YouTube channel here for wider resident engagement.</p> <p>Please note that these minutes and decisions are the definitive record of proceedings by the Council of this meeting.</p> <p>If you would like further information about the decisions of the Cabinet, please contact the Council below:</p> <p>democratic@hillington.gov.uk Democratic Services: 01895 250636 Media enquiries: 01895 250403</p>

ANNUAL EDUCATION STANDARDS REPORT 2022/23

Cabinet Member(s)	Cllr Susan O'Brien
Cabinet Portfolio(s)	Cabinet Member for Children, Families & Education
Officer Contact(s)	Michael Hawkins, Education Improvement & Partnerships
Papers with report	Annual Education Standards Report 2022/23

HEADLINES

Summary	This annual report provides the Cabinet with an overview of the standards of education across Hillingdon schools and settings for Hillingdon's children, young people and adults.
Putting our Residents First Delivering on the Council Strategy 2022-2026	This report supports our ambition for residents / the Council of: An efficient, well-run, digital-enabled council working with partners to deliver services to improve the lives of all our residents This report supports our commitments to residents of: Thriving, Healthy Households
Financial Cost	N/A
Relevant Select Committee	Children, Families and Education Select Committee
Relevant Ward(s)	ALL

RECOMMENDATION

That the Cabinet notes the Annual Education Standards Report 2022-23 and the key findings set out.

Reasons for recommendation

This report provides an overview of the standards and quality of education across Hillingdon schools and settings for Hillingdon's children, young people and adults. The report focuses primarily on attainment, progress and achievement for the preceding academic year along with references to wider measures of educational success.

Select Committee Comments

The Children, Families and Education Select Committee considered the annual standards report at its meeting on 14 March 2024 to provide its commentary to Cabinet. The Committee recognised that although 2022-23 was the year of returning back to some semblance of normality, many educational settings were still dealing with the legacy impacts of COVID-19.

Nevertheless, though there is some improvement in Key Stages 1, 2 & 4 which reflected Hillingdon as being generally above national benchmarks, the Committee noted this was not always reflected in comparisons with our statistical neighbours. In addition, there continued to be a gap in attainment between disadvantaged pupils and their peers. The Committee noted that the Early Years Foundation Stage (EYFS) and Key Stage 5 continued to remain a focus in terms of raising attainment and that the Council must continue to prioritise these cohorts to ensure the best possible outcomes for Hillingdon's children and young people.

Upon a suggestion from a Member of the Committee a useful table of acronyms has been added.

SUPPORTING INFORMATION

The Annual Education Standards Report for 2022-23 provides an overview of the standards and quality of education across Hillingdon schools and settings for Hillingdon's children, young people and adults. To support further improvement of standards in Hillingdon the report identifies specific areas for action with schools, settings and partners and is divided into three sections:

Part 1 – Education Improvement and Impact

Getting back to normal after Covid for schools has been a large focus of 2022-23 and the Council and Schools have responded positively and with resilience. There were no lockdowns or enforced virtual education during this period. Many Early Years settings and schools say they are still dealing with the impact of Covid: lower attendance and higher persistent absence; more speech and communication delays in younger children entering nurseries; increased challenges around social, emotional and mental health were some of the issues education settings have been facing.

The Council continues to raise standards in education with monitoring, support and challenge, working with internal and external partners. Ofsted inspections have caught up with the backlog from Covid and Hillingdon remains in line with national outcomes. 9 schools were listed on the Council's 'Schools At Risk Register', compared to 16 in the previous year; this comprised of 5 academy schools and 4 maintained schools, 4 primary schools and 5 secondary schools. The Regional Schools' Commissioner is responsible for academy school performance and the Council worked closely with our 6 maintained schools to improve performance and outcomes.

The Hillingdon Learning Partnership (HLP) launched this year, which is a joint enterprise between the Council and schools to deliver professional development from Early Years to Post-16. 52 out of 99 schools joined in the first year and feedback from schools was overwhelmingly positive. School Place Planning has seen a decline in demand for primary places and an increase in demand for secondary places. School Admissions has received a slight increase in secondary applications, a decrease in primary applications and elected home education applications remained steady.

Part 2 – Vulnerable Children and Young People’s Outcomes

Looked after children (LAC) have had good outcomes in KS2 & KS4. LAC not in Education, Employment or Training (NEET) is higher than the London average. There has been a growth in EHCPs compared to the previous year. Closing the gap between disadvantaged pupils and their peers remains a key focus. Elective home education numbers were roughly the same as the previous reported year. Children Missing Education referrals were similar to the previous year. The borough is broadly in line with national data for absence, but significantly above national for persistent absence. There has been an increase in permanent exclusions compared with last year’s data. Mainstream NEET figures have improved by 3% on the previous academic year.

Part 3 – Educational Performance

This section focuses primarily on attainment, progress and achievement for the preceding academic year along with references to wider measures of educational success. Educational outcome data for 2022-23 now has not been impacted directly by Covid-related restrictions and can be used and shared openly. This means we have used the data to set a benchmark for how well we are performing since the pandemic and to plan to address any issues that the data identifies.

Financial Implications

There are no financial implications arising from this report.

RESIDENT BENEFIT & CONSULTATION

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

This report provides a public overview and account of the standards and quality of education services available to Hillingdon residents.

Consultation carried out or required

None required.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance has reviewed this report and concurs with the financial implications set out above, noting there are no direct financial implications associated with the recommendations within this report.

Legal

There are no legal implications arising from the recommendation set out within the report.

BACKGROUND PAPERS

[Previous reports to Cabinet annual on educational standards
Children, Families & Education Select Committee consideration 14 March 2024](#)

Annual Standards of Education in Hillingdon Report 2022/23



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Acronyms Used in Report

AP	Alternative Provision
CI	Critical Incident
CME	Children Missing Education
CYP	Children or Young Person
DfE	Department for Education
DU	Designated Unit
EBSA	Emotional Based School Avoidance
EET	Education, Employment or Training
EHCP	Education Health Care Plan
EHCNA	Education Health Care Needs Assessment
EHE	Elective Home Education
EHN	Early Health Notification
ELSA	Emotional Literacy Support Assistant
EPS	Education Psychology Service
ESF	Early Support Funding
ESOL	English for Speakers of Other Languages
EYs	Early Years
EYFS	Early Years Foundation Stage
EYQIT	Early Years Quality Improvement Team
FAP	Fair Access Panel
FSM	Free School Meals
GLD	Good Level of Development
HLP	Hillingdon Learning Partnership
IC	Inclusion Commitment
IYFAP	In Year Fair Access Panel
LAIT	Local Authority Interactive Tool
LAC	Looked After Child
MAT	Multi Academy Trust
MSP	My Support Plan
NASEN	National Association for Special Educational Needs
NEET	Not in Employment, Education or Training
OAP	Ordinarily Available Provision
PAN	Pupil Admission Numbers
PEP	Personal Education Plan
PVI	Private, Voluntary, or Independent
RI	Requires Improvement
SAO	School Attendance Order
SARR	Schools At Risk Register
SAS	SEND Advisory Service
SC	Studio College
SCERTS	Social, Communication, Emotional Regulation, Transitional Support
SEF	Self-Evaluation Framework
SEMH	Social, Emotional & Mental Health
SEND	Special Educational Needs & Disabilities
SENDIASS	Special Educational Needs Disabilities Information Advice & Support Service
SN	Statistical Neighbours
SRP	Specialist Resource Unit
SSP	School Place Planning
UASC	Unaccompanied Asylum-Seeking Children
UTC	University Technical College

Executive Summary

The Annual Standards of Education in Hillingdon Report for 2022-23 provides an overview of the standards and quality of education across Hillingdon schools and settings for Hillingdon's children, young people and adults. To support further improvement of standards in Hillingdon the report identifies specific areas for action with schools, settings and partners and is divided into three sections:

Part 1 – Education Improvement and Impact

Getting back to normal after Covid for schools has been a large focus of 2022-23 and the Council and Schools have responded positively and with resilience. There were no lockdowns or enforced virtual education during this period. Many Early Years settings and schools say they are still dealing with the impact of Covid: lower attendance and higher persistent absence; more speech and communication delays in younger children entering nurseries; increased challenges around social, emotional and mental health were some of the issues education settings have been facing. The Council continues to raise standards in education with monitoring, support and challenge, working with internal and external partners. Ofsted inspections have caught up with the backlog from Covid and Hillingdon remains in line with national outcomes. 9 schools were listed on the Council's 'Schools At Risk Register', compared to 16 in the previous year; this comprised of 5 academy schools and 4 maintained schools, 4 primary schools and 5 secondary schools. The Regional Schools' Commissioner is responsible for academy school performance and the Council worked closely with our 6 maintained schools to improve performance and outcomes. The Hillingdon Learning Partnership (HLP) launched this year, which is a joint enterprise between the Council and schools to deliver professional development from Early Years to Post-16. 52 out of 99 schools joined in the first year and feedback from schools was overwhelmingly positive. School Place Planning has seen a decline in demand for primary places and an increase in demand for secondary places. School Admissions has received a slight increase in secondary applications, a decrease in primary applications and elected home education applications remained steady.

Part 2 – Vulnerable Children and Young People's Outcomes

Looked after children (LAC) have had good outcomes in KS2 & KS4. LAC not in Education, Employment or Training (NEET) is higher than the London average. There has been a growth in Education Health Care Plans (EHCPs) compared to the previous year. Closing the gap between disadvantaged pupils and their peers remains a key focus. Elective home education numbers were roughly the same as the previous reported year. Children Missing Education referrals were similar to the previous year. The borough is broadly in line with national data for absence, but significantly above national for persistent absence. There has been an increase in permanent exclusions compared with last year's data. Mainstream NEET figures have improved by 3% on the previous academic year.

Part 3 – Educational Performance

This section focuses primarily on attainment, progress and achievement for the preceding academic year along with references to wider measures of educational success. Educational outcome data for 2022-23 now has not been impacted directly by Covid-related restrictions and can be used and shared openly. This means we have used the data to set a benchmark for how well we are performing since the pandemic and to plan to address any issues that the data identifies.

Director of Education & SEND

Abi Preston

Part 1

Education

Improvement and

Impact

1.1 Moving on from Covid-19

Hillingdon schools were able to resume normal business post Covid-19.

Education services have been proactive in supporting schools with advice, guidance, training, listening to schools about their needs and putting in place initiatives to meet those needs.

All Education services have been reviewing hard and soft data in preparation for an area-wide Education Strategy to launch in April 2024. This will include continuing to ensure that all Hillingdon children and young people achieve their best outcomes in schools that are judged to be at least 'good' by OSFTED. It will also include a plan to address the potential threats to achieving their best outcomes, based on data and feedback from schools and settings. These include:

- The gap in early development at Early Years between children eligible for Free School Meals (FSM) and those that are not.
- The continued gap in attainment and progress in Primary and Secondary education of disadvantaged pupils (including FSM) and non-disadvantaged.
- The rise in persistent absence from schools among many pupils, which is part of a greater national issue.
- The increase in reported mental health related concerns among young people and families that affects their learning.
- The rise in the number of children with possible Special Educational Needs and Disabilities from a younger age.

The plan will also reflect the need to develop and make visible the expanding opportunities for young people at post-16, including more work-based employment with an education offer across all industries and more apprenticeships.

1.2 Putting Our Residents First - Raising Standards in Education

Putting residents first is central to the work of the Council. This includes fulfilling its duty to ensure that its statutory education functions are discharged with a view to promoting high standards, ensuring fair access to opportunity for education and learning and promoting the fulfilment of learning potential for all learners.

The national education and employment landscape is going through a period of great change and the Council is working to ensure its residents have access to the very best education, employment and training opportunities. This is being realised by working closely with all settings, schools and further education providers to ensure they can offer cutting edge opportunities that continue to make Hillingdon a desirable place to study and learn.

The Council continues to invest in education capacity and quality through the provision of school support and monitoring and the expansion of schools where needed to meet demand for school places across the primary and secondary sectors. The mixed economy of Council maintained and academy/free schools in the Borough mean that the Council acknowledges its dynamic but central role in securing the best outcomes for children and young people educated in the Borough. Working in partnership with autonomous school leaders, multi-academy trusts and other relevant responsible authorities, the Council continues to promote high standards for all learners and to challenge underperformance where this occurs, no matter where learners are educated.

The Council accepts that it has an important role to play in promoting high standards for all learners, and particularly those children, young people and adults vulnerable to underachievement, including those with

special educational needs and/or disabilities and those from disadvantaged backgrounds. To undertake this role effectively, the Council uses its resources to monitor, support, challenge, and intervene in schools where concerns arise.

It does this by:

- Collating and analysing the performance of all state funded schools in Hillingdon to identify those at risk and those in need of additional support or intervention.
- Monitoring and challenging the performance of individual schools for all pupils, specific groups of pupils and individual pupils. This includes reviewing and challenging school improvement plans, providing services to support the positive progress of children and young people, developing and securing expertise in schools and settings, monitoring personal educational plans for children looked after and intervening where schools or settings require improvement.
- Working effectively with services for vulnerable children both within the Council and beyond to access support swiftly where concerns are noted or where opportunities for learners are not to a good standard.
- Undertaking a strategic brokerage role to allow schools in need to access appropriate support from other schools and national organisations.
- Where necessary, exercising formal powers of intervention where there are concerns in our maintained schools or notifying the Regional Director of concerns in Academy schools to drive up standards.
- Working in partnership with the Regional Teaching School Hub and multi-academy trusts to build capacity within the schools-led improvement community in Hillingdon.

1.3 Ofsted Inspection of Early Years & Foundation Stage (EYFS)

Private, Voluntary and Independent (PVI) Childcare Providers - Ofsted Outcomes

We currently have a total of 94 PVI settings:

Not yet inspected	Outstanding	Good	Requires improvement	Inadequate
7	12	69	1	2

The following table demonstrates the percentage of Hillingdon's PVI Ofsted outcomes over the past five years in relation to national Ofsted data (published in August 2023):

	Summary (Good or better)		Outstanding		Good		Requires Improvement (RI)		Inadequate	
	National	LBH	National	LBH	National	LBH	National	LBH	National	LBH
2018/19	96%	100%	23%*	21%	73%*	79%	2%*	0%	1%*	0%
2019/20	98%	100%	22%	19%	75%	81%	2%	0%	1%	0%
2020/21	98%	100%	22%	19%	76%	81%	1%	0%	1%	0%
2021/22	78%	93%	17%	16%	61%	77%	7%	3.5%	14%	3.5%
2022/23	96%	95%	18%	15%	78%	80%	3%	3%	1%	2%

Source - Overall effectiveness of early years providers: 31 August 2023. Ofsted

Those settings that have been graded as Requires Improvement (RI) or Inadequate have a focussed action plan that has been written in partnership with the owner/manager. Priorities are always identified with safeguarding and welfare first, followed by leadership and management and the quality of education. Progress towards targets is monitored at least monthly, but often more regularly.

We have successfully supported the following settings to improve Ofsted outcomes over the last year:

- 4 settings moved from an inadequate judgement to a good judgement and 1 setting moved from requires improvement to good.

We recommended a total of 10 settings to join the experts and mentors programme, and a further 3 have self-referred. Of these 8 have participated in the programme.

In the first rollout of the Early Years Professional Development Programme we had 17 early years practitioners, working at Level 3 or above, signed up. They represented 6 settings/schools. Unfortunately, 4 have been withdrawn and 1 has been deferred, the remaining participants are either completed or near to completion.

The current issues in this sector are recruitment and retention of staff and the low-level skills that newly qualified staff have.

We continue to support settings in preparation for inspection and providing targeted support to any setting judged as less than good.

Alongside bespoke training for individual schools and settings and childminders, we also run a centralised training programme and offer a mix of on-line and face to face events, on-line courses are generally uploaded onto LEAP. Training offered is needs-led. Bespoke training is provided in the evenings and at weekends for childminders along with the courses we commission Learn Hillingdon to provide for us.

Childminders

We currently have 185 childminders in Hillingdon. Of these, 136 care for EYFS children. Since last year, we have had a further 13 childminders resign from the sector and a reduction of those minding EYFS children of 34. The uptake on training for entry to the profession is lower than pre-Covid times. Those who do not have EYFS children are graded as met or not met at their Ofsted inspection. We currently have 29 Met and 6 Not met. The data for those childminders that have EYFS children in their provision is as follows:

Not yet inspected	Outstanding	Good	Requires improvement	Inadequate
14	19	117	0	0

The following table demonstrates the percentage of Hillingdon's Childminder Ofsted outcomes over the past five years in relation to national Ofsted data (published in August 2023):

/

Data Set 4 – Table: Ofsted Outcomes from Childminder Inspections August 2023

	Summary (Good or better)		Outstanding		Good		Requires Improvement		Inadequate	
	National	LBH	National	LBH	National	LBH	National	LBH	National	LBH
2018/19	94%	99%	16%	16.5%	78%	82.5%	5%	0.5%	1%	0.5%
2019/20	95%	99%	14%	17%	81%	82%	4%	1%	1%	0%
2020/21	96%	99%	14%	13.5%	82%	85.5%	3%	1%	1%	0%
2021/22	89%	99.5%	15%	10%	74%	89.5%	5%	0%	6%	0.5%
2022/23	96%	100%	12%	14%	84%	86%	2%	0%	1%	0%

Source - Overall effectiveness of early years providers: 31 August 2023. Ofsted

Support provided for childminders includes:

- Termly childminder newsletter
- Hillingdon childminder Facebook page, with links to relevant research and information.
- What does a learning walk look like for Childminders? Leaflet.
- Safe recruitment of assistants for childminders. Booklet
- Attendance by an officer at childminder drop-in sessions
- Bespoke 1:1 support for newly registered, inadequate and requires improvement childminders.

Key Challenges

The single most challenging issue in Early Years (EYs) now is recruitment and retention of staff to maintain high-quality provision. Staff turnover in settings is higher than ever before and this has had a huge impact in supporting quality improvement. Added to this, practitioner morale and confidence is very low and reigniting a passion for young children's learning and supporting staff development remains a high priority.

Within both PVI's and schools, it has been recognised that a considerably higher number of children are starting their EY provision with SEND concerns than pre-Covid times. It is unclear if these are general delays or wider SEND issues. The main areas of concern are in Communication and Language and Personal, Social and Emotional development and the team are targeting support to settings accordingly.

1.4 Ofsted Inspections of Schools

Ofsted continued their full inspection programme. Hillingdon received 25 inspections in the academic year 2022/23. Hillingdon's inspection data demonstrates an improvement when compared with the previous year, with 92% of schools overall now judged Good or better by the end of the 2022/23 academic year, compared to 91% of schools judged Good or better in 2021/22.

Two schools were classified as 'coasting schools' under new guidance issued in 2022. This is because they were judged as requiring improvement twice in a row. One is a primary maintained school, where the Regional Director and the Education Improvement Team at the Council agreed a rapid improvement plan involving Council support. The other is a secondary academy, which was issued with a termination warning

notice by the DfE. The Council Education Improvement team is working closely with the multi-academy trust to ensure it takes advantage of the range of local support available.

The one school rated as inadequate in 2021/22 has had its designation changed to a new Free School awaiting its first inspection.

Ofsted visits have been a mixture of Section 8 and 5 inspections throughout 2022/23 academic year. School inspections have caught up with the backlog created as a result of Covid-19.

The Council is working with all schools requiring improvement, including academies when requested.

Summary of Schools in Hillingdon by Ofsted Judgement

Data Set 1 - Table: Final inspection overview 2022/23 (by 31st August 2023)

Type of School	No.	% Outstanding	No. Outstanding	% Good	No. Good	% Requiring Improvement	No. Requiring Improvement	% Inadequate	No. Inadequate
Primary All	68	13%	9	81%	55	6%	4	0%	0
Academy	23	9%	2	83%	19	9%	2	0%	0
Maintained	45	16%	7	80%	36	4%	2	0%	0
Nursery	1	100%	1	0%	0	0%	0	0%	0
Maintained	1	100%	1	0%	0	0%	0	0%	0
Secondary All	18	17%	3	66%	12	17%	3	0%	0
Academy	16	19%	3	62%	10	19%	3	0%	0
Maintained	2	0%	0	100%	2	0%	0	0%	0
UTC/SC	4	0%	0	100%	4	0%	0	0%	0
Academy	4	0%	0	100%	4	0%	0	0%	0
Special All	7	14%	1	72%	5	0%	0	0%	0
Academy	5	20%	1	60%	3	0%	0	0%	0
Maintained	2	0%	0	100%	2	0%	0	0%	0
AP/PRU	1	0%	0	100%	1	0%	0	0%	0
Academy	1	0%	0	100%	1	0%	0	0%	0
Maintained	0	0%	0	0%	0	0%	0	0%	0
All State funded schools in Hillingdon	99	14%	14	78%	77	8%	7	0%	0

Data Set 2 - Table: End of 2022-23 Inspection Summary - Hillingdon versus England

Judgement	2022-23		2021-22	
	Hillingdon	England	Hillingdon	England
Outstanding	14%	16%	16%	18%
Good	78%	73%	75%	70%
Requires Improvement	8%	9%	8%	9%
Inadequate	0%	3%	1%	3%

1.5 Monitoring and Challenging the Performance and Outcomes of Individual Schools

The schools' landscape in Hillingdon consists of 99 state-funded settings which include a mixture of Council maintained schools and other settings which have an alternative status - these settings including academies, University Technical Colleges (UTCs) and Studio Colleges (SCs). Approximately 30% of all primaries in Hillingdon are academies, with 70% remaining as maintained schools. In the secondary sector, 90% of all schools are academies with only 10% remaining as maintained settings. In the special school sector, 80% of schools are academies whilst 20% are maintained by the Council.

Legal duties and powers regarding education improvement intervention in underperforming schools where the Council is not the responsible body for standards or leadership (for example academies) lie with the Regional Director in the Department for Education (DfE), acting on behalf of the Secretary of State. Councils retain responsibility for intervention in maintained settings where standards decline, and all local authorities retain the overarching statutory duty regarding the promotion of high standards of education which includes regular interface with all stakeholders in a local area and the sharing of intelligence with national partners including Ofsted and the full range of Department for Education teams.

The Council uses a collaborative and school-driven approach to ensure that education improvement activity in Hillingdon continues to mirror the national direction for school support and intervention, with a clear emphasis on the brokerage of support for underperforming schools from good and outstanding settings. Our model includes specific guidance for schools around the responsibilities of the Council regarding monitoring and intervening where schools are, or maybe, at risk of underperformance. This includes processes for the risk assessment of schools who are not securely good or where standards are declining and associated intervention by officers to accelerate the use of the Council's formal powers if required.

The Council monitors the standards and quality of all schools in Hillingdon through termly analysis of published data, information gathered from Council services supporting children and families, Ofsted liaison, feedback from Hillingdon's Regional Director's office and DfE and, in the case of maintained schools only, through the provision of Education Advisor visits. The early identification of schools facing challenges in Hillingdon allows the Council to broker support for school leaders and governors from across the wider schools' community and aims to prevent, halt and reverse a decline in standards for Hillingdon's children and young people.

In 2022/23 officers continued to work closely with the Hillingdon school-led Schools' Strategic Partnership Board, to deliver education improvement events and regular briefings to Head Teachers. This approach ensured that the Council continued to fulfil its statutory duty regarding acting as a champion of high standards of education for all young people in Hillingdon, whilst supporting the local education sector's

systems leaders by promoting access to their local school leadership improvement offer and highlighting expertise available from both the Regional Teaching Schools' Hub and central government.

To build on partnership working, Hillingdon Learning Partnership (HLP) was launched to provide 'school to school' support on curriculum development. There is a HLP Governance Board consisting of cross phase Headteachers and Local Authority Officers. HLP launched in September 2022.

The Council worked with our Regional Teaching School Hub to deliver Initial Teacher Training to our Early Career Teachers (ECTs) to ensure that new teachers are supported and operate at the required standard.

1.6 Performance Outcomes

There were 9 schools on the Council's 'Schools At Risk Register' (SARR) at the end of 2022/23. This is a reduction of 7 on the previous year. The reasons schools could be at risk cover a range from: poor Ofsted judgements, poor pupil outcomes, leadership concerns (including governance), finance pressures, stakeholder complaints amongst others.

Overall - all schools

- 4/9 schools are primary phase
- 5/9 schools are secondary phase

Primary schools

- 3/4 schools are maintained (2 are judged Good/Outstanding but at risk and 1 Requiring Improvement)
- 1/4 schools are academies (1 Requiring Improvement)

Secondary / Studio Colleges / UTCs schools

- 1/5 schools is maintained (Good but listed due to its deficit)
- 4/5 schools are academies (3 Requiring Improvement and 1 a new Free School converter previously rated inadequate)

There is regular and robust information sharing between the Council Education Improvement team and the Regional Director at the Department for Education. Evidence based confidence ratings are discussed for schools requiring improvement. The quality of information shared regarding all aspects of maintained or academy schools is strong.

In 2022/23 a Three-Tier Support Model for categorising schools for prioritising education improvement support continued:

- Self-Improving - schools with an Ofsted rating of 'Good' or 'Outstanding' with no key areas of concern.
- Targeted - schools with some key focus areas of improvement required, including schools which may be 'Good' but at risk.
- Intensive - schools with an Ofsted rating of Requires Improvement or Inadequate and/or where significant support is required.

This enabled the Education Improvement and Partnerships Team to focus their time supporting schools effectively with a package of support appropriately matched to the needs of the various settings in Hillingdon. Each maintained school is offered a range of universal support, including an annual education advisor visit, professional development opportunities led by the HLP or by the Education teams at the Council. Targeted and Intensive support schools receive regular, practical, school

improvement visits to ensure there is swift progress on their improvement plans. This may involve brokering support or direct education adviser support.

The support and challenge documentation used by Advisors established a clearer focus on the impact of the support given to the schools. A Support Plan was used for settings in the Targeted or Intensive support categories. This support plan facilitates a commitment from both the Education Advisor and the school leaders to have a continued focus on the key individualised education improvement priorities and actions that are planned for the year ahead. Education Advisors completed a termly impact report to detail the impact of their support on the schools' improvement journey.

Collectively, these documents had a greater focus on holding Education Advisors and school leaders to account, as well as being a support mechanism for schools, enabling them to share clear evidence of progress with relevant external agencies.

1.7 Good Practice from London Councils

The Council works closely within our West London Partnership. Various Council services are part of service level boards where they undertake joint working, reciprocal agreements, share good practice, initiatives, performance, and outcomes data. Throughout this report you will note where data has been sourced via the West London Partnership or London wide.

The Head of Education and Lifelong Learning attended a termly Strategic Education London Leads meeting, where all London Borough education leads meet to discuss current topics, concerns and strategic ways of working. Ofsted and the Regional Schools' Commissioner are invited to present on key changes, along with other partners.

1.8 Mental Health and Wellbeing

The Education Improvement and Partnerships service have worked on a range of initiatives to support the mental health and wellbeing of our children in the borough. Using the DfE's dedicated grant for supporting mental health, we have delivered:

1. Mental Health First Aid Training – accredited course for one MH staff lead in each school.
2. Wellbeing and Mental Health direct support to schools - one day of customised mental health support to each school (upskilling staff).
3. Special Yoga train the trainer programme for Special Schools.
4. Toolkit of resources, model policies and templates.
5. Trained Mental Health Support Workers to work in schools. Currently 15 schools are supported by these staff.

Mental health and wellbeing for schools continues to be a priority and by delivering these programmes our aim is to improve resilience by embedding these strategies. Hillingdon has one trained professional in each school / Multi Academy Trust (MAT) to support the mental health provision Borough-wide.

To mitigate the impact of Covid-19, a central government funded Mental Health Lead provided a whole school approach review and support, such as policy and procedures development, guidance and training. This support upskilled each Mental Health lead in schools. While this has now finished, the Education Improvement Team continue to work closely with Health to map out provision across all Hillingdon schools to identify additional support needs. There is a comprehensive offer of mental health support available to children and young people through their school and from wider stakeholders.

The SEND Advisory Service (SAS) works within the SCERTS framework (Social Communication, Emotion Regulation, Transactional Support). [The SCERTS® Model](#). In addition to specific SCERTS training available to all schools, the SCERTS ethos is embedded into the SAS tiered offers of support which include 1:1 support, training and whole school approaches. SCERTS is also integral to the Inclusion Commitment school development programmes (a 1-year intensive package of CPD, provision review and support for settings). For more specific support, the Inclusion Commitment offers a choice of 3 pathways. Settings have the option to select an Social, Emotional and Mental Health (SEMH) pathway which will cover 'trauma informed practice' and 'Adverse Childhood Experiences (ACEs)'.

SAS have appointed an Educational Psychologist with an SEMH/Behaviour specialism who will work as an SEMH advisor supporting pre-statutory SEMH needs in strong collaboration with Health Partners and the existing Education Psychology service. The previous pilot project 'Early Intervention Prototype' will be reviewed with Hillingdon CAMHS and other SEND partners and reinstated in a revised format.

The Thrive Network was reshaped and started last year. However, this is currently going through a change in leadership and will resume early next year. This is led by Health partners. This network will provide a holistic network of support across local authority SEND & Education services, health partners and third sector colleagues. Sharing of information enables effective collaboration and signposting for children, young people and their families.

1.9 School Place Planning Overview

The Council has a statutory responsibility to secure sufficient early years and school places for children resident in Hillingdon. These places need to be appropriate, sustainable, viable and meet local and specialist needs.

Primary rolls overall have experienced a slight decline seen each year since 2019, a total 3.5% decline from October 2019 to October 2022. To manage this, reductions in primary schools Pupil Admission Numbers (PAN) have been actioned in multiple schools where there is a clear surplus of vacant places. Officers continue to monitor the number on roll at each school on a regular basis for further action.

At secondary, the number of children on roll has increased in line with projections, which predict a peak in year 7 admissions in September 2024 followed by a gradual decline as smaller primary year groups age through. Temporary extra places above PAN have been offered by some schools for Year 7 each September since 2019 to ensure that all residents receive an offer of a place on National Offer Day. A planned permanent expansion opened at one school in 2023. Further expansions are not expected to be required due to the lower primary numbers coming through the system. A new School Organisation Plan is being created to support longer term planning.

To meet the growing demand for special school places, a programme of capital works to expand and create new special schools, mainstream Specialist Resource Provisions (SRPs) and Designated Units (DUs) in the Borough is being progressed, and inline with the DfE Safety Valve Agreement.

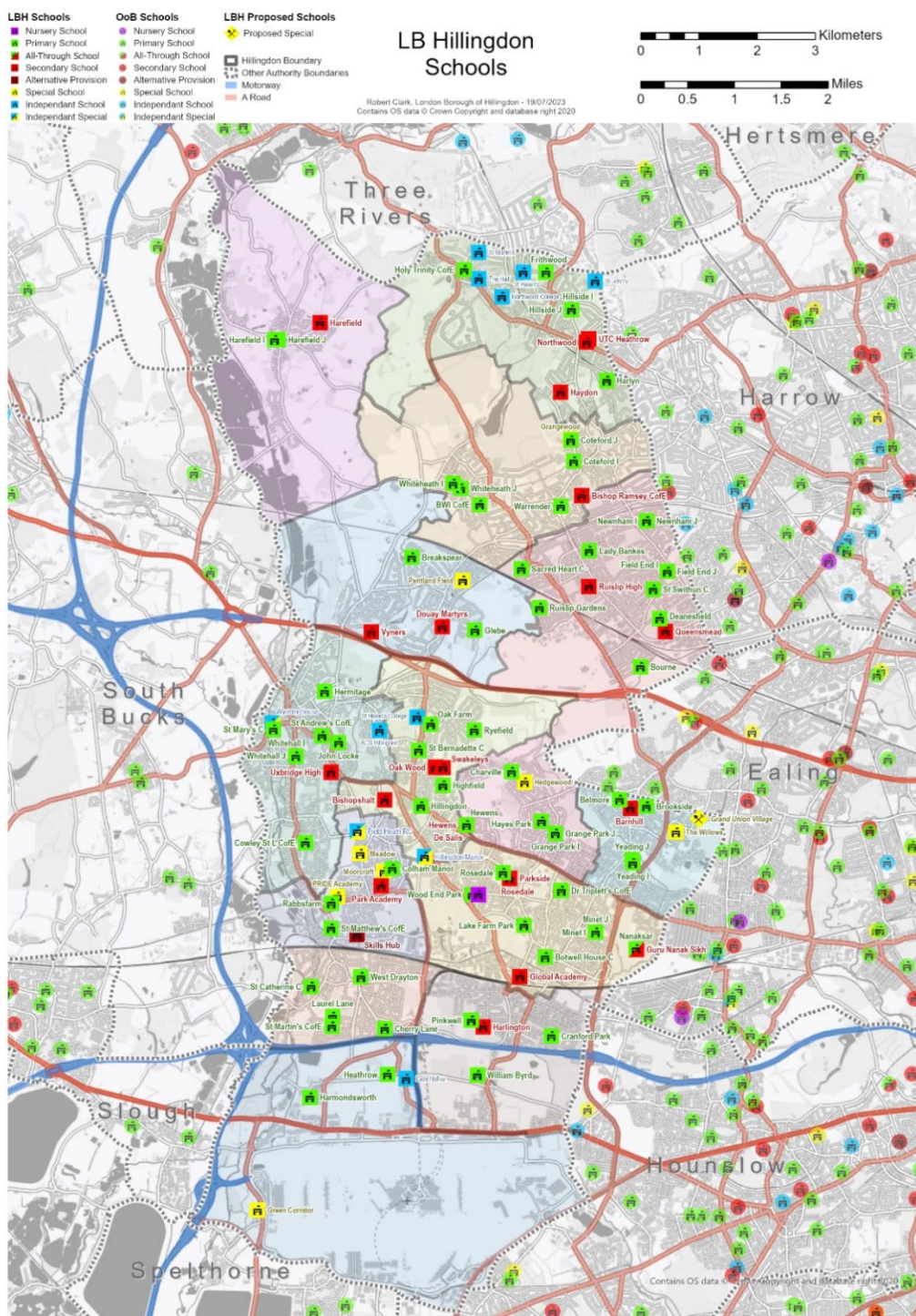
Future School Place Planning Education Analysis

In future reports, when new data is released, progress and outcomes data on the 14 planning areas will be analysed along with an explanation on what education improvement support and challenge will be in place specifically for the planning areas identified as in need. School Place Planning (SPP) is reported twice a year, separately to this report, and Members can access further information through that route. A

School Organisation Plan for Hillingdon will shortly be submitted for Cabinet approval and then shared which will present:

- An overview of the education landscape in Hillingdon
- A summary of current pupil numbers and projected demand in primary and secondary phases, including specialist provision
- Options in place for the Council to consider when determining the need to increase or reduce school places

The following map shows the local authority schools in Hillingdon in July 2023.



1.10 School Placements & Admissions

Secondary School Places

Entry into secondary school for September 2023, Hillingdon council received 3,634 applications. On National Offer Day every Hillingdon child or young person was offered a secondary school place. From those, 69.37 per cent of Hillingdon pupils received their first choice. Hillingdon also achieved higher than the London average for applicants offered one of their top three preference schools at 89.45 per cent, compared to London's 89.26 per cent. Ninety-five per cent were offered one of their preferred places – a higher proportion than last year.

Primary School Places

Hillingdon was ranked first in West London for offering children and their parents their first-choice school on Primary National Offer Day. The council is also third out of all London boroughs for offering families their first choice. In total, 94.93 per cent of children received their first choice in Hillingdon, which is significantly higher than the London average of 88.57 per cent. Furthermore, 99.36 per cent of applicants in Hillingdon were offered one of their top three schools, and 99.5 per cent were offered one of their top six schools.

Fair Access

The In Year Fair Access Panel (IYFAP) has continued to be effective in its duty to ensure that outside the normal admissions round - unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to the minimum. We continue to see a minimal number of primary aged referrals considered by the Fair Access Panel (FAP). This is due to strong communication between the local authority (LA), school admissions officers and sufficient place planning. The LA are extremely grateful to our schools for their support with Year 11 pupils being placed in mainstream schools. The Panel is effective in ensuring that every child receives the best possible education in line with statutory guidance.

Below is a summary of the referrals made via the IYFAP.

Key Statistics

- **0 primary referrals** to the IYFAP.
- **47.7% increase - 201** total number of placements by the IYFAP in comparison to the academic year 2021-2022 where there were 136 placements.
- **150 of the 201 pupils** started at the allocated schools, this is due to pupils moving out of borough or starting an alternative school.
- **65 Year 11** aged children were referred to the panel, 48 of these pupils started at the allocated provisions.
- **8% decrease** in the total number of year 11 placements by the IYFAP into mainstream schools in comparison to the academic year 2021-2022. In real terms there have been 65 Year 11 referrals this year opposed to 71 in 2021-2022.
- **56% increase** in the total number of secondary school placements in the south of the borough in comparison to the academic year 2021-2022. In real terms there have been 195 placements this year opposed to 125 placements in 2021-2022.
- **4% increase** in the imbalance between secondary school placements in the south of the borough

relative to placements in the north of the borough compared to the academic year 2021-2022. In real terms 195 of 201 placements this year (97%) were in the south of the borough opposed to 125 of 134 placements (93%) in 2021-2022. This highlights the strengthening of equal distributions across the borough.

- **28% of the placements** have been for ‘Children of Gypsies, Roma, Travellers, refugees and asylum seekers’.
- **34% of the placements** were for pupils in year 8.
- **4 additional children** were presented and had schools named as part of their school attendance orders.

These statistics include July’s placements however they will not start until the following academic year (2023/24).

Year 11

All year 11 pupils that were referred to the FAP were covered by an alternative category and the panel agreed to place. The DfE confirmed the IYFAP must only be used to secure places for hard to place and vulnerable children, as set out in para 3.14 – 3.22 of the 2021 School Admissions Code. The general expectation is that mainstream education will be inclusive and that pupils with a wide range of needs will be able to access a mainstream school place. However, in recognition of the greater challenges for pupils in Year 11 who were seeking a new school where they are nearing post-compulsory school age, pupils were offered a place at Hillingdon’s Interim Provision, subject to availability. If a school place was required, the case was considered against the eligibility list for referral as a Fair Access placement. If eligibility was met the applicant was allocated a placement through the FAP.

Placements

The table below show the Fair Access placements from September 2022 - July 2023, it also indicates where in the borough pupils were residing. For secondary schools, the north of the borough is determined as above the A40, and south as below the A40, primary schools are determined by planning areas. These referrals reflect all pupils that were taken to the panel, some pupils were not placed but have been included in the referrals.

Secondary referrals							
Month/Year Group	Year 7	Year 8	Year 9	Year 10	Year 11	North	South
September	0	4	4	4	7	0	19
October	2	8	0	5	9	0	24
November	0	12	1	6	13	3	29
December	2	9	2	3	13	0	29
January	4	6	4	5	6	0	25
February	0	7	0	4	3	0	14

March	0	14	0	1	7	0	22
April	1	4	1	3	7	0	16
June	3	3	3	3	0	0	12
July	1	2	1	4	0	3	5
Total per year	13	69	16	38	65	6	195
Total	201						

The month of May will not appear in any statistics as no IYFAP meetings were scheduled in May.

Referral Reason

Below is a breakdown of the reasons each referral was made to the IYFAP. The additional eligible categories have not been included as there were no referrals. The highest number of referrals in the Secondary phase were made for children that had been out of education for 2 or more months and children of Gypsies, Roma, Travellers, refugees and asylum seekers.

Place Planning Areas

For the 201 secondary school placements made through Fair Access, 195 children lived in the South of the borough and 6 children lived in the North of the borough. 97% of the children placed through Fair Access lived in the South. The panel are mindful of the volume of pupils residing in the south of the borough and will try to allocate a school in the north of the borough where a journey is deemed within a reasonable distance. Alternatively, if a parent has added a school as a preference which is within the north of the borough the panel will look to allocate this school. This assists with equal distribution and can justify the panel's decision for allocating a school not within a reasonable distance.

Placements for children of Gypsies, Roma, Travellers, refugees & asylum seekers:

Year/Month	Year 7	Year 8	Year 9	Year 10	Year 11	Total
September	0	2	0	1	4	7
October	0	0	0	0	0	0
November	0	0	0	0	0	0
December	2	3	0	1	4	10
January	4	3	2	2	2	13
February	0	4	0	0	2	6
March	0	8	0	1	4	13
April	1	2	0	0	1	4
June	1	0	1	0	0	2
July	0	1	0	0	0	1
Total	8	23	3	5	17	56

Hillingdon saw an increase in applications for pupils of asylum-seeking families particularly from pupils placed in the contingency hotels by the Home Office.

- All of the 7 contingency hotels are located in the south of the borough
- 341 In-Year applications were received from pupils residing in these hotels. The majority of these pupils obtained school places through the normal admissions process, however, where this was not possible, these children were referred to FAP.

- 91% (51) of asylum seekers who were referred to the FAP were residing in hotels in the south of the borough.

In May, Local Authorities were advised by the DfE that they were beginning to disperse families who were living in hotel accommodation as the programme for hotels to accommodate Asylum Seekers was coming to an end. Whilst we are still receiving applications from certain hotels, the number has declined. We will continue to monitor the number of applications being received from hotels in the new academic year and will proceed to present these children at FAP where they meet the criteria.

Comparison with Previous Academic Years

Below is a comparison of the number of In Year Fair Access Panel placements made this year in comparison to the last two academic years.

Month	2020-2021			2021-2022			2022-2023		
	Primary	Secondary	Total	Primary	Secondary	Total	Primary	Secondary	Total
September	0	32	32	1	43	44	0	19	19
October	0	8	8	0	10	10	0	24	24
November	0	15	15	1	27	28	0	32	32
December	0	12	12	0	9	9	0	29	29
January	0	9	9	0	3	3	0	25	25
February	0	7	7	0	10	10	0	14	14
March	0	16	16	0	11	11	0	22	22
April	0	17	17	0	5	5	0	16	16
June	0	6	6	0	10	10	0	12	12
July	1	8	9	0	6	6	0	8	8
Total	1	137	138	2	134	136	0	201	201

Interim Provision

The Interim provision moved to a permanent location at the new Skills Hub site in Yiewsley. The provision has 10 places available.

- 56 pupils have come on roll since September 2022. Of this cohort, pupils have come from 19 different countries; speaking 20 different languages.
- Of the 56 pupils, 22 are Looked After Children and 2 were on Child Protection plans, this is 43% of the Interim cohort.
- 54 pupils, which is 96% of this year's cohort, have been successfully placed at a school as an outcome of the FAP, moved on through the NTS programme, accessing an alternative setting, they were end of statutory school age or moved out of the country/borough.
- The provision also provided extra support to pupils when a school was not allocated through the panel, or the pupil was at a point in year 11 where it was unreasonable to place them at a school. They supported a pupil who was going through an Education, Health and Care Needs Assessment, and sought Special Educational Needs Disability Exceptional (SENDEX) funding and post 16 support for a pupil with Special Educational Needs.

Fair Access Protocol 2023-24

The School Placement and Admissions team are currently reviewing the Hillingdon's Fair Access Protocol for the academic year 2023-24, a consultation summarising the changes will be sent to every Headteacher to review and comment on. Once agreed with the majority of schools, the new protocol will be implemented for the next meeting. Until the new FAP is agreed we will continue to implement the process in the current FAP agreed in 2022-23.

Part 2

Vulnerable Children and Young People's Outcomes

2.1 Outcomes for Vulnerable Children and Young People

Looked After Children Attainment and Progress Summary

EYFS: The EYFS cohort consisted of five young people for this academic year. 40% made a good level of development (GLD) across the prime areas and across all the Early Learning Goals.

Key Stage 1: There were five young people who completed Key Stage 1 in July 2023. 20% of this cohort met ARE in Reading, Writing and Maths.

Key Stage 2: There were six young people who completed Key Stage 2 in July 2023. Based on their SATs results 67% of this cohort met ARE in Reading, Writing and Maths.

Key Stage 4: Twenty-five eligible young people completed Year 11 in July 2023. Of this cohort, 65% had Special Educational Needs (35% had an EHCP; 30% SEN Support), 8% were unaccompanied asylum-seeking children (UASC) and 65% resided outside of Hillingdon. Of the 25 pupils, 23 were entered for level 2 examinations (GCSEs, BTEC) or equivalent at the end of the academic year. The average attainment 8 score was 21.7 and the average Progress 8 score was -1.4.

Key Stage 5: The Virtual School supported 228 Post 16 learners throughout the academic year 2022-23. Level 3 learners accounted for 12% of the cohort. The remainder of those in further education were primarily on ESOL pathways, Functional Skills, BTEC and GCSE qualifications ranging from Entry 1 to Level 2 and apprenticeships.

English and Maths Progress: The percentage of national indicator learners who did not achieve a grade 4 or above in English and Maths at the end of Year 11 but achieved English & Maths at the end of Year 12 was 6%. This is a key area of focus for the academic year 2023/24 with close working with key post-16 providers on how best we can support these learners to achieve core qualifications.

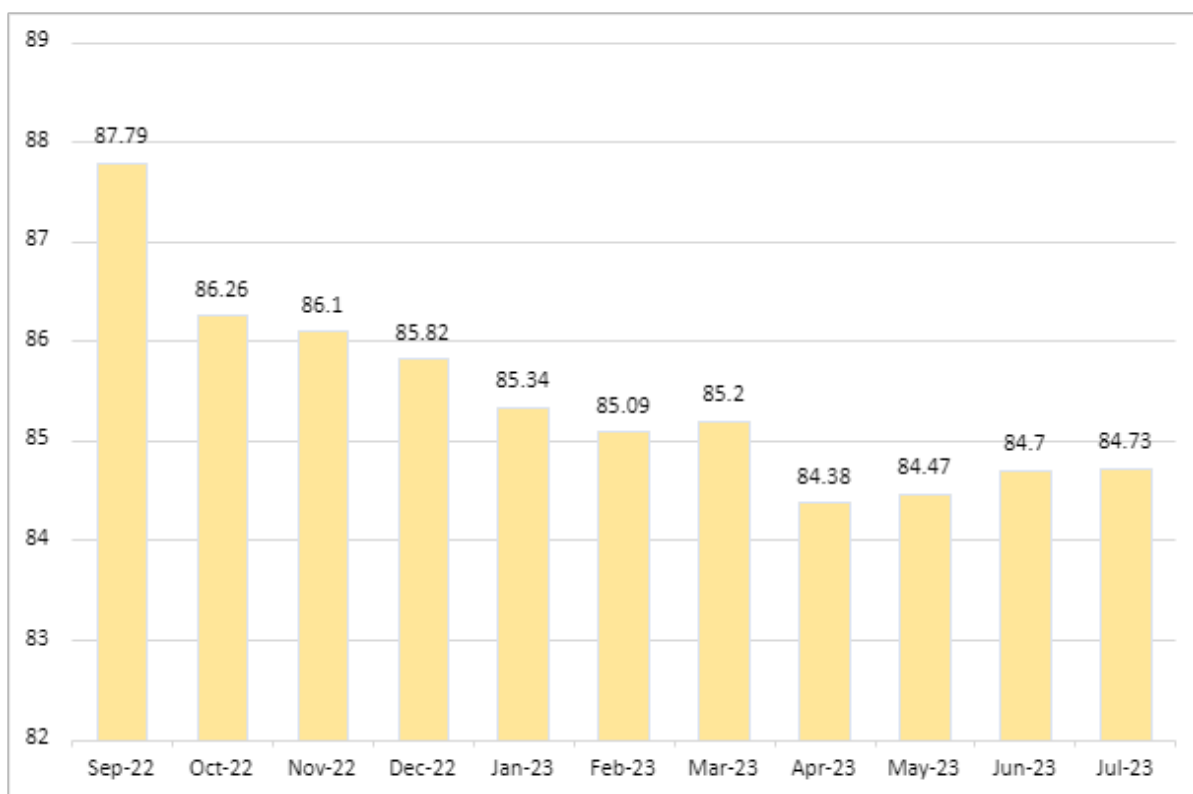
Year 13 Level 3 Outcomes: Of the eleven learners this year who were working towards Year 2 of their Level 3 course, seven (63%) successfully completed the final year. Of these five (71%) have moved on to university, whilst the other two, for different reasons, have decided to take a gap year to pursue full time employment. Of the five young people who went on the Higher Education, one gained a place at the University of Southampton (part of the Russell Group), to study Accounting and Finance.

Looked After Children Educational Engagement Summary

Attendance & Exclusions

Since the pandemic there has been a notable drop in school attendance with many of our children reluctant to attend school and displaying traits of Emotional Based School Avoidance (EBSA). The team are working to improve their knowledge and understanding of EBSA and the impact this has on our children.

The chart below shows the average attendance of our statutory school age cohort across the academic year:



During the last academic year, 21 children received a suspension. The total number of learning days lost was 113.5 days. The increase in the number of suspensions served by our children from the last academic year has also been seen nationally. In the next year, the team will be focusing on reducing the number of children who received multiple suspensions and also those who received suspensions for three or more school days.

	Days lost to exclusion	Number of in borough schools and days lost		Number of out of borough schools and days lost		Number of SEN children
2020 - 21	76.5	10	58.5	7	18	11
2021 - 22	70.5	8	23.5	11	47	12
2022 - 23	113.5	10	33.5	11	80	15

Source: Welfare Call Ltd

LAC Who are Not in Education, Employment or Training (NEET)

This year saw an increase in the annual average for the number of young people on the Virtual School's roll who were reported NEET (out of education or training for more than 1 calendar month) at 6.1% higher than the reported average for 2021/22.

	2019-20	2020-21	2021-22	2022-23
NEET Average %	12.04	12.3	10.09	17
Minimum %	9	8.6	10	13
Maximum %	15.8	17	15	23

Source: Welfare Call Ltd

There was a peak in NEET figures in April 2023. Virtual School Officers have been pro-active in working with the team around the child to overcome barriers to accessing education or training. The Virtual School Officers will continue to hold termly Personal Education Plan (PEP) meetings with the young person and the professionals supporting them to ensure everyone is working together towards them returning to Education, Employment or Training (EET).

Priorities for Looked After Children in Hillingdon

Hillingdon Virtual School's School Improvement Plan has completed its three-year scope.

Compared to the previous years of the Virtual School's Improvement Plan, this year has seen a slower rate of progress, and this is most certainly directly linked to the longer-term impact of the COVID-19 pandemic. The biggest impact of this is evident in our rate of progress in the areas of attendance and educational provision where we have seen some of our children and young people struggle to re-engage with education.

Despite this struggle with re-engagement, it is positive to see that many of our Key Stage cohorts continued to make academic progress and achieve good outcomes. This has been supported by our continued robust and impactful PEP process and successful collaborative working with other professionals in the team around the child, both of which were target areas where we made good progress during this academic year.

Based on our target achievement for this year, we have made good progress in six of our eight school vision threads, with particular success being noted in the areas of adopted and Previously Looked After Children and Working with Others. This is particularly notable as these were areas of focus identified in the Virtual School Self Evaluation Framework for the last academic year.

This year was the third and final year of the Virtual School's first School Improvement Plan and reviewing our progress has provided a valuable opportunity to reflect on the many achievements our children have had despite the unique challenges they and the professionals supporting them have faced.

Looking to the future, it is clear we need to focus our attention on the areas of Attendance and Educational Provision without losing sight of other vision threads which will remain in place for our next three-year plan.

2.2 Special Educational Needs and Disabilities (SEND)

When interpreting data for children and young people with SEND it should be noted that progress from year to year will always depend on the specific needs of individual children and the marked variations in cohort profile.

Hillingdon has seen a growth of nearly 120% in EHCPs since the reforms of 2014 to 2022. Over the past year (January 2022- December 2022) There has been a 12% increase in EHCPs in Hillingdon compared to the national growth rate of 14%.

In 2019, a service wide transformation took place to address the significant growth of children and young people accessing statutory pathways, with a focus on early intervention and support to settings and

families. These new pathways were contingent on professionals accessing education settings to upstream support.

The transformation was aligned under three core functions to support and serve an integrated and tiered pathway. This was designed to positively manage demand through a co-ordinated and structured early intervention offer, alongside maintaining and enhancing the way in which the Authority secures our statutory responsibilities.

The core functions that exist within the SEND Service are:

SEND Advisory Service (SAS) – a multi-disciplinary team of professionals. The service comprises of 4 teams: Sensory team, SEND Keyworking, Early Years advisory team and the Schools/Post-16 advisory team. The service provides a tiered level of intervention, from 1:1 support to whole school, SEND professional development programmes and a wide breadth of universal and targeted training for parents/carers and professionals. There is a large focus on early intervention although some elements require input into the EHCP process and provision for children with plans.

Educational Psychology Service (EPS) - maintaining the statutory delivery in relation to Education Health Care (EHC) needs assessments whilst refreshing and extending the traded offer to schools. This service will work closely with the SEND Advisory Service. EHNAs advice adherence to 6 weeks deadline quarterly remains at 90 – 100%. As of 2023 – 2024, 71 schools within Hillingdon signed SLAs (Service Level Agreement) with EPS. Additionally, 2 out of borough schools have signed, as they felt support from EPS in their LAs was not remotely possible. EPS have appointed a Senior Specialist EP in Early Years. Framework for EP delivery as well as Traded Offer for Early Years settings have been drafted, soon to be shared.

SEND Casework Team - the existing SEND Team has been restructured to create additional capability to meet the requirements of the proposed new ways of working and ensure DSG Safety Valve Plan delivery.

The SEND pathway provides 3 tiers of support:

1. SEN Support
2. Early Support Funding - via a 'My Support Plan' (MSP)
3. Education, Health and Care Plans

The pathway reinforces the requirement for a graduated approach to supporting all children and young people with SEND and will be embedded across the local area. The tiered approach is expected to allow mainstream schools to have greater autonomy over how they utilise resources and support services, as well as having more timely access to funding for SEN, without the requirement to have an ECHP.

Closing the gaps in outcomes and progress for vulnerable children and young people is key to ensuring high standards of education in Hillingdon's schools and the Council recognises that outcomes for children and young people with SEND are not yet consistently strong in all schools or across all phases.

The role of the Principal SEND Advisor is paramount and they will work alongside the Council's Education Improvement & Partnerships Team, carrying out SEND Reviews that follow the National Association for Special Educational Needs (NASEN) framework in order to evaluate its provision for children and young people with SEND. This includes Early Years, mainstream schools.

Percentages of Attainment for Children with SEND

DfE recommend not using 2019/2020 (CAGS) and 2020/2021 (TAGs) for comparative purposes due to the Centre Assessed Grades and Teacher Assessed Grades used in the respective years.

Data Set 15c - Table:	SEN Key Stage 4 2019 to 2023 (Excludes Covid Years 2020 & 2021)								
	English and Maths PASS						Average Progress 8 score		
	2019		2022		2023		2019	2022	2023
Standard 9* to 4	Strong 9* to 5	Standard 9* to 4	Strong 9* to 5	Standard 9* to 4	Strong 9* to 5				
Hillingdon Pupils									
Not SEN	75.2%	52.8%	80.9%	61.3%	77.1%	56.9%	0.24	0.48	0.37
SEN Support (311)	34.9%	16.3%	45.3%	27.4%	33.9%	18.7%	-0.36	-0.34	-0.26
LBH Gap between not SEN & SEN Support	40.3%	36.5%	35.6%	33.9%	43.2%	38.2%	0.60	0.82	0.63
National gap between Not SEN & SEN Support	40.9%	32.5%	37.9%	34.0%	36.4%	30.8%	0.72	0.67	0.64
LBH EHCP (129)	15.3%	8.4%	15.2%	7.3%	11.4%	4.4%	-1.12	-1.28	-1.18
LBH Gap between Not SEN & EHCP	59.9%	44.4%	65.7%	54.0%	43.2%	38.2%	1.36	1.76	1.35
National gap between Not SEN & EHCP	60.0%	42.6%	37.9%	34.0%	59.2%	44.0%	1.30	1.48	1.27

Source NCER Nexus Service
Used Nova Report Standard vs Strong Gap and KS4 Att8 Prog8 School List

Data Set 15d - Table:	SEN Key Stage 4 2019 to 2023 (Excludes Covid Years 2020 & 2021)					
	%EBacc**					
	2019		2022		2023	
Hillingdon Pupils	Standard 9* to 4	Strong 9* to 5	Standard 9* to 4	Strong 9* to 5	Standard 9* to 4	Strong 9* to 5

Not SEN	31.5%	22.8%	33.4%	25.2%	30.8%	21.4%
SEN Support (311)	6.0%	3.7%	9.8%	7.1%	7.6%	5.3%
LBH Gap between not SEN & SEN Support	25.5%	19.1%	23.6%	18.1%	23.2%	16.1%
National gap between Not SEN & SEN Support	21.9%	15.6%	22.3%	17.6%	20.0%	14.7%
LBH EHCP (129)	2.3%	1.5%	1.3%	1.3%	1.9%	0.0%
LBH Gap between Not SEN & EHCP	29.2%	21.3%	32.1%	23.3%	28.9%	16.1%
National gap between Not SEN & EHCP	26.3%	18.3%	28.6%	21.9%	25.8%	18.4%

Source NCER Nexus Service
Used Nova Report Standard vs Strong Gap

** English Baccalaureate

SEND Advisory Service (SAS) Headlines

Early Years / Early Health Notification Panel

Early intervention is central to SEND services. Multi-agency work has focused on developing an Early Health Notification (EHN) process which enables early identification of significant SEND, thus enabling the right support at the right time, and more efficient sufficiency planning.

The Purpose of the Panel is to improve co-ordination and joint planning of services for children (0-5) with special needs and/or disabilities and their families. The Multi-Disciplinary panel will do this by effectively utilising the Early Health Notifications (Section 23 C&FA) and referrals from supporting professionals:

- To identify children (0-5) with more complex needs and move them through to appropriate pathways of support.
- To ensure a robust tracking system is in place to formulate trajectories for 2-year-olds with long-term SEND
- To strengthen joint planning and partnerships between key stakeholders and ensure value for money and improved outcomes across services for young children and their families
- To advise, plan, support and develop inclusive early learning environments making the links between education, health, and social care to facilitate appropriate transition to compulsory schooling.
- To further utilise the LBH 'My Support Plan' in the Early Years, ensuring that children attend primary school with a robust plan of support in order to aid smooth transitions.

In addition to this, the purpose of the panel is to ensure children with complex and long-term SEND have the same opportunity to access good quality early years education alongside their peers, at the earliest opportunity:

- To review applications from supporting SEND professionals who have identified a child with significant and complex needs, who is disadvantaged from attending an early years educational setting due to financial constraints.

SEND Reviews

SEND Reviews employ the evidence-based framework developed by NASEN and form a supported self-evaluation of the educational setting's SEND provision. As part of the review, settings self-evaluate their leadership, parent partnership, and management - all guided by support from their Principal SEND Advisor and the SEND Advisory Service. Subsequently, they may undertake the newly revised Inclusion Commitment (IC): a 1-year programme of support which upskill the entire school and enable them to better support the child or young person with SEND. The IC includes a combination of whole school training sessions, parent workshops, 'Learning Walks', and parent drop-in sessions. After this year-long programme of support, the areas for development are re-assessed according to the SCERTS model. Those who do not engage in a development programme will be provided with follow up support and interim review of agreed targets for development.

The key objectives of SEND Reviews are to:

- Develop a consistent approach to inclusion across the borough where learning environments are conducive to facilitating active engagement of all learners.
- Align services and initiatives to work together to promote a co-ordinated approach to Inclusion in mainstream schools.
- Generate sustainable solutions by allowing upskilled schools to own the review and improvement process. This will ultimately form part of Hillingdon's wider education transformation.

The aim is that all educational settings within Hillingdon will undertake a self-evaluation of their SEND provision, verified by external professional services e.g., SAS, IQM etc. These will be completed by 2026.

Completed SEND Reviews										
Setting Type	Year 1 target	Year 1 Data To March 22	Year 2 target	Q1 Apr-Jun 2022	Q2 Jul - Aug 2022	Q3 Sept-Nov 2022	Q4 Dec22 - Mar23	Year 2 Cum. Data Apr 22 - Mar 23	Total Cum. Target (Inc. Yr.1)	Total Cum. Data (Inc. Yr.1)
PVI	8	7	18	4	4	6	11	25	26	32
Primary	6	10	19	9	1	9	0	19	25	29
Secondary	1	1	3	0	0	2	1	3	4	4

The table shows that targets for PVIs and Primary schools are being exceeded with the target for Secondary Schools also being met.

Development themes from 22 schools: Year 2 April 2022 – March 2023

Theme	%
OAP/QFT	64%
Developing whole school approach to classroom environments including development of working walls	59%
Developing an evidence-based approach in relation to the identification of needs process and updating SEND register	41%

Progress checks towards developmental targets:

- at the start of the SEND Review, schools scored an average of 0 out of 2
- at the midterm review settings scored an average of 1.5 out of 2

This indicates that SEND reviews are supporting the identification of school development needs and ensuring attention is directed towards making changes, thus resulting in positive progress scores.

Quantitative feedback on SEND Review process:

Settings were asked to rate aspects of the process using a scale of 1-6 (insufficient – excellent). The average score across 5 questions was 5.7, which indicates that schools are extremely pleased with the overall process. Feedback was requested on five areas of the process. The highest scoring question was collaboration as 83% of settings felt the SEND review was approached in a collaborative manner. The second highest scoring question was based on the overall experience with 75% of settings rating the experience at excellent.

Development themes from PVI Settings: Year 2 April 2022 – March 2023

Theme	Number of PVI's	%
Developing Knowledge of Ordinarily Available Provision (OAP)	12	48%
Develop Visuals (timetable, now and next, lanyards) across the setting and within each room developmentally appropriate	11	44%
Transition time for children	8	32%

48% of PVI's received a developmental target relating to OAP, which largely aligns to what is seen within the schools' sector. OAP training and delegated sections of the EY SENCO forum will continue to address knowledge and skills. 44% of PVI's received a developmental target relating to the effective use of visuals. A 'Visual Supports' training has been developed and a shared resource platform is being developed to share good practice.

Early Support Funding (ESF)

A small number of children and young people will need a higher level of support than early years, schools and post 16 settings feel they can provide from their normal (notional) budget. These will be children and young people who have already received a high level of support within the setting (SEN support) but are not progressing - or not progressing sufficiently well. Where it is thought that targeted and intensive support can enable better progress through intervention, then short/mid-term, non-statutory top-up funding can be applied for.

ESFs	End of Year 1	End of Year 2	Total Year 1 & Year 2 Cumulative
Projected SV Target	126	141	267
Actual	85 (67%)	131 (93%)	216 (81%)

Two full years of ESF have been completed. There has been a significant increase in applications in Year 2, with 131 out of a target of 141 being accepted. The percentage figures show the proportion of accepted applications in relation to the target. It is clear that utilisation of ESF is increasing as this form of funding becomes more established. The 'My Support Plan' is being reviewed and is the provision map to support the application process.

ESF Impact Form

The impact of ESF on desired outcomes is monitored:

- Completed by the referrer at the end of ESF Funding
- Measures the impact of ESF Funding on the CYPs progress towards their outcomes listed in their 'My Support Plan'
- Scores are measured at the start and end of academic year

	Term 1 Pre	Term 3 Post
Outcome 1	0.02	1.22
Outcome 2	0.05	1.38
Outcome 3	0.03	1.19
Outcome 4	0.08	1.3
Average (Max score 2)	0.04	1.27

91% of respondents said ESF had supported the CYP to make progress towards their outcomes.

Education Psychology Service (EPS) Review

The improvements in the EPS statutory assessment timeframe adherence have continued to improve this year which further supports the local authorities' improvement with performance against the wider 20-week statutory timeframe for new EHCPs. The last six months have been at 98% adherence. Statutory adherence for psychological advice as part of the EHCN assessment process remains at 98-100%.

Our traded service has continued to grow this year and we are now actively trading with at least 68% of schools with more schools requesting additional time. There is now an established link EP to the Virtual School.

We have also appointed a Senior Specialist EP in Early Years, who has developed a working Framework and Traded Offer for Early Years settings.

There is an agreed package supporting the Virtual School, Refugee Project and a pilot project with the Youth Justice Service.

During 2020 - 2023 we have completed four cohorts of the Emotional Literacy Support Assistant (ELSA) Training Programme. All four cohorts, a total of 50 ELSAs are now qualified and maintaining this via regular supervision with the EP team.

The EPS have continued to provide a Critical Incident (CI) Service to all Hillingdon settings, the work offered varies according to the setting and the incident. We have devised a shared policy with wider representatives in the Local Authority to ensure that there is no confusion on the steps to be taken by schools when critical incidents arise. We have also provided training to all schools on devising a Critical Incident Policy for their own schools should a CI occur.

Recent work of the EP team has involved a needs analysis of how schools are experiencing Emotional-based School Avoidance (EBSA) and the creation of a leaflet to support schools with top tips and relevant research. This was distributed to schools in June 2023, as well as the leaflet, this will be further developed this year with a training/intervention package to support schools.

We have recently employed a Specialist SEMH EP who is located in the SAS Team primarily. This EP will work at the systemic level, as well as group and individual level. A lot of the work will be strategic, and we are really excited with the development of this first cross-SEND Service role.

Lastly, the EP Service have been providing support for schools with a large number of students who are refugee and asylum seekers. Support has involved providing drop ins and training, as well as working across Education and SEND to provide more targeted support for these children and where appropriate, their families.

SEND Casework

All requests for an Education Health Care Needs Assessment (EHCNA) are presented to the SEND weekly Panel and decisions made within the statutory 6 weeks' timeframe.

The cumulative average in Hillingdon for completing assessments and issuing an Education Health and Care Plan (EHCP) within 20 weeks is:

2019	22.7%
2020	34.1%
2021	86.7%
2022	66%
2023	66%

This performance was impacted by the periods of SEND Service being short-staffed, however successful recruitment has been completed and will continue to work on meeting the statutory deadline.

Engagement and communication with educational settings have been improved through regular liaison between these settings and SEND officers (termly or half termly meetings), school visits and through a Meet the SEND Team meetings as well as through SENCO Forum and Parent Carer Forums. Workshops and drop- in sessions focused on SEND statutory processes have been offered to settings.

Communication with parents and carers has also been improved through coproduction meetings and regular liaison with parents/carers through EHCNA process as well as through the Annual Review process. There are monthly meetings between SEND Service management and parent carer forum representatives and other parent/carers organisations - Hillingdon Autistic Care and Support (HACS), Special Educational Needs Disabilities Information Advice and Support Service (SENDIASS). This ongoing partnership has resulted in better collaboration between the Council and these organisations. The new Hillingdon SEND and Alternative Provision Strategy 2023-2028 describes our vision and the outcomes we want for our children and young people with SEND and those who access Alternative Provision (AP).

It describes the context within which we work, the principles underlying how we will work and our strategic priorities for the next five years to help deliver improved outcomes for children and young people with SEND and children accessing Alternative Provision. The strategy builds on the work of the previous

strategy and has been jointly developed by the London Borough of Hillingdon, the NHS in collaboration with children and young people, Hillingdon Parent Carer Forum and other key stakeholders.

Priorities for Children with SEND in Hillingdon 2023/24

Strategic priorities for the SEND & Education Service for the coming year include:

- The implementation of the new Hillingdon Local Area SEND & AP Strategy 2023-28.
- The development of a SEND Local Area self-evaluation framework (SEF) and data dashboard in line with the new Ofsted SEND Inspection Framework.
- Continue to build a culture of inclusion within mainstream settings to meet the needs of children and young people with SEND.
- Create a new framework for banding for mainstream schools and SEND Schools in co-production with local leaders.

2.3 Closing the Gap between Disadvantaged Pupils and their Peers

- All schools continue to receive additional funding from the DfE to raise the attainment and improve the progress of children and young people from disadvantaged backgrounds, namely pupils eligible for Free School Meals (FSM) and Looked After Children (LAC). This funding, known as the Pupil Premium grant, can be used by schools in any way that they choose but must show an impact on outcomes for children from the poorest backgrounds. Schools are held to account for the use of Pupil Premium grant funding by Ofsted through the new inspection framework and also through strong governance at individual school and Local Authority level.
- The gap between disadvantaged pupils and their peers has widened slightly during the Covid years. Below is a summary of available data. Different key stages record slightly different baseline data, which explains the variability in the language in the statements below.
 - **EYFS:** 73% of non-FSM children made a good level of development (GLD) across the prime areas. For FSM children, this number was 53.4%, compared to 64% in 2019. In 2023, the gap between non-FSM and FSM children was 19.6%.
 - **Key Stage 1:** In 2023, the Phonics Decoding score for all children was 80%. Phonics decoding is the key measure of future literacy development. For FSM children, the score was 67% compared to 75% in 2019. In 2023, the gap between non-FSM and FSM children was 13%.
 - **Key Stage 2:** In 2023, the percentage of non-disadvantaged children achieving the expected level of Reading, Writing and Maths was 69%. The progress these children made between KS1 and KS2 was better than expected. The percentage of disadvantaged children achieving the expected level of Reading, Writing and Maths was 47%, compared to 56% in 2019. The progress these children made between KS1 and KS2 was much lower than expected in Reading and Maths. In 2023, the gap between non-disadvantaged and disadvantaged pupils was 22%.
 - **Key Stage 4:** In 2023, the KS4 Attainment 8 score for non-disadvantaged students score 52%. Their Progress 8 score, which shows expected progress between KS2 and KS4, was +0.42. (0.00 is the national average expectation). For disadvantaged students, their Attainment 8 score was 39.5, compared to 40.2% in 2019. Their Progress 8 score was -0.21 compared to -

0.13 in 2019. In 2023, between non-disadvantaged and disadvantaged students, the gap in attainment is 12.5%, the gap in progress is +0.63.

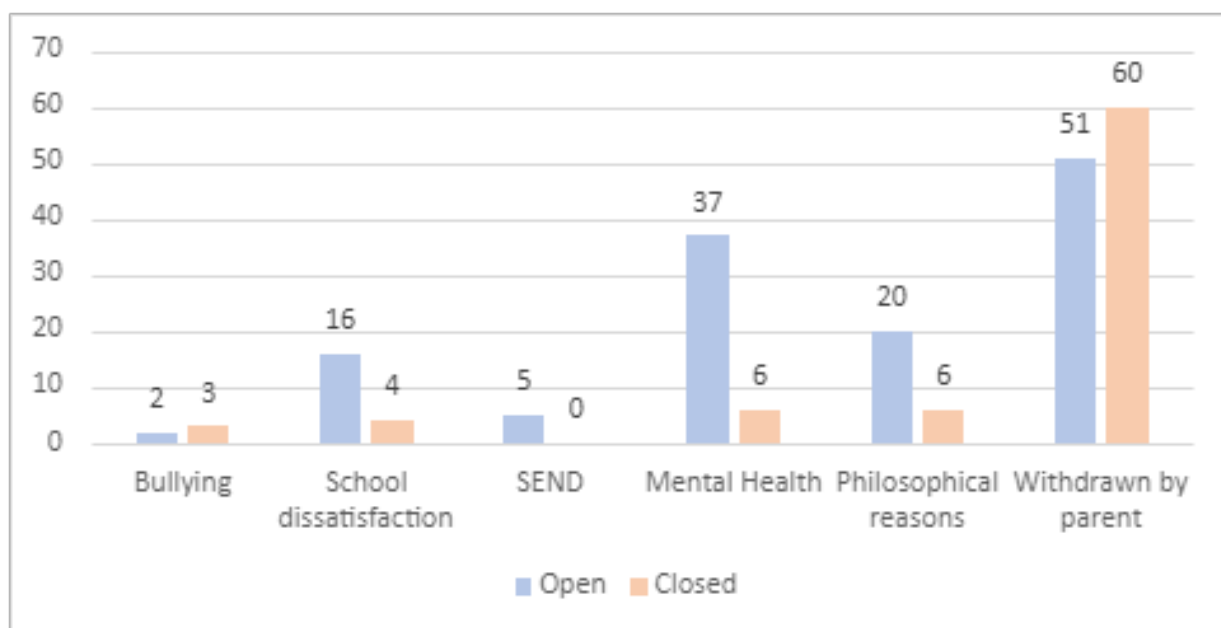
- There are likely to be multiple causes, and this is a focus for the Council in the next few years. Issues with teacher illness, absence and recruitment gaps will also disproportionately affect disadvantaged pupils.
- Schools whose outcomes for disadvantaged learners are consistently significantly poorer than for non-disadvantaged learners and where these gaps are not closing are encouraged to identify and work closely with schools whose outcomes for these cohorts have improved.
- White British boys and Black Caribbean disadvantaged children will be a continued focus for the Council and all schools.

2.4 Elective Home Education

Elective Home Education (EHE) is a right for all parents to provide education for their children at home, or elsewhere, which does not involve them being registered on a school's roll. At the end of this academic year, Hillingdon had the following children registered as EHE:

	Total
Male	157
Female	187
Primary age	141
Secondary age	203

The academic year 2022/23 saw the numbers of EHE children remain largely steady in Hillingdon. During this academic year, 262 new referrals were received averaging 22 each month, with a spike in figures in March. A number of these referrals also closed within the academic year. Whilst the reasons for these referrals were varied, the most common are shown below:



The most common reason is 'withdrawn by parent'; whilst all decisions to EHE are made by the parent(s), this category is often selected when a parent(s) does not wish to disclose their reasons for choosing to EHE. The EHE team are working on further developing our relationships with our EHE families so we can reduce the number who choose this category so we can gain a better understanding of parental motivation for EHE.

This academic year has seen the EHE team make significant steps forward in terms of developing data tracking and the support on offer to families who are EHE. This has included:

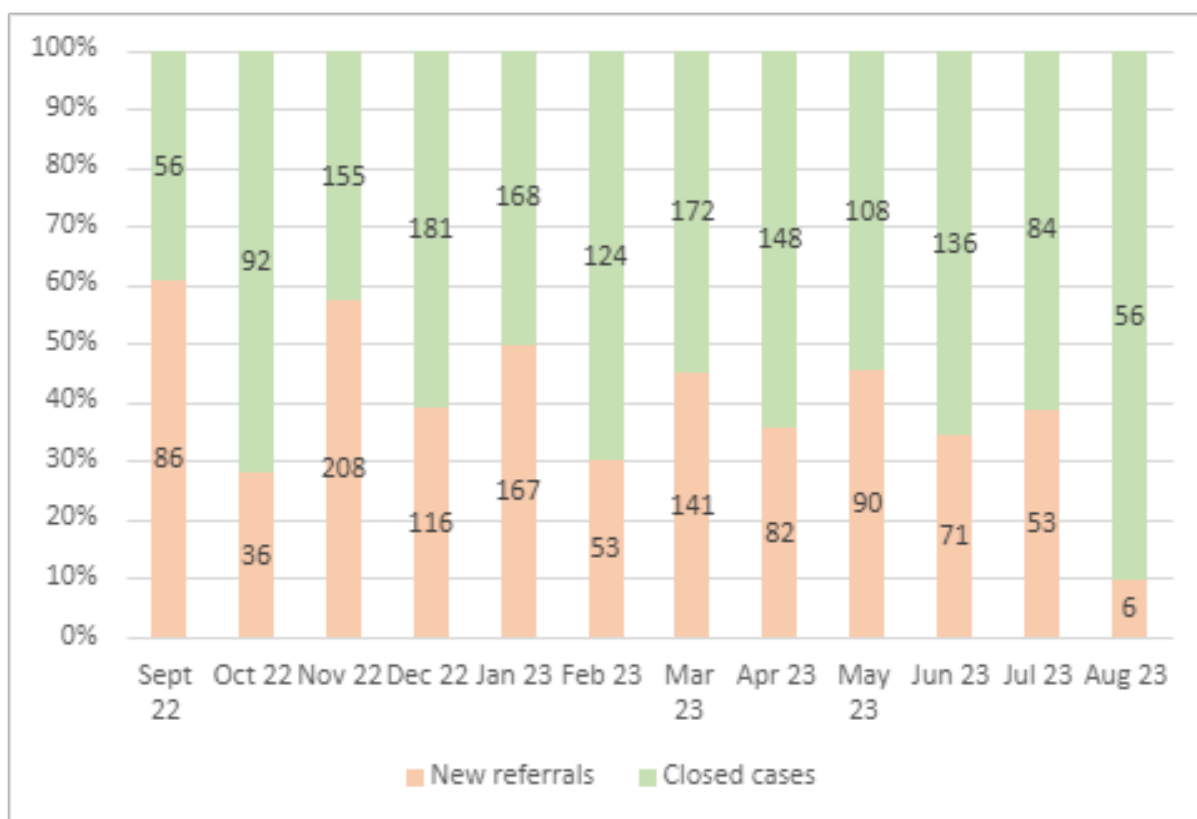
- Developing a new automated referral system for in borough schools to inform the service of children who are being EHE and highlighting where there may be safeguarding concerns
- Developing a new automated referral system for out of borough schools and other partners to inform the service of children who are being EHE
- Publishing a redesigned EHE newsletter for parents and partners
- Creating '5-minute guides' for professionals to aid in understanding of EHE and how to refer to the service
- Furthering partnership working with the GRT Project, including off-site co-location to support GRT families providing home education
- Arranging for EHE Officers to be co-located with social care on a part-time basis to provide information, advice and guidance to colleagues working with children who are electively home educated
- Agreeing sharing processes with key partners such as SEND, Youth Justice Service and Social Care

2.5 Children Missing Education

The Local Authority has a duty to identify children not registered at school or otherwise receiving suitable education. All Local Authorities should have robust policies and procedures in place to enable them to meet their duty in relation to these children, including ensuring there are effective tracking and enquiring systems in place. Children Missing Education (CME) are categorised as follows:

- A child of statutory school age (5-16) not on roll at a registered school.
- A child allocated a place at a school but has not attended.
- A child listed as being educated at home but not receiving an education.

In 2022/23 Hillingdon processed 1,109 new referrals of CME. In the same year, 1480 referrals were closed. The chart below shows the breakdown of opened and closed referrals across each month of the year.



During this year, the number of referrals and closures processed by the CME team remained broadly unchanged from the previous academic year (1224 referrals and 1682 closures).

This academic year has seen the CME team make significant steps forward in terms of rates of closure and developing a more joined up approach with colleagues to locate children. This has included:

- A review and update of all processes and policies to ensure they are fit for purpose
- Strengthening the referral process via the Stronger Families hub to ensure as much information is captured from schools thus reducing drift and delay
- Providing training to all schools on how and when to refer to the CME team
- Building on links with the Home Office to ensure children who are moved from hotels can be located swiftly
- Developing links with Border Force to enable checks on children who may have left the country
- Working regularly with colleagues in EHE, Virtual School, Social Care, Admissions and Post 16 to ensure no child ‘falls through the gap’

School Attendance Orders

During this year, Hillingdon has continued to use the School Attendance Order (SAO) mechanism to support children who are not in receipt of education either because officers have been unable to establish the suitability of home education or because the child has been reported as missing education and has subsequently been located in the borough.

The Children Missing Education team has responsibility for issuing all SAOs on behalf of the council and continues to use Hillingdon’s Fair Access Panel to name a school; this ensures equal distribution across settings.

The data in the table below shows the number of SAO placements per term during the last academic year.

	Primary	Secondary	Total
Autumn Term 22	1	9	10
Spring Term 23	3	0	3
Summer Term 23	0	0	0

It is clear from the data that as the academic year progressed, the team were required to use the SAO mechanism less and less. This is largely due to the improved joined up working across Children's Services which has ensured all options are being explored to support the child (and their family) back into education before a legal route is considered.

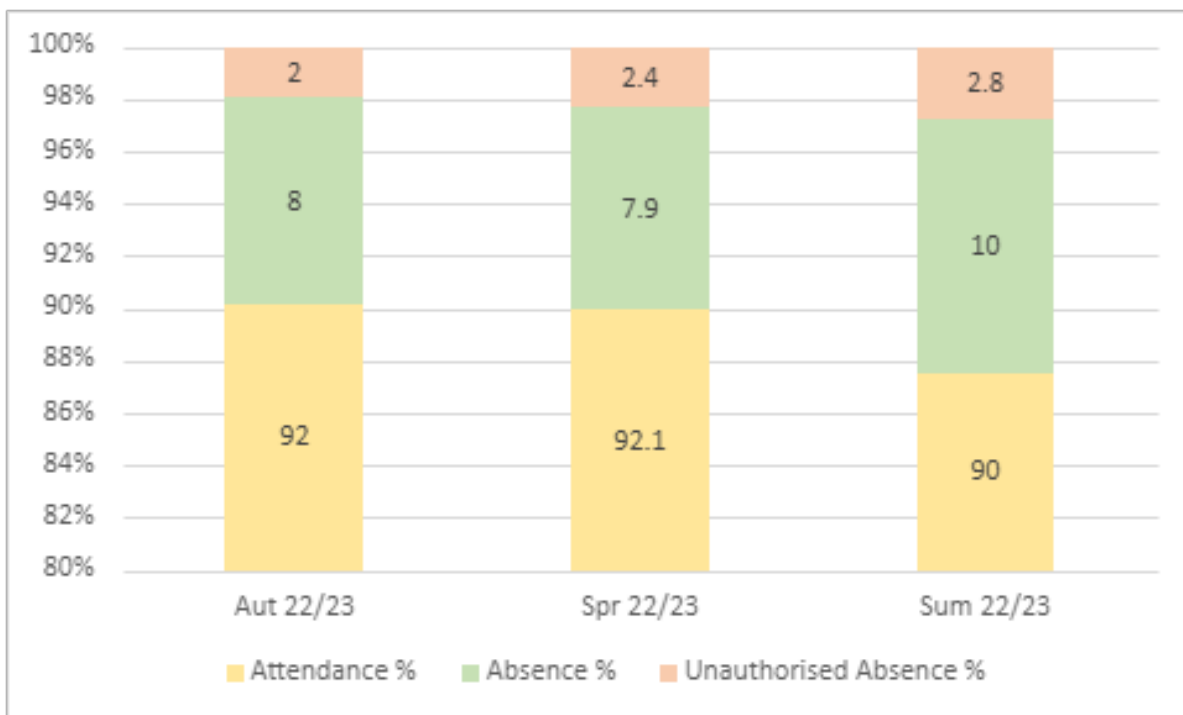
2.6 Absence and Exclusions

Government statistics have shown that COVID-19 and its aftermath has had a damaging effect on school attendance, which has lasted longer than originally anticipated.

The rate of absence in schools in England has increased significantly since the pandemic. The most recent full-year statistics (which cover the 2021/22 academic year) showed an overall absence rate of 7.6%, up from around 4–5% pre-pandemic.

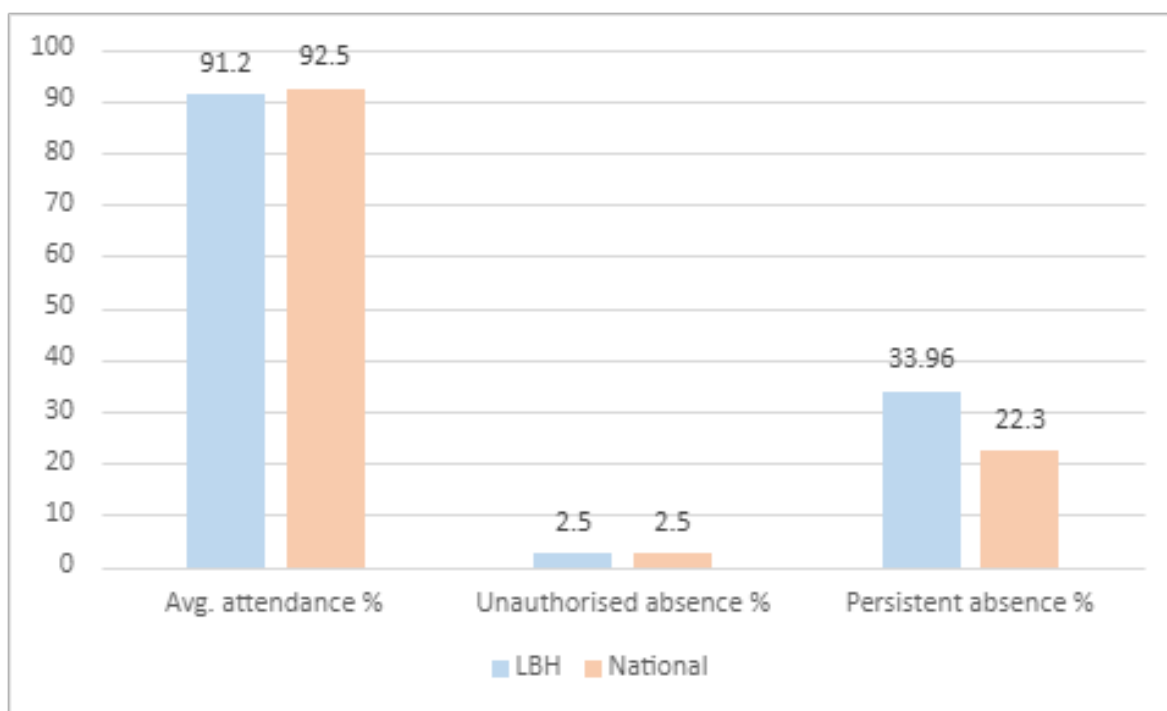
Absence and exclusion issues are managed collaboratively by the Attendance Support and Exclusion & Reintegration teams with a view to ensuring all young people access their full educational entitlement. This work constitutes a combination of activities including seeking to monitor attendance, absence and exclusion rates to providing support and challenge to schools and families to ensure optimum levels of participation.

The graph below shows the rates of attendance and absence across the three terms of the academic year and indicates the rates in all three metrics remained broadly consistent across the year:



Source: Department for Education Aug 23

The graph below shows Hillingdon's Statutory School Age attendance rates during the last academic year compared to those nationally.



Source: Department for Education Aug 23

The data shows that whilst Hillingdon's overall attendance and rate of unauthorised absence is broadly in line with figures recorded nationally, the rate of persistent absence is higher. At this stage the reason for this is unclear and will remain a focus for the Attendance Support team in the next academic year.

In May 2022, the DfE published new guidance for attendance in schools 'Working together to improve school attendance' which came into effect from September 2022. The guidance marks a significant change to previous government expectations in regards to school attendance, including offering all core services to independent school settings. It will therefore take some time for these new working practices to be embedded and become well established. Broadly speaking, the new guidance highlighted:

- Improving attendance is everyone's business. Attendance is never 'solved' and is part of a continuous process.
- The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent or carer to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.
- Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly.

In order to meet this new guidance, officers undertook much work during the academic year, including:

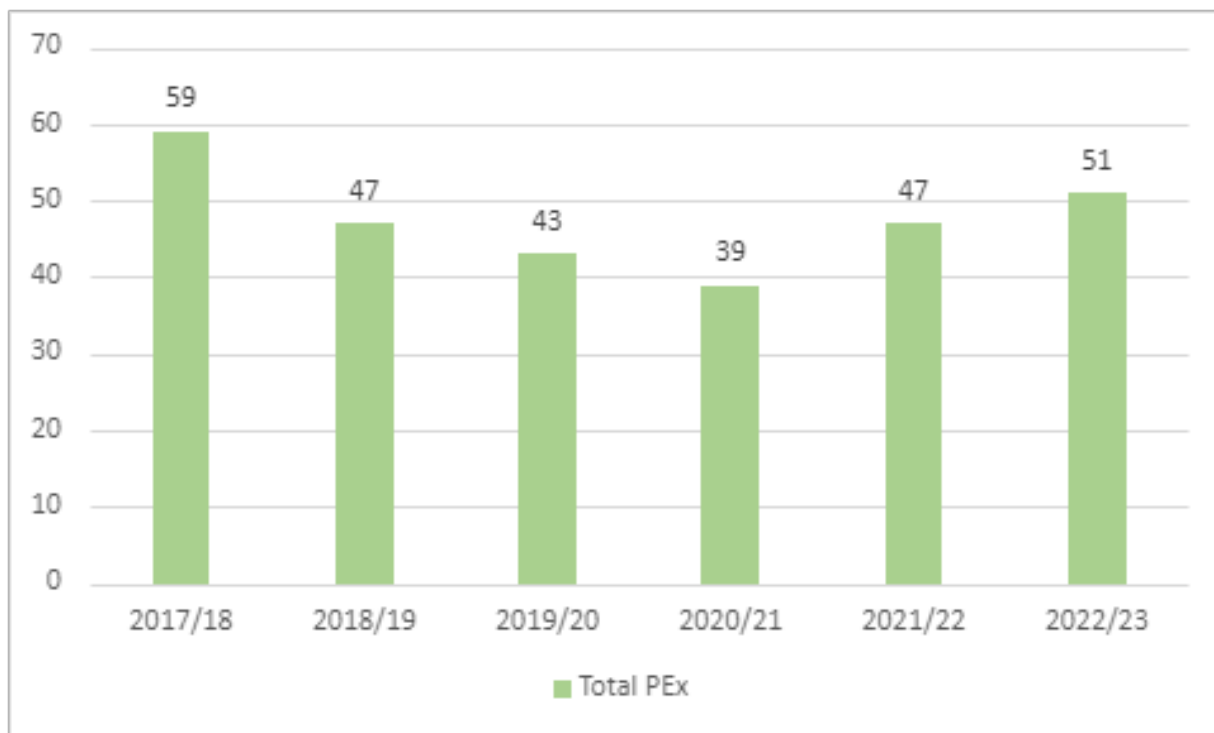
- Re-aligning the Participation service to Attendance Support
- Developing a new practice model to meet the revised guidelines from the DfE for allocated officers to use when conducting termly meetings with schools. These meetings will focus on overall attendance and persistent and severe absence, as well having a greater emphasis on the attendance of vulnerable cohorts and those children placed on part-time timetables or in alternative provisions
- Publishing revised guidance on attendance, part-time timetables and alternative provision for all schools
- Successfully delivering a series of webinars and provided training and resources to all schools in the borough to support with the implementation of the new guidance
- Creating a more robust system to track and process unauthorised exceptional leave
- Creating and shared an attendance self-evaluation form for schools to utilise
- Taking part in refresher training with legal colleagues in the use of Education Supervision Orders.

Exclusions Data for Schools in Hillingdon

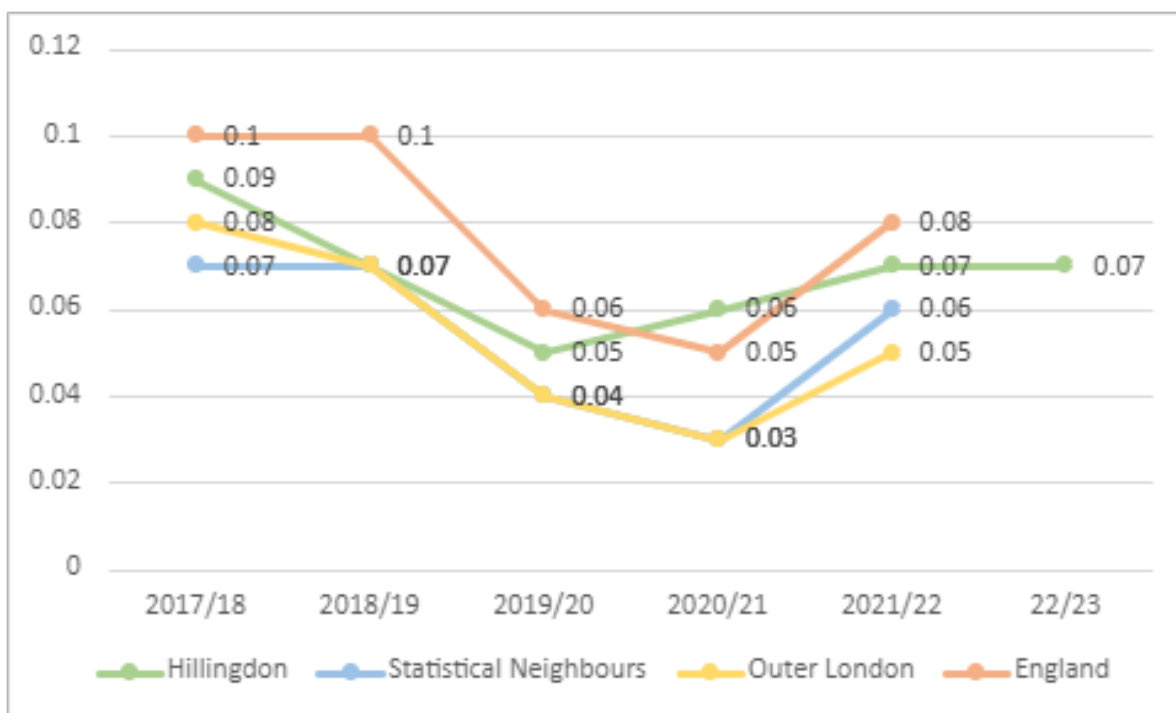
Key Figures for Permanent Exclusions

During academic year 2022/23, Hillingdon processed a total of 51 permanent exclusions, with a further 20 being either overturned or rescinded with the support of the Exclusions and Reintegration team.

The rate of permanent exclusion over the previous five academic years can be seen in the chart below:



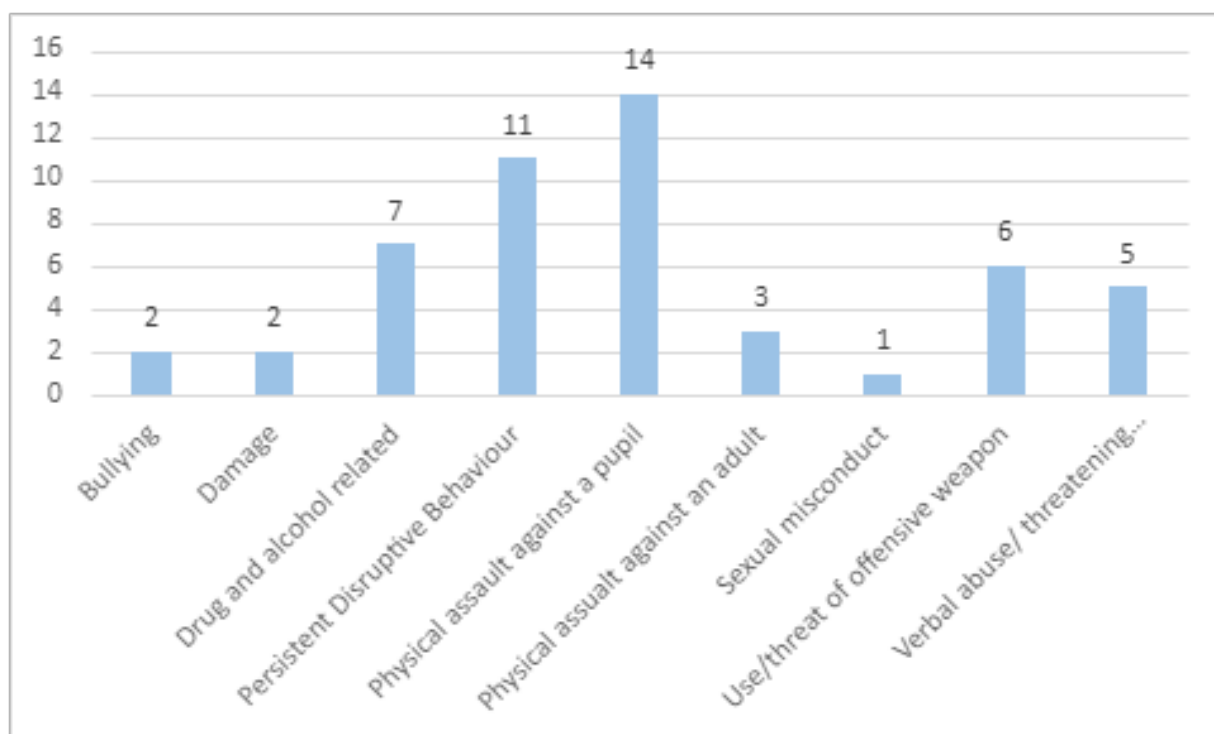
It is clear the rate of permanent exclusions in the borough is slowly returning to the numbers seen pre-pandemic which is similar to what is being experienced nationally. The graph below shows Hillingdon's rate of permanent exclusion across the last five academic years compared to national figures, statistical neighbours and other boroughs in Outer London (it is important to note comparative data for the last academic year is not yet available).



Source: Department for Education Aug 23

The graph below shows the reasons provided by schools in Hillingdon for the permanent exclusions issued during this academic year. As was the case in the previous year, the most common reason for a

permanent exclusion was physical assault against a pupil, with persistent disruptive behaviour being the second highest recorded reason.



Whilst the Exclusions and Reintegration team have worked to build strong relationships with our schools so that collaborative approaches can be explored to avoid permanent exclusion where possible, this is not always achievable with exclusions resulting from physical assault. Due to the nature of the offence, many are considered to be 'one-off' incidents which are serious breaches of a school's behaviour policy; in these cases, little or no early help or preventative work could have been explored between Officers and the school to avoid the permanent exclusion.

During this academic year, the team have developed collaborative working practices with schools and internal colleagues by:

- Working with colleagues in the Virtual School to launch a 'Team Around the Child' pilot for any child with a social worker placed at The Skills Hub. The pilot focuses on bringing key professionals together when children are placed at The Skills Hub to create a bespoke plan. This will focus on establishing any unmet needs, identifying the ways these needs can be met and with the goal of reintegrating the child back into the mainstream environment. If successful, it is hoped this model can be rolled out to all children permanently excluded.
- Supporting the opening of a Primary Provision at The Skills Hub
- Working more closely with SAS and School Improvement colleagues to champion and support the use of effective early intervention; team around the child meetings have become a regular feature of the work the team undertakes as well as encouraging schools to engage with the My Support Plan process. This provides more joint working between internal teams and the support provided to schools.
- Undertaking a review of Alternative Provision and work is underway to establish a Dynamic Purchasing System which will allow for a directory of Alternative Provisions to be created.
- Continuing to use the expertise of a Behaviour Consultant commissioned from the London Borough of Ealing. This role provides additional support to the team around the child when behaviour is

becoming a concern, a child has been issued with multiple suspensions or may be in danger of exclusion but offering one-to-one sessions with children (where appropriate) as well as advice and guidance to staff working with them.

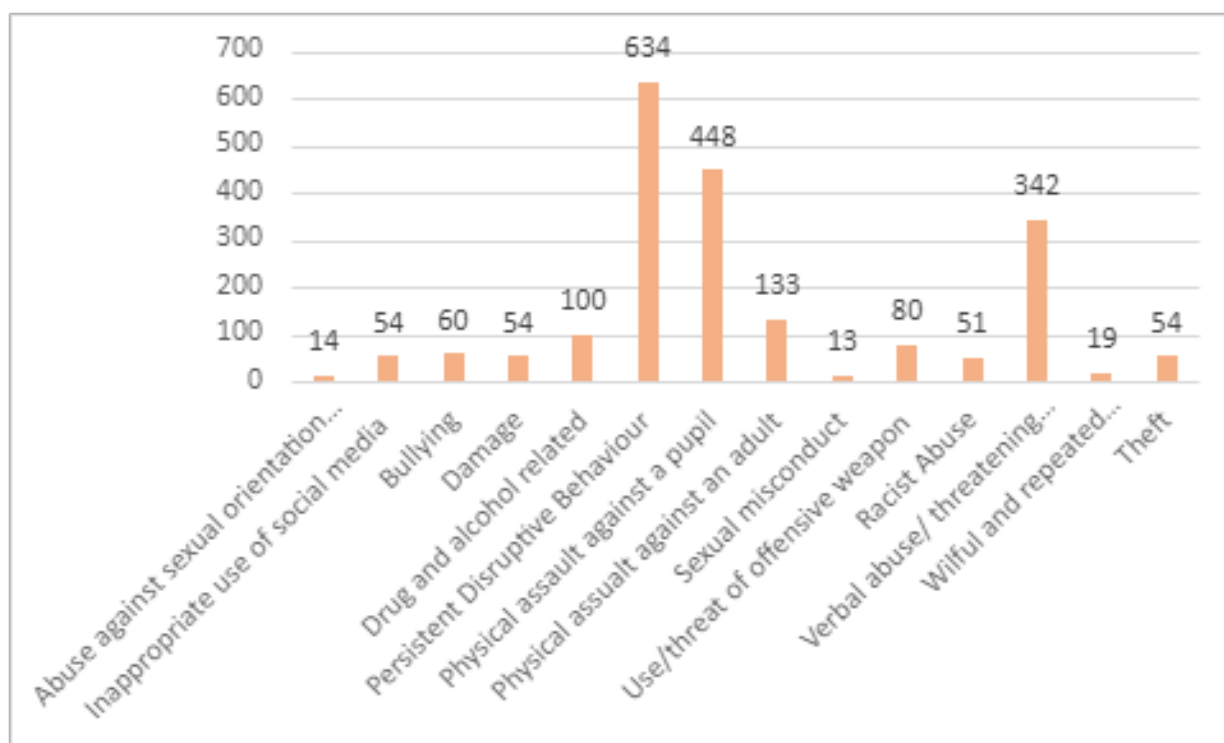
Key Figures for Suspensions

In total, there were 2,084 suspensions issued by Hillingdon schools in 2022/23 compared to 2,062 in the previous academic year. These suspensions were issued to 1,176 unique children, meaning 908 children received more than one period of suspension during this academic year.

The breakdown of all suspensions was as follows:

- 91% of all suspensions were issued by secondary school settings
- 66% were issued to boys
- 37% were issued to children with SEND

The reasons for suspensions across the year were:



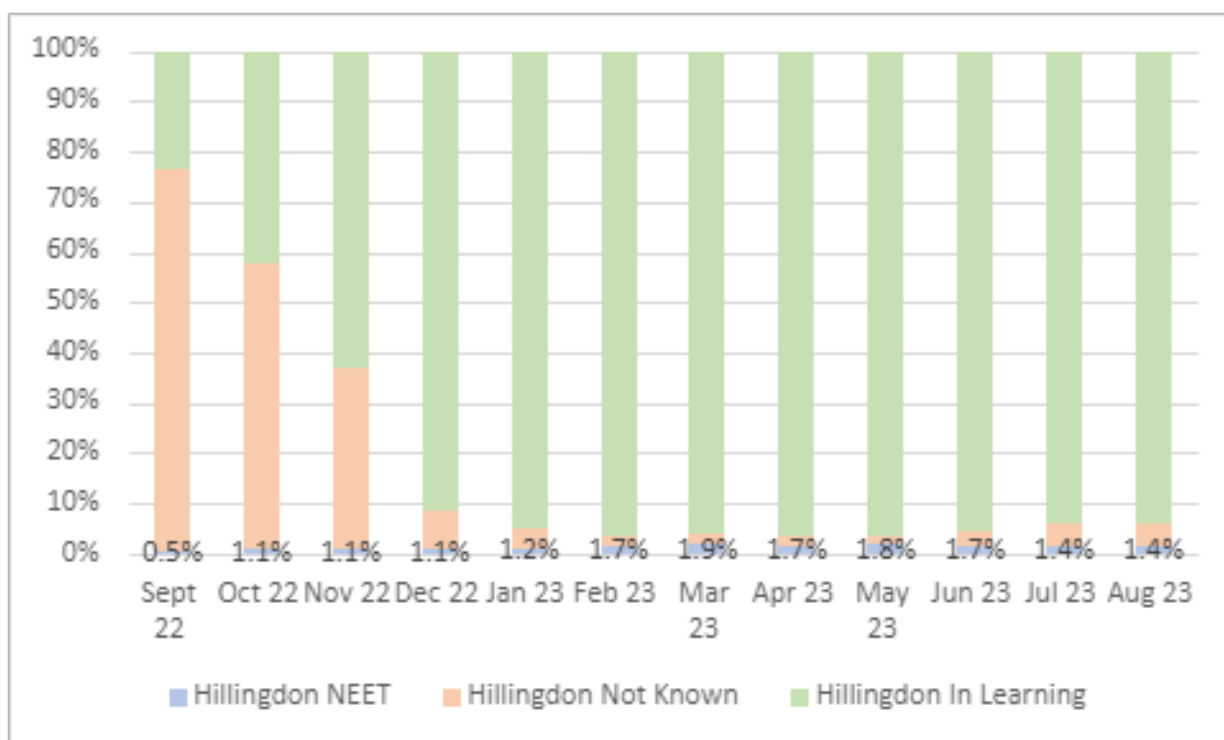
Hillingdon officers will continue to create support packages for children and young people at risk of permanent exclusion or receiving multiple suspensions. In the next academic year, this will be greatly assisted by a new co-produced panel with colleagues in the SEND Advisory Service which will allow professionals or schools working with children with complex behaviours to seek further advice and support from a panel consisting of relevant Hillingdon officers and Headteachers from different settings in the borough.

2.7 Young People Not in Education, Employment or Training (NEET) and Increasing Pathways for Young People into Education, Employment or Training (EET)

The Post 16 team undertakes several functions concerned with ensuring children and young people access their education entitlement. Specific areas of work include:

- the ongoing tracking of young people's participation so that targeted support can be undertaken by case officers to support young people back into EET
- Assuring the 'September Guarantee' is completed within statutory timescales
- Ongoing destination tracking is completed between September and January to ensure young people have found suitable education and training provision and sustained their identified placements

The data below shows the number of young people in Hillingdon Not in Education, Employment or Training (NEET) across the last academic year, alongside the number of young people whose destination was unknown and those who were in EET.



Source: West London Partnership

The data shows the number of young people who were NEET was at its highest during the Spring term; this is a common time for young people to leave courses and placements because they feel they may have made the wrong choice at the start of the year. Where possible, the team will target these students to re-engage them with an EET placement before the end of the academic year and ensure they have ongoing plans for their next year of study.

September Guarantee statistics for 2023 were 97.5%, a 3.0% increase from 2022. This is a significant achievement for the team as it is the highest figure achieved in Hillingdon for nine years.

This academic year has seen the Post 16 team make significant steps forward in terms of developing data tracking and the support on offer to young people who are NEET. This has included:

- A review and update of all processes and policies to ensure they are fit for purpose
- Working regularly with colleagues in EHE, Virtual School, Social Care, SEND, Admissions and CME to ensure as many young people as possible are captured in the data
- The team has placed 96 NEET young people into provisions since September 2023
- Ongoing partnership working with the Post 16 Co-Ordinator to share data and trends to inform the overall strategic work in this area
- Development of a Complex NEET Panel consisting of colleagues from across teams in Hillingdon who can provide information, advice and guidance to officers working with complex cases of young people who are NEET

Post 16 Partnership Coordinator

- The Post 16 digital prospectus has been launched with a communication strategy in place to ensure that it reaches all year 11 students.
- In its second year, students are being informed around other pathways available which include the world of work amongst other industry insight information.
- Due to a positive round of focus groups and consent gained from ASK Amazing Apprenticeships, a company associated with our partner Education Development Trust (EDT), has provided permission to showcase videos for young people to see personal journeys with apprenticeships, T-Levels, and Internship/Traineeships. There will also be an interactive lesson plan with links to websites like; Skills Builder and Prospects to help with career planning and support with soft skills.
- To support SEND students, the prospectus will not only include more videos, but a 360 tour of Harrow Richmond Uxbridge College (HRUC) and personal testimonials from students who have completed foundation courses at HRUC, and students that have left Orchard Hill College.
- To support vulnerable young people who are at risk of NEET, a vocational carousel has been created in collaboration with HRUC which will be a 6-week 1 day a week programme for year 11's to access on a variety of vocational courses. This will also be featured as good working practice on the DfE's newly formed RONI protocol guidance.
- Following on with 14-16 support - a mentoring programme will be piloted funded by EDT, working in partnership with SPARK!, to support vulnerable cohorts who may require a more 'hand holding' approach to journey planning. Skills Hub, Harlington, Park Academy and 10 LAC pupils will be chosen to take part. The impact of this may see more schools using this approach, as well as services if proven successful.
- The internal Partnership Forum and Careers Leaders' Network has continued with an increase in attendance. More members within the council are now part of the internal forum, which includes Learning and Development and the Axis Service.
- Hillingdon Council is part of the West London Careers Hub cornerstone employment group. This allows us a platform through the Start profile to showcase the opportunities as well as run careers sessions about the variety of areas students can be aware of within the council.
- The ongoing work with the college has seen T levels being offered within the Council. Post 16 strategic education has offered to take one of these placements from the college.
- The good working relationship between the Post-16 Coordinator and the Careers Cluster, and the LEAN Network within the borough.
- The maintained relationship with the schools and academies within the borough, offering local authority support and understanding and minimising the challenges that exist within provisions.

- Mapping out providers available to offer traineeship opportunities for our NEET (Not in Education, Employment or Training) cohort, there is now a broader range that NEET case officers can signpost to.
- NEET and at risk of NEET events have been run both virtually and face to face for students, to signpost to providers offering a variety of different programmes.
- Hillingdon Council is part of the wider PAN London operational and improving the offer for young Londoner's subgroup. Attending forums such as Skills London and the Green Skills event, ensures there is an emphasis on bringing national initiatives into the Council.

Priorities for Young People to Access Education, Employment or Training

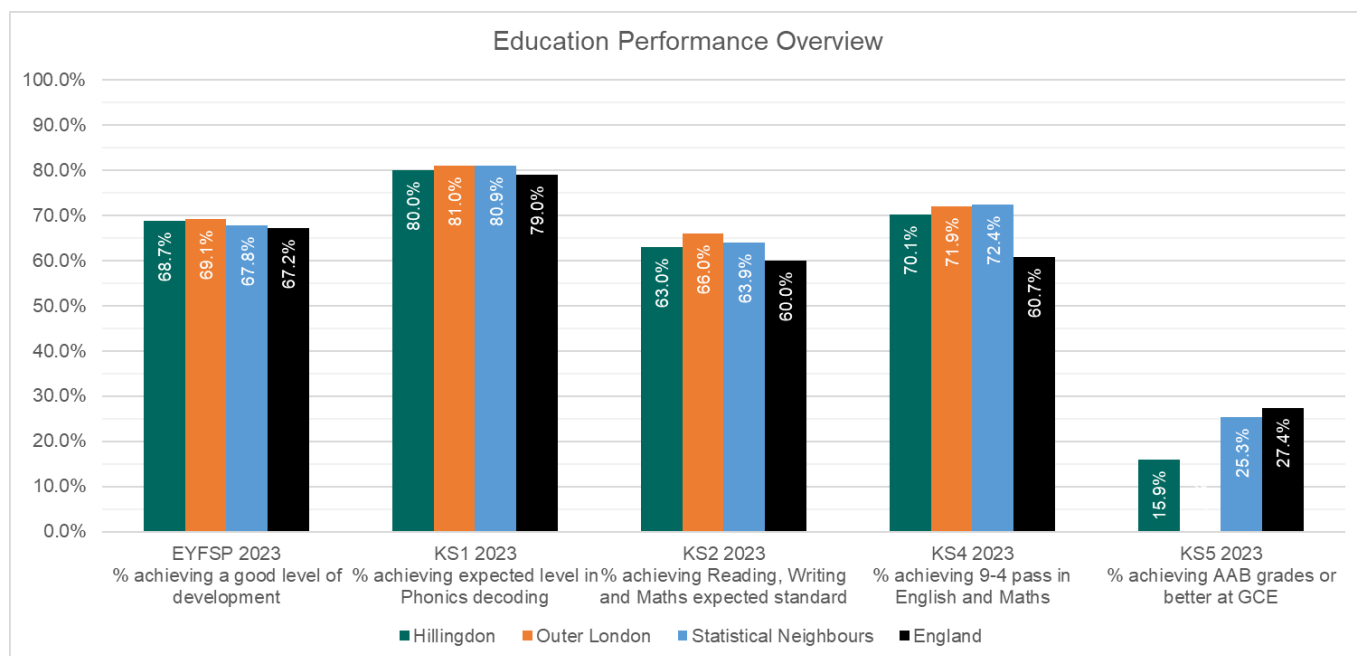
1. Increase the relationship with the college and our alternative provisions to support the disadvantaged groups who are at risk of NEET. We are to progress with post 14 – 19 strategies, alongside HRUC.
2. Embed a digital prospectus for year 3, increasing alternative pathways which are available for young people through raising this awareness.
3. Hillingdon council as an employer, promoting these areas within the council to better increase our talent pipeline within and provide a range of opportunities post 16.
4. Build on the providers that we currently use within the borough for our NEET cohort, outlining a vast number of programmes which lead from traineeships into employment
5. Continue the strong relationship with EDT to build on the existing work we have progressed with in schools.

Part 3

Educational Performance

3.1 Educational Performance Overview

This section focuses primarily on attainment, progress and achievement for the preceding academic year along with references to wider measures of educational success.



The Local Authority Interactive Tool (LAIT) has been partially updated with this years’ attainment data. Some tables such as % of Reading, Writing & Maths meeting Expected Standard have been updated, others have not. Information about rankings refers to Hillingdon’s performance against 10 DfE-identified statistical neighbours. These neighbours are Coventry, Milton Keynes, Merton, Slough, Hounslow, Redbridge, Ealing, Barnet, Sutton and Reading. It is noted that Ofsted uses comparison with statistical neighbours to compare outcomes across local authorities.

3.2 Early Years & Foundation Stage Education

Early Years Good Level of Development (GLD) 2022/23

The Good Level of Development (GLD) is the national benchmark for children at the end of their Reception year. It is based upon children attaining at least the expected level in the three prime areas of Communication and Language, Physical Development and Personal, Social and Emotional Development along with the Specific areas of Mathematics and Literacy.

The graph in Appendix A has been generated from Nexus; this is software that London Borough of Hillingdon is part owner of. It captures attainment data from as many local authorities as possible and then compares us to the London Region and Nationally.

Overall attainment of children has increased at a greater rate in Hillingdon, than London and National – greater understanding of expected levels through moderation events organised and run by the Early Years Quality Improvement Team (EYQIT) has contributed considerably.

GLD	2022	2023	% change
Hillingdon	63.8	68.7	+4.9
National	65.2	67.2	+2
London	67.2	69.1	+1.9

2023 Areas of Learning

	GLD	C&L	PSED	PD	LIT	MATHS	UTW	EAD
HILLINGDON	68.7	80.2	84.6	86.9	71.0	77.2	81.3	85.6
NATIONAL	67.3	79.7	83.2	85.2	69.8	77.2	80.3	85.0
	+1.4	+0.5	+1.4	+1.7	+0.2	=	+1	+0.6
HILLINGDON	68.7	80.2	84.6	86.9	71.0	77.2	81.3	85.6
LONDON	69.1	79.2	83.4	85.5	71.4	78.0	79.6	84.7
	-0.4	+1	+1.2	+1.4	-0.4	-0.8	+0.7	+0.9

Hillingdon outcomes are marginally higher than National in all areas except maths, where we are in line with national data.

When comparisons are made with London outcomes, our attainment in Maths and Literacy are fractionally below London and therefore have impacted us in being below London in the GLD outcome.

2023 Individual goals

	LA U	Spe	SR	MS	BR	GM S	FM S	Co m	WR e	Wri	Nu m	NP	P& P	PC C	TN W	Cw M	BIE
Hill	83.0	82.2	86.4	87.3	88.7	92.3	87.7	79.9	78.2	72.8	78.8	78.6	82.5	82.4	85.0	87.9	86.8
Nat	82.2	82.8	85.1	87.2	88.4	92.1	86.0	80.6	76.2	71.1	78.9	78.3	82.1	81.8	85.4	87.5	87.0
	+0.8	-0.6	+1.3	+0.1	+0.3	+0.2	+1.7	-0.7	+2	+1.7	-0.1	+0.3	+0.4	+0.6	-0.4	+0.4	-0.2
Hill	83.0	82.2	86.4	87.3	88.7	92.3	87.7	79.9	78.2	72.8	78.8	78.6	82.5	82.4	85.0	87.9	86.8
London	81.5	81.7	85.3	87.1	87.9	91.8	86.3	79.8	77.3	73.0	79.8	79.1	81.1	81.2	84.1	87.2	86.5
	+1.5	+0.5	+1.1	+0.2	+0.8	+0.5	+1.4	+0.1	+0.9	-0.2	-1.0	-0.5	+1.4	+1.2	+0.9	+0.7	+0.3

When looking at individual Early Learning goals Hillingdon is broadly in line with National data. However, we fall slightly below in Speaking, Comprehension and Number which brings our GLD down.

Comparison with London demonstrates that we achieve better outcomes in the prime areas than London, but fractionally below in Writing, Number and Number patterns.

During the academic year 2022/23 the EYQIT worked with 12 schools that had been identified as requiring support through the school improvement team and detailed action plans and reviews were established. All schools that were offered support took up the offer and all agreed actions were implemented.

Other support offered to all schools included:

- Ofsted health checks and support programmes
- Action planning with senior management
- Audit tools to identify strengths and areas for development.
- In school training, demo lessons
- Planning guidance

- Support in tracking and monitoring pupil progress
- Support for schools in the of analysis of data, tracking anomalies, trends, gaps etc
- EYFSP agreement trialling/training
- FS manager meeting

Priorities for 2022/23

1. To continue to focus on supporting teachers in making secure and consistent judgments against national standards through offered moderation events, targeted support, networking opportunities and centralised training, building confidence in the delivery of the revised EYFS.
2. To raise attainment to bring us back in line with London outcomes and specifically to investigate and support improvements in maths.
3. To continue to ensure that PVI settings are up skilled in effective teaching of the Prime Areas of Learning and the core subjects of Maths and Literacy so that children who access their 30 hours in day-care make appropriate progress to begin their Reception Year at the level needed to attain their GLD and support their future learning.
4. To continue to provide intensive support to less than good settings to bring us back to 100% good or better Ofsted outcomes and to support our consistently good settings to strive to be outstanding to increase our percentage of outstanding settings.
5. To support the Early Years Strategy group to successfully implement the expansion offer and to work with the sector to build our capacity.

3.3 Primary Phase Education 2022/23

Key Stage 1 Outcomes in Hillingdon

Achievement of the national Phonics standard by the end of Key Stage 1 indicates that a child has the phonetic skills to support wider literacy progress and provides a crucial foundation for attainment and progress later in primary school. Please see Appendix B.

- Hillingdon's KS1 Phonics Decoding achieving the expected standard in 2023 was 80.0%, above the national figure of 79% and slightly below our statistical neighbours at 80.90%. Hillingdon's national rank was 42 (out of 153), London ranking 8 (out of 32) and Statistical neighbour (SN) ranking was 7 (out of 11).
- The Phonics decoding score for pupils with FSM was 67%, significantly below national and statistical neighbour outcomes. National ranking was 67, London ranking was 9 and SN ranking was 9.
- KS1 Reading attainment at the expected standard was higher, 70%, than both national and statistical neighbour scores. National ranking was 36, London was 6, SN was 6.
- KS1 Writing attainment at the expected standard, 62%, was slightly higher than national and in line with statistical neighbours. National ranking was 42, London was 6, SN was 6.
- KS1 Maths attainment at the expected standard, 74%, was higher than national and statistical neighbour outcomes. National rank was 16, London was 4, SN was 3.
- KS1 Science attainment at the expected standard, 79%, was in line with national and statistical neighbours. National ranking was 72, London was 6, SN was 6.

Indicator	LBH Outcome	National Outcome	Statistical Neighbour Outcome	National Rank	London Rank	Statistical Neighbour Rank
KS1 Reading - Expected Std	70.00%	68.00%	69.90%	36	6	6
KS1 Writing - Expected Std	62.00%	60.00%	62.20%	42	6	6
KS1 Maths - Expected Std	74.00%	70.00%	72.00%	16	4	3
KS1 Science - Expected Std	79.00%	79.00%	79.20%	72	6	6
Phonics Decoding - All Pupils	80.00%	79.00%	80.90%	42	8	7
Phonics Decoding - FSM	67.00%	66.00%	70.80%	67	9	9

Table 3.2 Comparison of LBH against Statistical Neighbours and National by Indicator

Source: LAIT tables for each Assessment Type

Key Stage 2 Outcomes in Hillingdon

Overall results for Hillingdon's children at Key Stage 2 at the end of 2022/23 were positive with the borough performing well against national averages for all key measures and for the combined Reading, Writing and Maths outcome. Please see Appendix C.

- Combined Reading, Writing and Maths at the expected standard was 63%, above national and in line with statistical neighbours. National ranking was 37, London was 7 and SN was 7.
- Reading attainment at the expected standard was 75%, in line with national and statistical neighbour outcomes. National ranking was 46, London was 13 and SN was 6.
- Writing attainment at the expected standard was 75%, above national and statistical neighbours. National ranking was 34, London was 14 and SN was 6.
- Maths attainment at the expected standard was 78%, significantly above national and in line with statistical neighbours. National ranking was 26, London was 12 and SN was 7.
- Grammar, Punctuation and Spelling (GPS) attainment at the expected standard was 80%, significantly above national and above statistical neighbours. National ranking was 14, London was 8 and SN was 5.
- Science attainment at the expected standard was 83%, above national and in line with statistical neighbours. National ranking was 79, London was 10 and SN was 6.

Indicator	LBH Outcome	National Outcome	Statistical Neighbour Outcome	National Rank	London Rank	Statistical Neighbour Rank
KS2 RWM - Expected Std	63.00%	60.00%	63.90%	37	14	7
KS2 Reading - Expected Std	75.00%	77.00%	76.00%	46	13	6
KS2 Writing - Expected Std	75.00%	71.00%	74.40%	34	14	6
KS2 Maths - Expected Std	78.00%	73.00%	78.20%	26	12	7
KS2 GPS - Expected Std	80.00%	72.00%	78.50%	14	8	5
KS2 Science - Expected Std	83.00%	80.00%	82.90%	79	10	6

Table 3.3 Comparison of LBH against Statistical Neighbours and National by Indicator

Source: LAIT tables for each Assessment Type

Evaluation & Priorities for Primary Phase Key Stages 1 & 2 Education

Evaluation:

- Key Stage 1 & 2 outcomes in Hillingdon were robust, generally above or in line with national and statistical benchmarks.
- While Phonics Decoding outcomes were in line with national outcomes and are a foundation for literacy development, the outcomes for disadvantaged pupils are an area of concern. Without this solid foundation, their literacy development will be behind their peers and affect their learning in all areas.
- The gap in attainment between disadvantaged pupils and their peers averages about 15% at both primary Key Stages and must be addressed if the gap is to be closed through all phases of learning.
- Some white British pupils do least well in Primary outcomes. This needs further exploration to see how it overlaps with the disadvantaged gap.

Priority areas for development:

1. KS1: Review of phonics provision – effectiveness of programmes in use.
2. KS1: To close the gap between boys learning versus girls
3. KS1 & 2: To close attainment gaps for disadvantaged pupils
4. KS1 & 2: To close the gap in the achievement of some white pupils
5. Reading: review impact recovery premium strategies and support – more analysis needed on ethnic groupings - reading champions and hub leaders

3.4 Key Stage 4 Secondary and Post-16 Education

In 2023, performance outcome data for Key Stage 4 and Post-16 is to be used in the same way as pre-pandemic by all internal and external scrutinising bodies. Please see Appendix D.

Key Stage 4 Outcomes in Hillingdon

- Per pupil Attainment 8 score was 48.80, significantly above national outcomes, but significantly below statistical neighbours and the previous years' outcomes. National ranking was 36, London was 13 and SN was 9.
- 69.90% of students gained standard passes in English and Maths (9-4), significantly above national outcomes, but below statistical neighbours. National ranking was 32, London was 11 and SN was 8.
- 50.80% of students gained strong passes in English and Maths (9-5), significantly above national outcomes, but significantly below statistical neighbours. National ranking was 33, London ranking was 13 and SN was 8.
- The percentage of Hillingdon students entered for the English Baccalaureate was 43.80%, lower than statistical neighbours, but significantly above national. National ranking was 44, London was 17 and SN was 8.
- The percentage of students achieving the English Baccalaureate was 27.20%, significantly above national but significantly below statistical neighbours. National ranking was 46, London was 15 and SN was 9.
- **Excellent news!** The Progress 8 score for Hillingdon students was 0.25, well above national, but below statistical neighbours. National ranking 21, London was 11 and SN was 7.
- However, for those Hillingdon students identified as disadvantaged, the Progress 8 score was - 0.21.

Indicator	LBH Outcome	National Outcome	Statistical Neighbour Outcome	National Rank	London Rank	Statistical Neighbour Rank
Average Progress 8 score/pupil	0.25	-0.06	0.33	21	11	7
Average Attainment 8 score/pupil	48.80	44.60	51.55	36	13	9
% Pupils Achieving 9-5 pass in Eng & Maths	50.80%	42.20%	55.39%	33	13	8
% Pupils Achieving 9-4 pass in Eng & Maths	69.90%	60.50%	72.17%	32	11	8
% Pupils Entered for English Baccalaureate	43.80%	36.20%	48.96%	44	17	8
% Pupils Achieving Eng Bacc incl. 9-4 pass in Eng & Maths	27.20%	22.30%	33.30%	47	15	9
% Pupils Achieving Eng Bacc incl. 9-5 pass in Eng & Maths	18.90%	15.70%	25.25%	45	15	9

Table 3.4 Comparison of KS4 LBH against Statistical Neighbours and National by Indicator

Source: LAIT tables for each Assessment Type

Evaluation & Priorities for Secondary Education Key Stage 4

Evaluation:

- The performance outcomes of Hillingdon students have been solid coming off the back of the pandemic years. Results compare favourably to national outcomes.
- However, compared to other London boroughs, especially Hillingdon's statistical neighbours, there is still work to do across the area.
- The large attainment and achievement gaps with disadvantaged students, including those on Free School Meals, SEND support, some white British and Black Caribbean students need more forensic localised exploration to identify the causes of the gap. Certainly, groups of students are identified clearly in national research on underachieving groups.
- Any programme to address this must start long before KS4, in Early Years and involve every phase of education to address a long-term problem, not a quick fix.

Priorities:

- To address the discrepancies in the achievement gap between disadvantaged and non-disadvantaged students.
- To tackle the continued underperformance of Black Caribbean students.
- To review the performance of students on SEND support.
- Working with the wider secondary school sector, via established and emerging partnership groups, to address variations in progress scores, for all young people and, particularly, for those most at risk of underachievement including young people with SEND and their disadvantaged peers. This will include utilising appropriate challenge and support mechanisms and escalating concerns of unacceptable underperformance, where necessary, to the relevant responsible bodies. This includes the Regional Schools Commissioner and / or the Secretary of State for Education where improvements are not being expedited in academy settings.

Key Stage 5 Outcomes

2022/23: Please see Appendix E.

- In 2022/23, 9% of students achieved 3+ A Levels or Double Awards, significantly below statistical neighbours and national outcomes. National ranking was 116, London was 16 and SN was 9.
- Cohort APS per A-Level Entry score was 31.47, slightly below national and SN. National ranking was 119, London was 16 and SN was 9.

- 10.10% of students achieved AAB grades at GCE A Level or better, just under 10% lower than statistical neighbours and national. LA national ranking was 119, London ranking 15 and SN ranking was 9.
- The average point score (APS) per entry based on best 3 A Levels was 31.86, lower than statistical neighbours and national. National ranking was 118, London ranking and 16 and SN ranking was 9.
- The Tech Level Average Point Score was 27.34, lower than statistical neighbours and national. National ranking was 101, London was 14 and SN was 7.

Indicator	LBH Outcome	National Outcome	Statistical Neighbour Outcome	National Rank	London Rank	Statistical Neighbour Rank
Tech Level - Av Point Score	27.34	28.51	29.24	101	11	7
Cohort APS per A-Level Entry	31.47	35.16	34.84	119	16	9
3+ A grades at GCSE/Applied GCE a-Level & Double Awards	9.00%	15.70%	15.92%	116	16	9
% of Students gaining AAB or better	10.10%	18.10%	19.74%	119	15	11
APS per entry - Best 3 A-Levels	31.86%	35.63%	35.33%	118	16	9

Table 3.5 Comparison of KS5 LBH against Statistical Neighbours and National by Indicator

Source: LAIT tables for each Assessment Type

Priorities for Secondary Key Stage 5 and Post-16 Education

The Council needs to prioritise support for Key Stage 5, to ensure as a Borough we are providing the best possible outcomes for these cohorts. This needs to sit alongside the Post-16 strategy that has been developed to ensure a broad range of Education, Employment & Training opportunities exists in Hillingdon and work towards lowering the number of children who become NEET.

- To work with secondary Head Teachers to review borough-wide performance at Key Stage 5 A Level and to identify themes to address to raise outcomes to at least national standards.
- To work with the leaders responsible for the quality of outcomes at this phase to work together effectively continue to improve outcomes for young people taking A Levels and other Level 3 courses in Hillingdon.
- To develop a 14-19 strategy group and a Key Stage 5 development group to identify areas for school improvement that improving outcomes at Key Stage 5, including outcomes for previous high attainers.
- To work with all schools, colleges and other education providers to ensure there is a broad academic and vocational offer at post-16, and that young people are offered the right advice and guidance to find the course or employment or training opportunity that is right for them.
- To develop sufficiency in the NEET team to ensure speedier placement of students on EET programmes.

3.5 Standards and Quality of Education for Adult Learners

Learn Hillingdon Adult Community Education (ACE) provides opportunities for adult residents aged 19+ to learn new skills designed to lead to work, enhance life chances, improve wellbeing and encourage greater social cohesion. All programmes align to the Council's priorities and needs and the GLA Skills for Londoners Strategy. The service is graded as 'good' by Ofsted.

91% of learners live in the borough, 7% live in other London boroughs and 2% live outside London. Most have low prior educational attainment levels and face socio-economic disadvantage; both are target groups for the service.

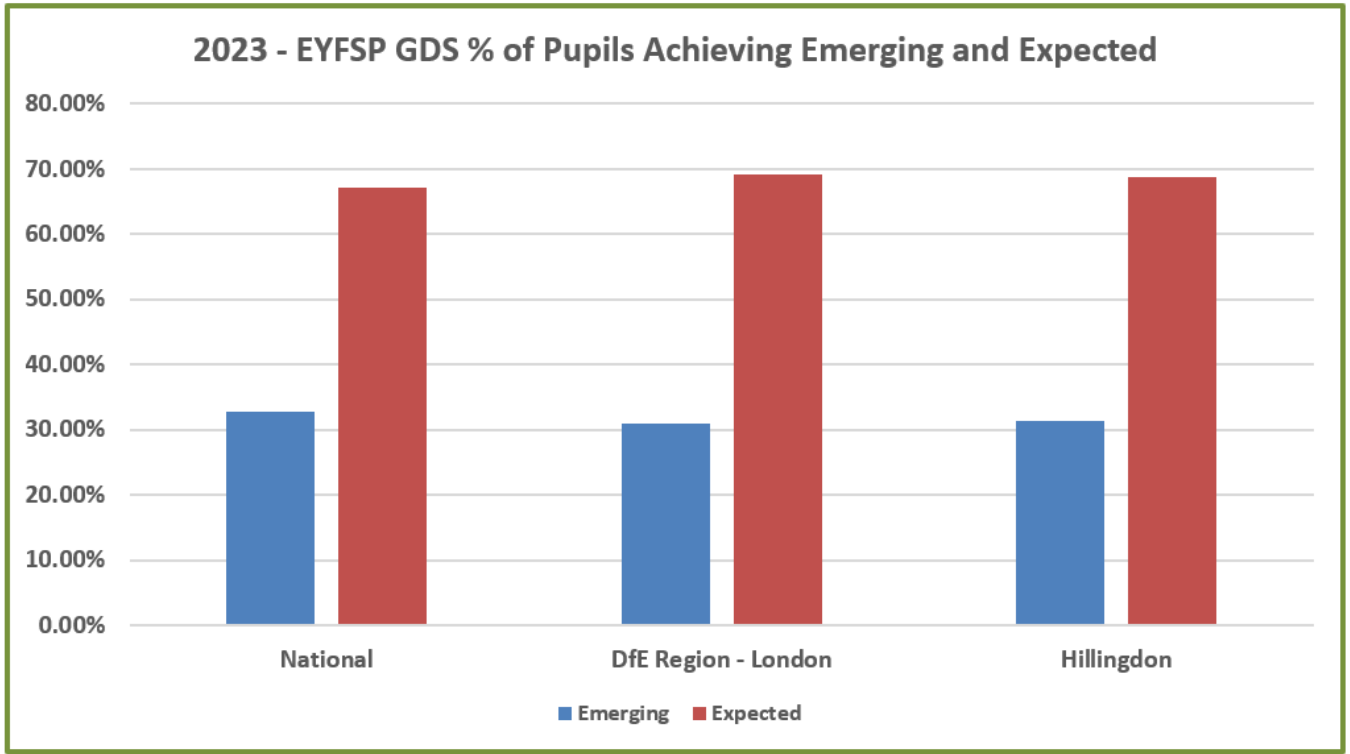
Data Set 23 - Table: Key data	20-21	21-22	22-23
Learners <i>Individual residents</i>	1589	1681	1505
Enrolments <i>People can enrol for more than one class</i>	3298	3639	3417
Retention <i>Proportion of those enrolled who stay until end of course</i>	92.1%	93.4%	94.7%
Attendance <i>Important because they can't learn if they don't attend</i>	92.9%	94%	95%
Pass <i>Of those retained, what proportion passed their course?</i>	94.1%	92.5%	96%
Achievement <i>Of those who started, what proportion passed the course?</i>	86.6%	89.5%	91%

Overall, learners are more likely to be female, of white heritage and 35-49 years of age. Most learners (67%) live in the south, in Lower Super Output Areas (LSOAs) that are ranked 2 to 5 on the Index of Multiple Deprivation (IMD) scale, most of whom are low skilled, low waged/unemployed and study English for Speakers of Other Languages (ESOL), English and maths.

Full details can be found in the service's Self-Assessment Report.

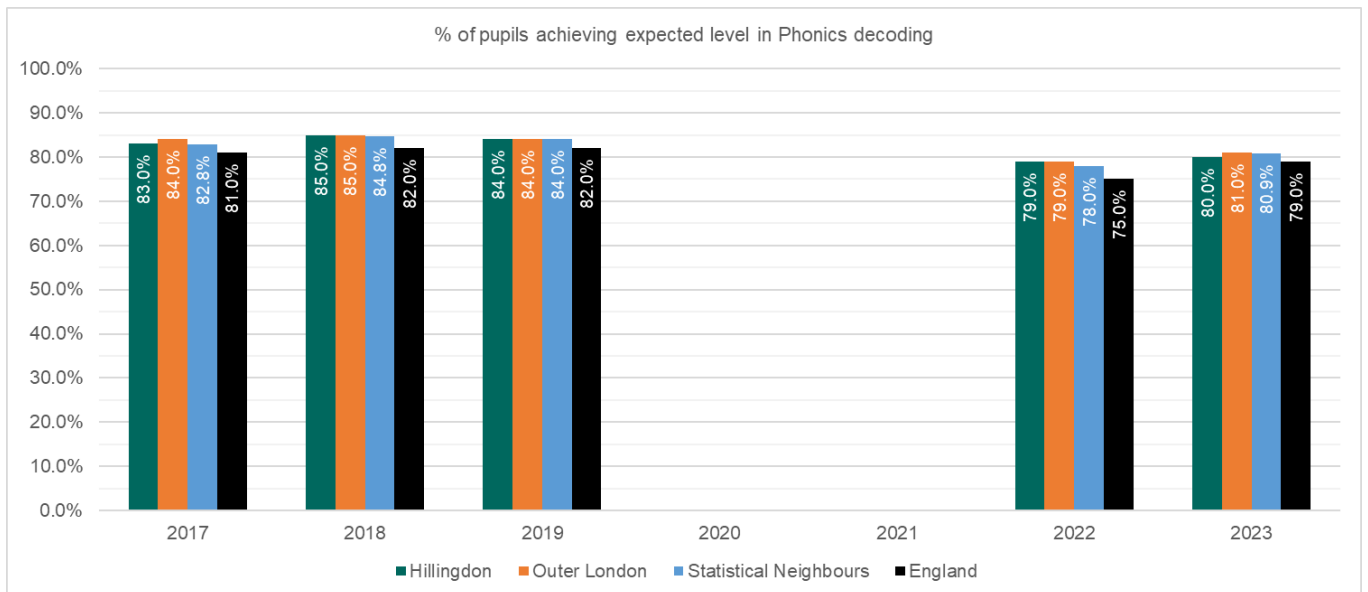
Appendix

Appendix A - Early Years Good Level of Development (GLD) 2022/23

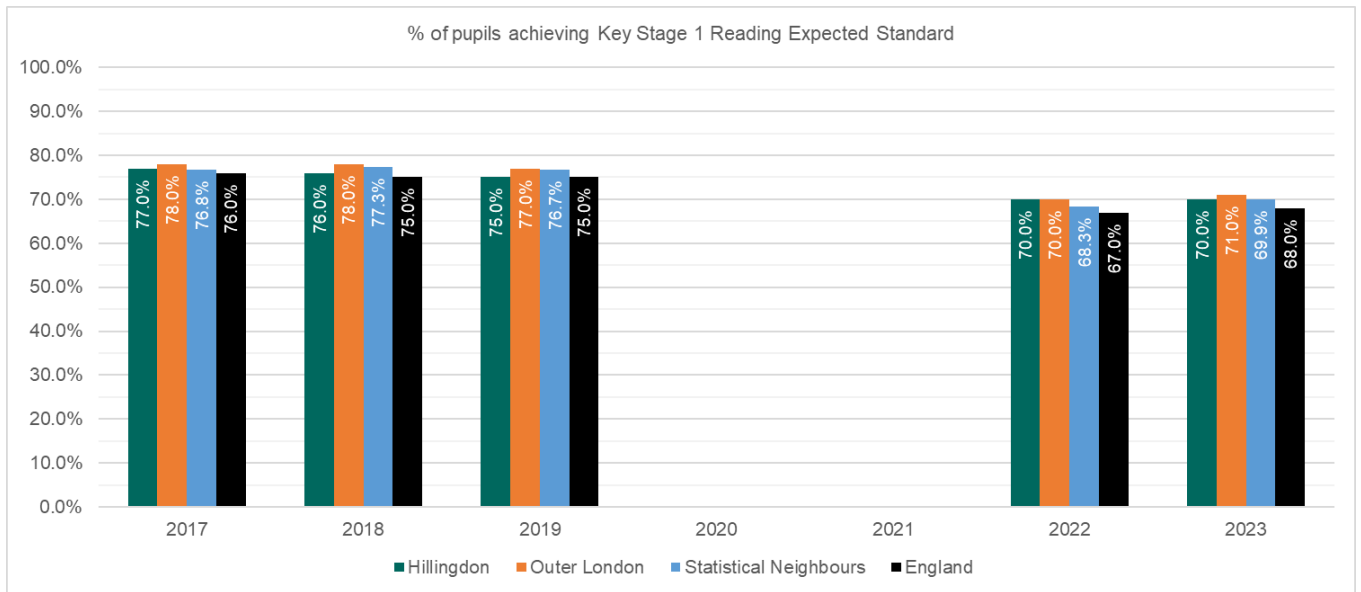


Graph 3.1: 2023 EYFSP Good Level of Development
Source: Nexus EYFSP Performance Summary

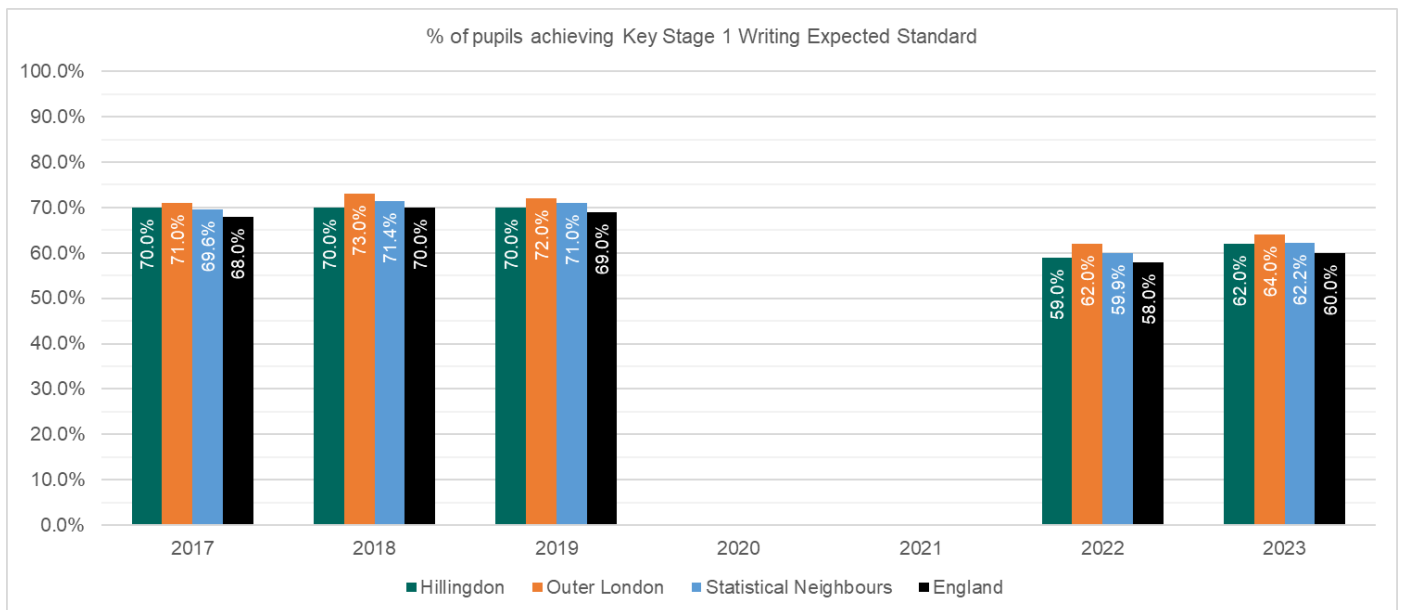
Appendix B - Key Stage 1 Outcomes in Hillingdon



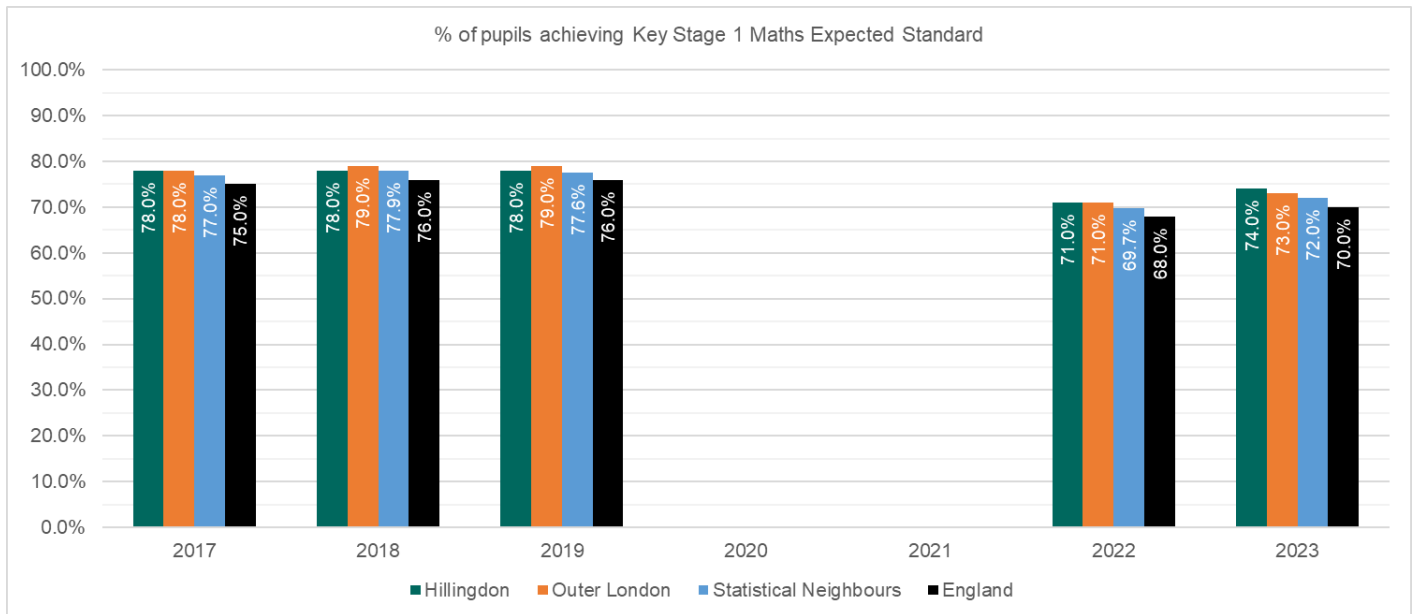
Graph 3.2: % Pupils Achieving Phonics Expected Level (2017 to 2023)
Source: LAIT KS1 Phonics Decoding All Pupils



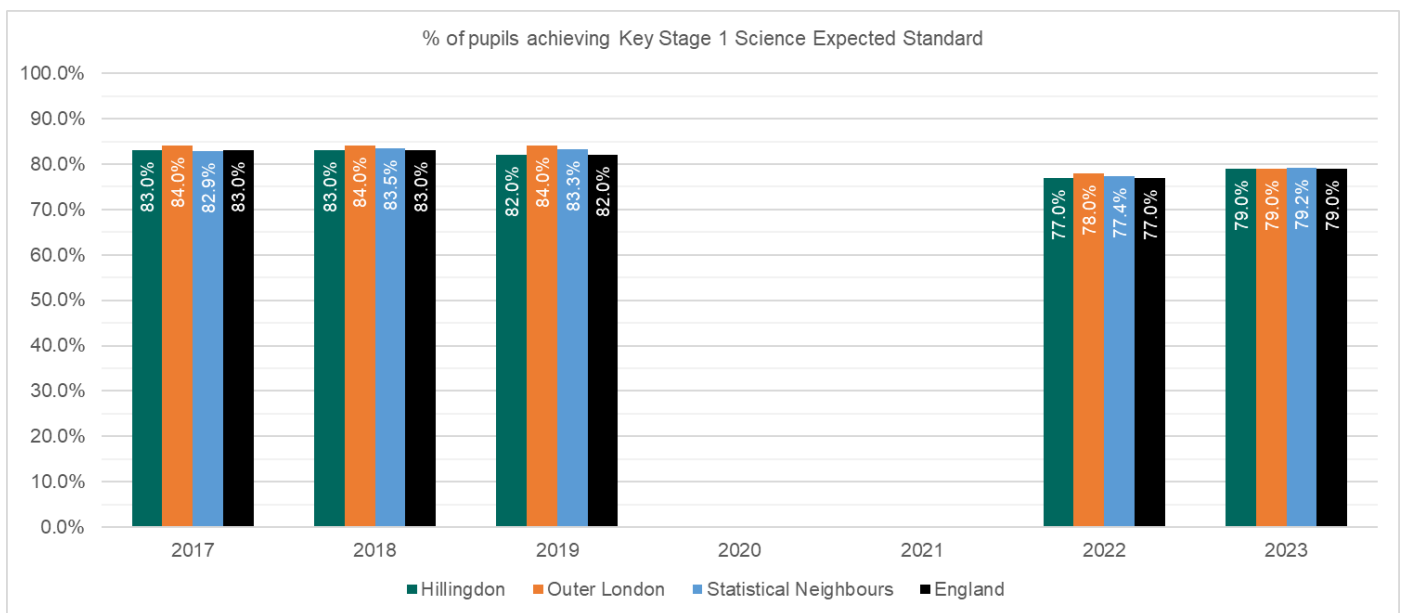
Graph 3.3: % Pupils Achieving KS1 Reading Expected Standard (2017 to 2023)
Source: LAIT KS1 Reading Expected Standard



Graph 3.4: % Pupils Achieving KS1 Writing Expected Standard (2017 to 2023)
Source: LAIT KS1 Writing Expected Standard

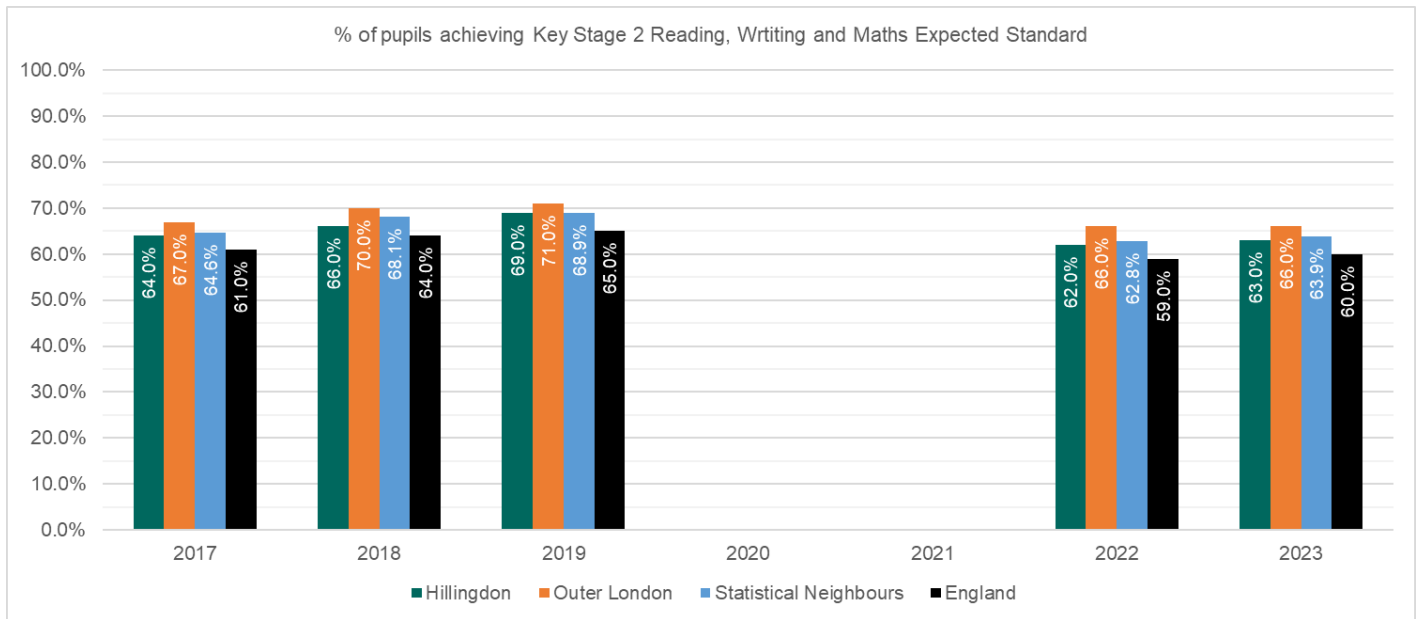


Graph 3.5: % Pupils Achieving KS1 Maths Expected Standard (2017 to 2023)
Source: LAIT KS1 Maths Expected Standard



Graph 3.6: % Pupils Achieving KS1 Science Expected Standard (2017 to 2023)
Source: LAIT KS1 Science Expected Standard

Appendix C - Key Stage 2 Outcomes in Hillingdon

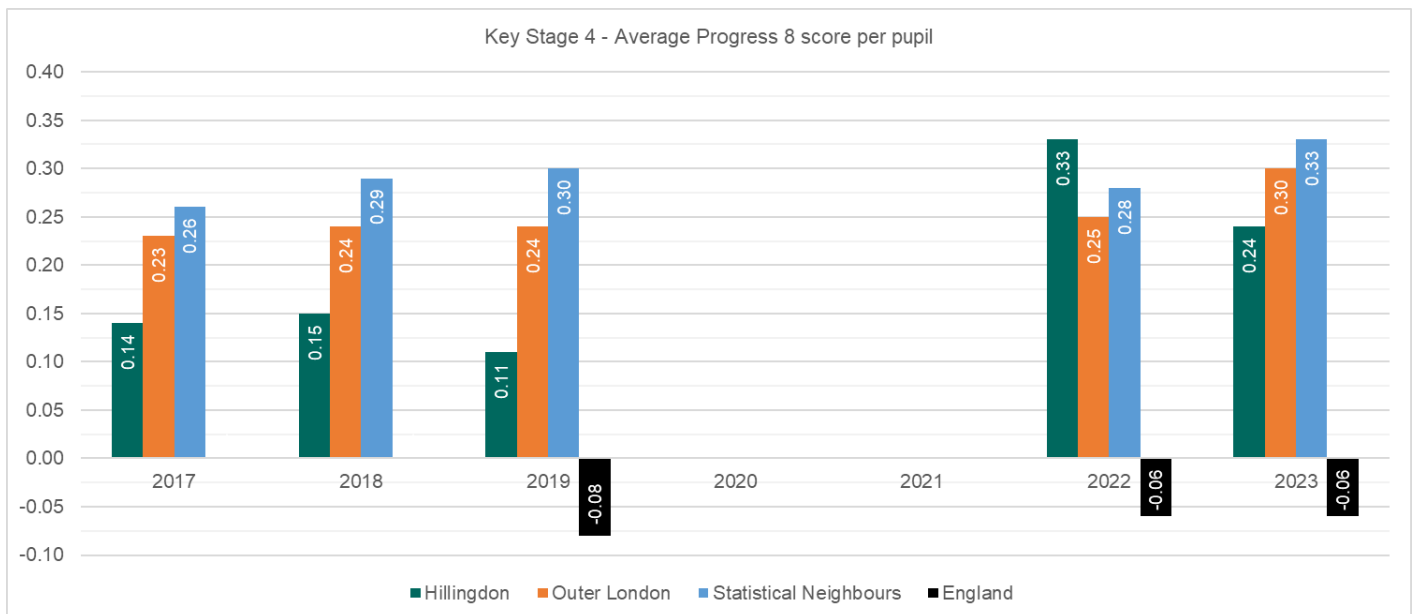


Graph 3.7: % of KS2 Pupils Reaching Expected Standard in RWM (2017 to 2023)

Source: LAIT KS2 RWM Expected Standard

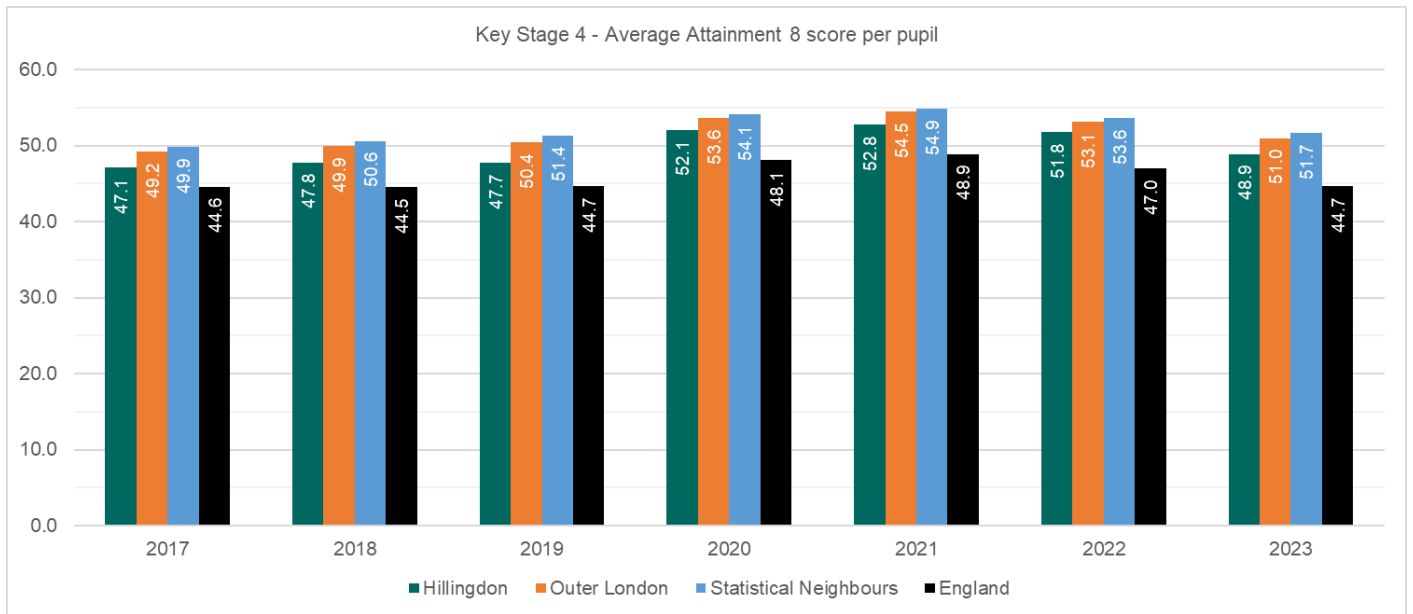
As at November 2023 only Provisional Results are available in LAIT

Appendix D - Key Stage 4 Outcomes in Hillingdon

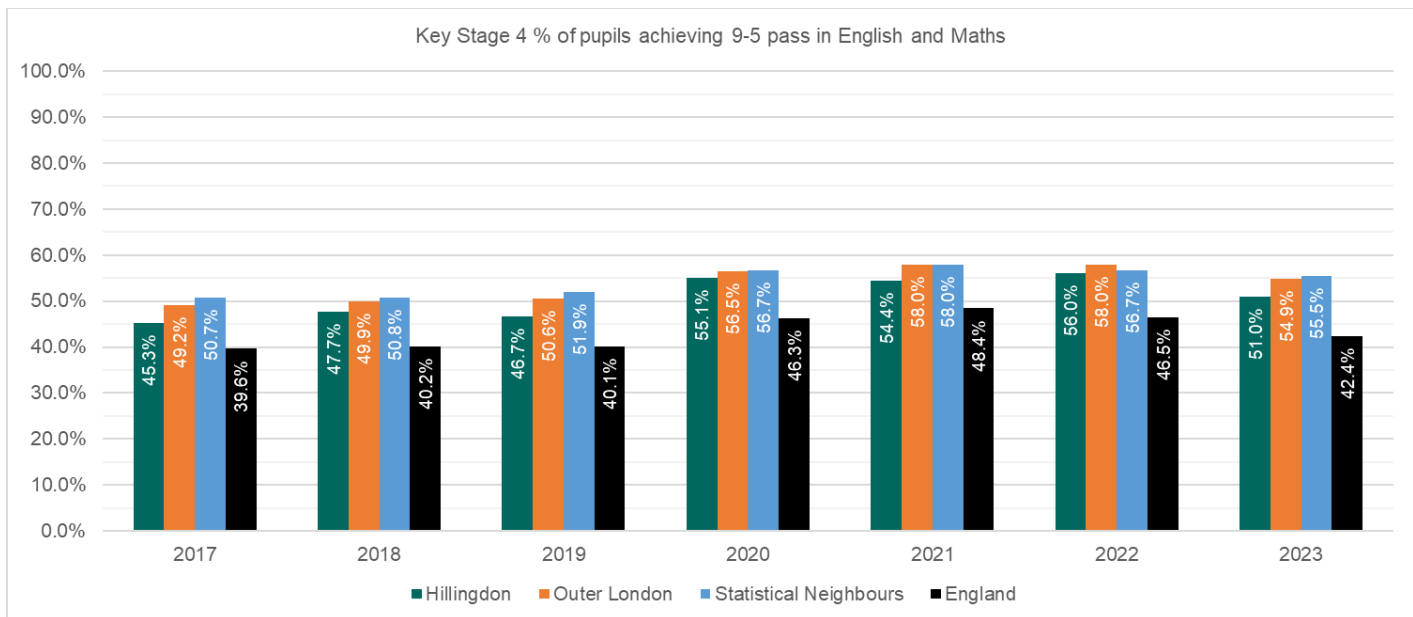


Graph 3.8: Average Progress 8 Scores (2017 to 2023)

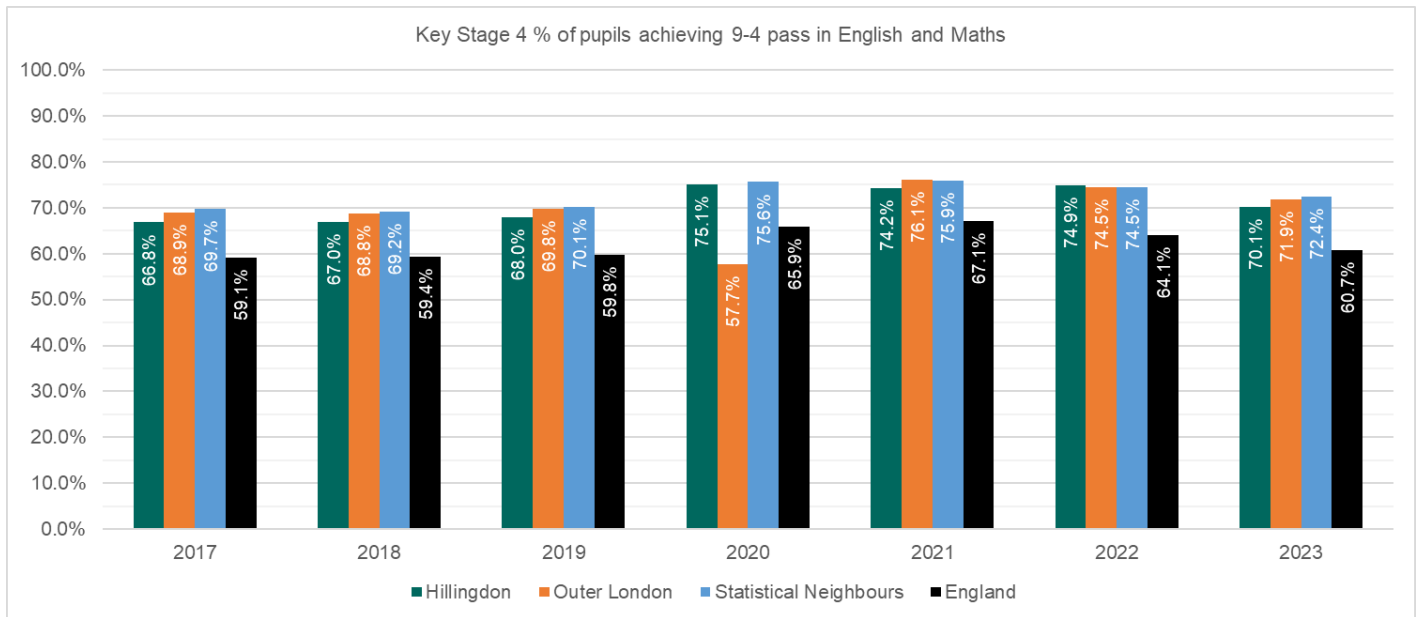
Source: LAIT KS4 Average Progress 8



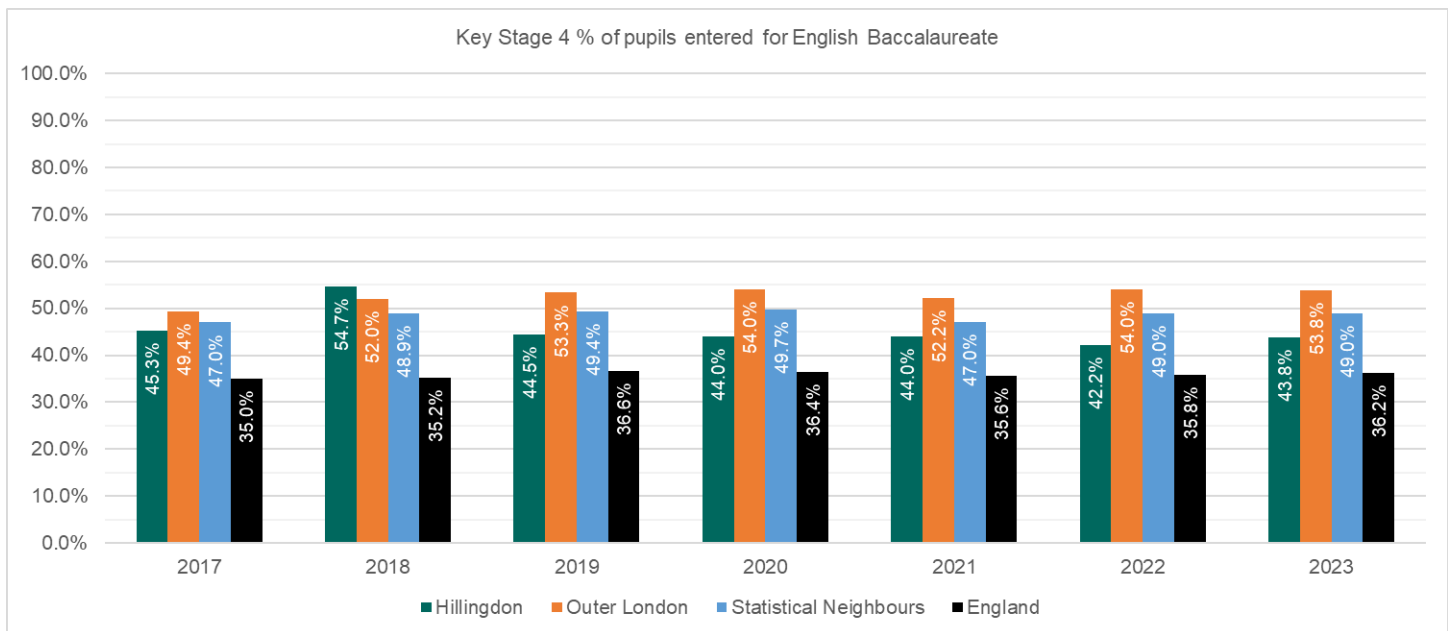
Graph 3.9: Average Attainment 8 Scores (2017 to 2023)
Source: LAIT KS4 Average Attainment 8



Graph 3.10: % of Pupils Achieving 9-5 in English & Maths (2017 to 2023)
Source: LAIT KS4 9-5 in English and Maths

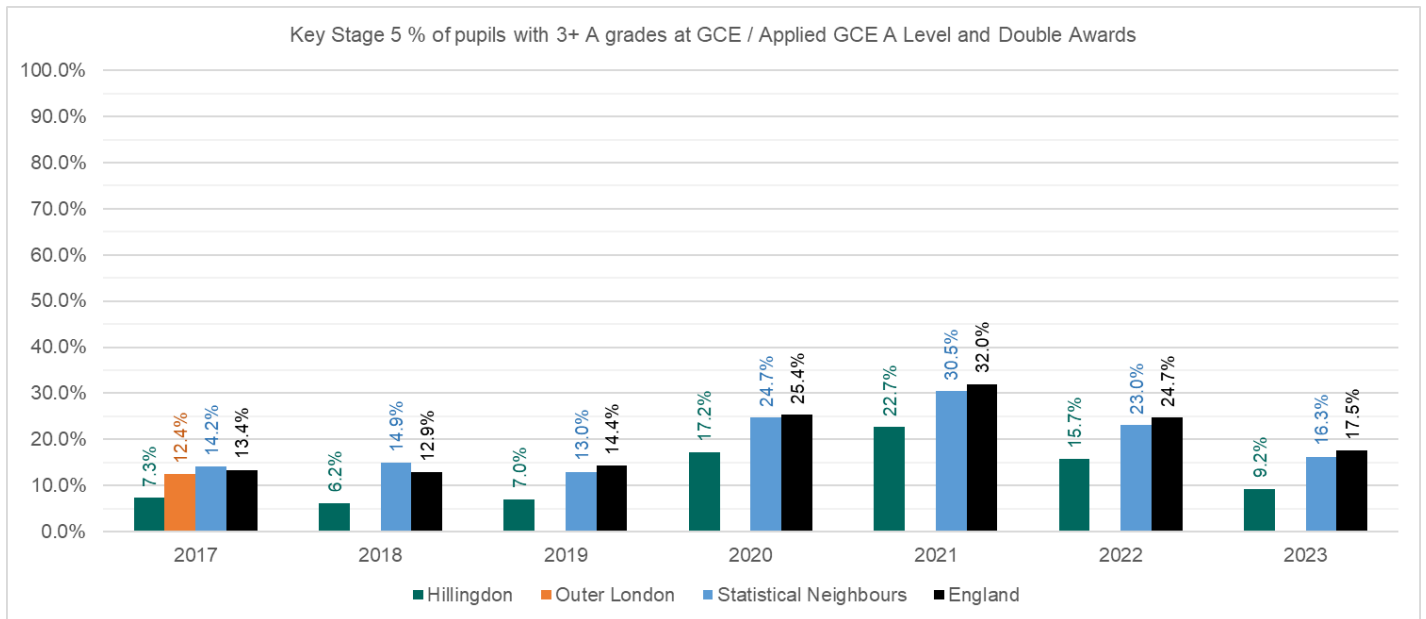


Graph 3.11: % of Pupils Achieving 9-4 in English & Maths (2017 to 2023)
 Source: LAIT KS4 9-4 in English and Maths

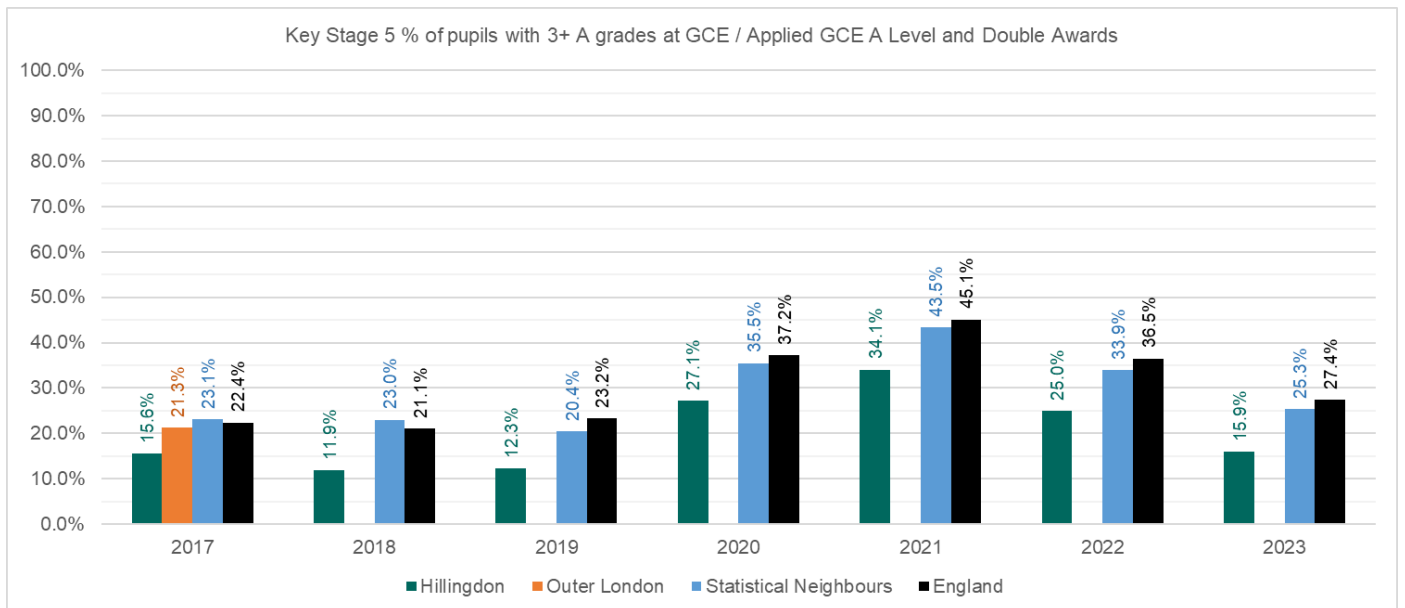


Graph 3.12: % of Pupils Entered for English Baccalaureate (2017 to 2023)
 Source: LAIT KS4 Pupils entered for English Baccalaureate

Appendix E - Key Stage 5 Outcomes



Graph 3.13: % of Pupils Achieving 3+ A grades at GCE (2017 to 2023)
 Source: LAIT KS5 Pupils Achieving 3+ A Grades at GCE A Level & Double Awards



Graph 3.14: % of Pupils Achieving AAB or Better at A-Level (2017 to 2023)
 Source: LAIT KS5 % Pupils Achieving AAB or better at A Level

End of Report

COUNTER-FRAUD & CORPORATE RELATED INVESTIGATIVE POLICIES

Cabinet Member(s)	Cllr Martin Goddard
Cabinet Portfolio(s)	Cabinet Member for Finance
Officer Contact(s)	Alex Brown – Head of Counter Fraud
Papers with report	Appendix A – Fraud response Plan, Anti Money Laundering Policy, Anti Bribery Policy and Surveillance & RIPA Policy.

HEADLINES

Summary	This report seeks approval from the Cabinet to adopt and implement a variety of policies that support the investigative process. These policies also provide a framework corporately on matters regarding dishonesty offences (Bribery, fraud and money laundering) in line with legislative requirements and best practice.
Putting our Residents First Delivering on the Council Strategy 2022-2026	This report supports our ambition for residents / the Council of: An efficient, well-run, digital-enabled council working with partners to deliver services to improve the lives of all our residents This report supports our commitments to residents of: A Digital-Enabled, Modern, Well-Run Council
Financial Cost	There are no additional direct financial implications arising from the recommendation's contained within this report.
Relevant Select Committee	Finance and Corporate Services Select Committee
Relevant Ward(s)	N/A

RECOMMENDATIONS

That the Cabinet:

- 1. Agree to the implementation of the following policies attached in Appendix A:**
 - **Fraud Response Plan**
 - **Anti-Bribery Policy**
 - **Anti-Money Laundering Policy**
 - **Surveillance & RIPA Policy**
- 2. Agree that the policies in Appendix A are reviewed on a 3-year cycle by Cabinet unless there are formal legislative changes necessitating a review at an earlier stage, where the Corporate Director of Finance, in conjunction with the Cabinet Member for Finance, may authorise the changes required.**
- 3. Authorises the Cabinet Member for Finance to sign-off the yearly review of the Surveillance & RIPA Policy in line with the Investigatory Powers and Commissioner's Office (IPCO) requirements.**
- 4. Agree to retire the Corporate Prosecution & Sanctions Policy and the Internal Investigations Protocol for the reasons set out in the report.**

Reasons for recommendation

The Surveillance & RIPA Policy and Fraud Response Plan listed above provide a procedural framework for investigative functions within the Council including Counter Fraud and Public Protection & Enforcement Teams. These policies give investigators clear guidance on how to use social media and apply for the authorisation of surveillance in accordance with the law, as well as undertake fraud investigations.

The Anti-Bribery and Anti-Money Laundering policies provide a corporate framework for staff on how to escalate and report concerns. Both policies define the roles of those that have a responsibility under each policy and support a culture of reporting concerns internally. These policies detail the Council's legal requirements and responsibilities under the Bribery Act 2010 and Money Laundering Regulations 2014.

Two policies are proposed to be retired for the reasons set out further in the report.

Alternative options considered / risk management

An alternative would be for the Council not to implement the above policies; however, this would have a negative impact as the Council would not be following best practice or legislative requirements.

Select Committee comments

None at this stage.

SUPPORTING INFORMATION

Policy Breakdown

Below provides the Cabinet with a background of each policy and its purpose:

1. Fraud Response Plan – This plan provides guidance to employees, managers and the public on how to report fraud and what steps are taken by the Council once fraud is suspected or identified. The plan outlines in detail the investigative process and those responsible for supporting the investigation.
2. Anti-Bribery Policy - The Bribery Act 2010 created a new offence which can be committed by organisations which fail to prevent persons associated with them from bribing another person on their behalf. This policy outlines the measures the Council takes to prevent bribery and procedures that should be followed if bribery is suspected or occurs.
3. Anti-Money Laundering Policy – This policy details the Council’s approach to preventing Money Laundering, including individuals and their responsibilities. A clear reporting mechanism defines how staff can report money laundering and the Council’s responsibilities to customer due diligence relating to cash payments.
4. Surveillance & RIPA Policy – The way authorities use surveillance or social media in investigations is governed by the Regulation of Investigatory Powers Act 2000 and the Investigatory Powers Act 2016 with further guidance available from Investigatory Powers Commissioner’s Office (IPCO). This policy sets out how and when social media should be used within an investigation and the process to follow to apply for surveillance authorisation. There is a requirement for elected members of the Council to review the use of RIPA every 12 months and to set the policy as per the IPCO guidance.
5. Corporate Prosecution and Sanction Policy- This policy was introduced in October 2020 to cover the way Counter Fraud prosecuted and sanctioned offenders relating to crime. However, in October 2021 a new Enforcement Policy was introduced which covers all areas of criminal case disposal across all Council enforcement teams. Therefore, this policy can be retired and is referenced under the background papers in this report.
6. Internal Investigations Protocol – This policy was also introduced in October 2020 to govern how officers should investigate disciplinary and criminal matters relating to internal staff regarding fraud or other dishonesty offences. This protocol has now been amalgamated into the new Fraud Response Plan covered in point 1 above. This policy can be retired and is referenced under the background papers in this report.

Financial Implications

There are no additional, direct financial implications linked to this report covering the required strategic policies for the Service.

RESIDENT BENEFIT & CONSULTATION

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

These policies provide a robust framework for investigative functions and provide clear lines for staff to report any concerns relating to bribery, fraud or money laundering. This demonstrates the Council's commitment to running an effective investigative service such as Counter Fraud and encouraging a corporate culture of reporting concerns. These policies also support the Counter Fraud strategy 2022-2025 with its zero tolerance approach to fraud. These policies illustrate to residents the Council's dedication to providing successful investigative services as part of a digital-enabled, modern, well-run Council.

Consultation carried out or required

No consultation was carried out in relation to this report. The policies listed do not involve proposals that directly affect residents; therefore, no consultation is required.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance have reviewed this report and concur with the Financial Implications above, noting that there are no direct financial implications associated with the recommendations in this report. However, it is noted that by implementing these policies, the Council is able to operate an effective Counter Fraud function, with the Q3 progress report to the Audit Committee stating that the Counter Fraud Team have delivered a total benefit for 2023/24 of £9.2m, exceeding the target of £5m, with one more quarter still to go.

Legal

Legal services confirm that the legal implications are included in the body of the report. Whenever any enforcement action or surveillance is being considered by the Council legal advice is always provided on a case-by-case basis to protect both the Council's interest and the wider public interest in prosecuting criminal activity.

BACKGROUND PAPERS

As part of the drafting and review stage officers referred to various legislation in writing these policies including:

- Bribery Act 2010
- Money Laundering Regulations 2014
- Regulation of Investigatory Powers Act 2000
- Investigatory Powers Act 2016

[The Council's Enforcement Policy adopted by Cabinet on 14 October 2021](#)

[Proposed policies to be retired agreed by Cabinet on 22 October 2020](#)

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Appendix A

- 1. Fraud Response Plan**
- 2. Anti-Bribery Policy**
- 3. Anti-Money Laundering Policy**
- 4. Surveillance & RIPA Policy**

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Fraud Response Plan



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1. Introduction

This Fraud Response Plan outlines the processes that should be followed by the Council when fraud is suspected. The response plan does not include Housing Benefit fraud. Suspicion of fraud or irregularity may be highlighted through a number of means, including the following:

- The requirement for all personnel, under the Council's Financial Regulations, to report fraud or irregularities
- Whistleblowing Policy (confidential reporting)
- Planned audit work
- Planned counter-fraud proactive projects including data matching
- Residents, Members or staff reporting concerns.

When an alleged fraud is reported it is vitally important that the response plan is followed by all responsible officers. This ensures that the matter is handled appropriately and in accordance with all legislative requirements.

Once fraud or corruption is suspected, there are four immediate issues to be addressed:

1. The proper risk assessment and investigation of the matter
2. What action, if any, should be taken in relation to any officers suspected of involvement
3. The facilitation and management of the investigation
4. Whether to involve the police or other enforcement agency and if so at what stage

2. Scope

The Fraud Response Plan applies to all referrals received by the council in relation to fraud. All staff including permanent, temporary, agency, contractors, executives, agents, members, volunteers and consultants must follow the processes set out in the plan.

This Plan is in addition to the Counter Fraud Strategy and the Annual Counter Fraud Work Plan which together make up the framework of the Council's counter fraud response.

3. Principles

This policy is based on the following principles:

- To follow best practice guidance for a counter fraud framework.
- To give a mechanism to report fraud.
- To define a process on the triaging and investigation of referrals.
- To outline an approach in line with the strategic objectives of the Counter Fraud Strategy and the wider Council Strategy.

4. What is fraud?

Fraud is a criminal offence defined by the Fraud Act 2006. Most commonly it occurs when a person dishonestly makes a false representation in order to make a gain for themselves or cause loss to another. The type of offences for which a person could be prosecuted include:

- Fraud by False Representation – lying about something with the intention to cause a gain or a loss.
- Fraud by Failure to Disclose Information – not declaring something when you have a legal duty to do so with the intention to cause a gain or a loss.
- Fraud by Abuse of Position – where someone abuses a position of trust where there is an expectation to safeguard the financial interest of another and places another at financial risk or causes a loss.

In each instance the action must be shown to have been dishonest. It must be shown that the individual's actions would be considered dishonest by the average 'man in the street'.

As well as being a criminal offence, if a council employee or contractor is found to have committed fraud it is likely that they will have also broken the terms of their contract of employment and/or the Council's Code of Conduct.

5. How to report Fraud

Listed below are different options to report fraud against the council by a resident or service user:

- **Telephone:** 0800 389 8313
- **Email:** fraud@hillingdon.gov.uk
- **Web page:** www.hillingdon.gov.uk/reportfraud
- **Write to:** Private & Confidential, Head of Counter Fraud, Counter Fraud Team, Civic Centre, High Street, Uxbridge, UB8 1UW

Whilst you can remain anonymous, it does help if your details are provided as concerns expressed anonymously are often much more difficult to investigate. For example, we may need to contact you to obtain further information or verify the information supplied.

6. Initial Actions to be taken when a fraud is suspected

Anyone suspecting that a fraud has taken place should raise their concern formally. If this is regarding a potential fraud against the Council by a resident or member of the public, this should be reported in line with section 5 above. If the fraud involves a staff member or employee of any form, this should be reported to the Head of Counter Fraud. Alternatively, suspicions can be raised with the Head of Internal Audit, a Counter Fraud Manager, Head of HR or any other officer listed in the Council's Whistleblowing and Anti-Money Laundering Policies.

Staff with concerns should avoid discussing their suspicions with anyone other than the officer with whom they formally raised the issue. Under no circumstance should any member of staff attempt to investigate any matter on their own without first consulting the Head of Counter Fraud or one of the above-named officers.

When reporting suspected fraud staff may raise a concern that falls within the scope of a "protected disclosure" under the provisions of the Public Interest Disclosure Act 1998. This is covered by the Council's Whistleblowing Policy.

If receiving a report of suspected fraud against a staff member, the receiving officer must ensure that the matter is promptly reported, confidentially, to the Head of Counter Fraud or one of the above-named officers.

Any officer who suspects fraud and any officer to whom this suspicion is reported must retain any evidence relevant to their suspicion and make immediate note of the issues and concerns.

Once any allegation is received by the Counter Fraud Team whether internal or external fraud, the case must be risk assessed. The allegation will be assessed in line with the team's current risk assessment procedures.

7. Management of the Investigation – Employees

Before commencing an investigation into suspected fraud by an employee the Head of Counter Fraud will liaise with the relevant Corporate Director and/or Head of Service and the Head of Human Resources (HR). The Head of HR or their nominated representative will provide advice on any matter regarding the suspension of an employee and any subsequent disciplinary proceedings.

As the allegation involves fraud a member of the Counter Fraud Team will be appointed to investigate the criminal case and any internal investigation.

The Head of Counter Fraud will agree the terms of reference, its scope of operations and an initial time allocation with specific monitoring points. There will be full compliance with the requirements of the Council's disciplinary procedures if invoked.

Within the investigation the investigating officer must not only follow the Council's disciplinary procedures but also the law that governs criminal investigations, this includes:

- Police and Criminal Evidence Act 1984
- Criminal Procedure and Investigations Act 1996
- Human Rights Act 1998
- Data Protection Act 2018
- Code for Crown Prosecutors
- Regulation of Investigatory Powers Act 2000 (RIPA)
- Investigatory Powers Act 2016
- Public Interest Disclosure Act 1998
- Criminal Justice and Police Act 2001
- Attorney Generals Guidelines on Disclosure 2020

The appointed investigator will document all actions taken during the investigation including interviews, lines of enquiry, witness statements, notes, and meetings. This information will be presented where appropriate to the relevant Corporate Director, Head of HR or member of Legal Services in monitoring meetings to help facilitate discussions on next steps as well as seek advice.

As part of the investigative process the appointed investigator may need to interview the employee under caution or via fact finding interview. In either case the interview will be an opportunity to establish the facts, give the interviewee the chance to give their version of events and present any evidence gathered during the investigation. The interview will follow all legislative and procedural requirements.

During the course of the investigation if the investigating officer believes that surveillance is required to obtain evidence, they must discuss this with the Head of Counter Fraud. Before any surveillance commences proper approval must be sort in accordance with RIPA and the Council's Surveillance & RIPA Policy.

All prosecution cases will be reviewed by a member of Legal Services nominated by the Borough Solicitor. The nominee will deal with all aspects of court proceedings, including arranging trial dates and arranging for any Counsel opinions. Prosecution will be in line with the Council's Enforcement Policy.

If at any point during the investigation assistance is required from another agency including the police, then the investigating officer and the Head of Counter Fraud will liaise with the required agency for support.

In the event the investigation uncovers any issue in relation to the staff members employment, then the investigating officer will draft a report on their findings which will be shared with the Head of Counter of Fraud, Head of HR and relevant director.

A flow chart in appendix A illustrates the fraud management process.

8. Recovery of Losses

Where there is a reasonable chance of recovery, the council will take steps to recover losses through all means available, including the use of the Proceeds of Crime Act.

9. Management of External Affairs

Dependent on the size of the fraud and the extent of the investigation, the Head of Counter Fraud will consider whether and when to:

- Involve the police or other enforcement agencies
- Consult the Head of Communications
- Involve the relevant committee/senior elected members.

The Head of Counter Fraud will maintain close liaison with the Borough Solicitor and will ensure they are appraised of any high profile or high value cases.

The Council has a policy for managing external communications, (particularly in crisis situations) and this work must always be carried out by the Head of Communications or their representative.

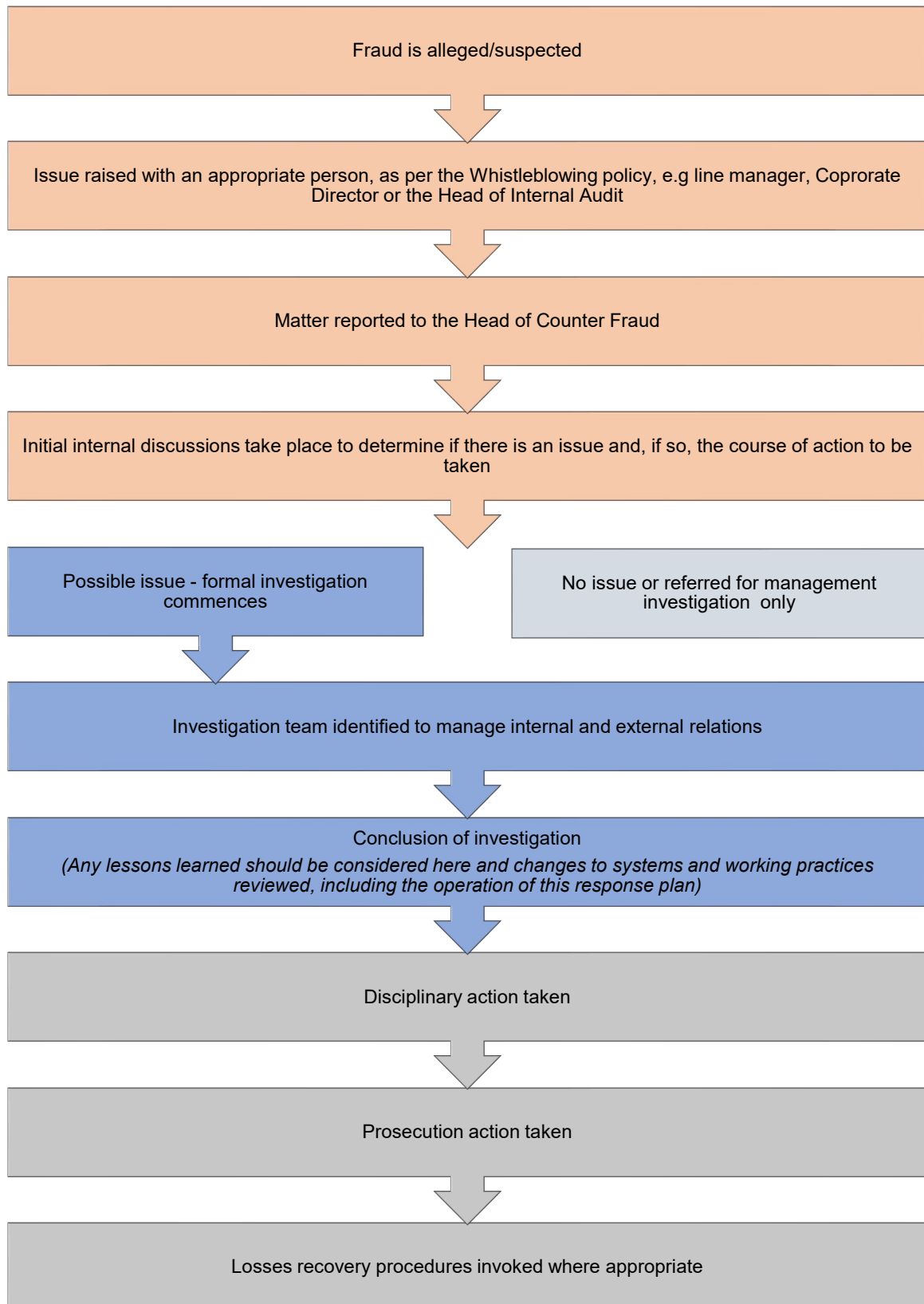
10. Administration

Policy number		Version number	
Effective date		Date of last revision	
Policy owned by		Policy approved by	

Version History

Version	Approved by	Revision date	Description of change	Author

11. Appendix A – Fraud Management Process



Anti-Bribery Policy



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1. Introduction

As a public body and provider of essential public services, Hillingdon Council recognises that its elected officials and officers are at risk of being bribed in relation to these services. As such the Council seeks to actively prevent bribery by identifying bribery risk, implementing measures to minimise and control this risk, and ensuring compliance with all relevant legal requirements.

This Anti-Bribery Policy is in line with the Counter Fraud Strategy and sets out the procedures to be followed to enable the Council to manage bribery risks and comply with its legal obligation to prevent bribery.

Instances of alleged bribery will be appropriately investigated, and the Council will assist other authorities and agencies, e.g. the Police, with any resultant prosecution.

In its response to bribery, the Council will be guided by the [Ministry of Justice Guidance](#) on the Bribery Act 2010. Although the Council is not a commercial organisation within the meaning of the Act, it will treat the guidance as good practice in terms of the principles for preventing bribery.

2. Scope

This Policy applies to all Council staff - permanent, temporary, agency, contractors, executives, agents, members, volunteers and consultants. All have a responsibility to be alert to the risk of bribery and report suspicions or incidents where appropriate.

3. Principles

This policy is based on the following principles:

- To ensure that allegations/concerns relating to bribery are triaged and dealt with by the correct responsible officers.
- To give guidance on how to refer an allegation relating to bribery or corruption.

4. What is Bribery?

Bribery is when a person offers, promises or gives a financial or non-financial advantage to another person with the intention to induce a person to perform a relevant function or activity improperly, or to reward a person for improper performance of such a function or activity.

Bribery is a criminal offence under the Bribery Act 2010. **The Council does not offer, nor does it accept any improper offers, bribes or inducements.**

5. Reporting Incidents and Suspicions

Any concerns that a bribe or inducement is being offered, or that a member of staff has accepted or requested a bribe or inducement, must be reported via line management and/ or relevant Head of Service, who must report it via the methods below.

If the concern relates to the line manager, then it can be reported directly via one of the options below (as per the Council's Whistleblowing Policy):

- **In person:** Head of Counter Fraud or Borough Solicitor & Monitoring Officer
- **24 hour hotline:** freephone number 0800 389 8313
- **Email:** fraud@hillingdon.gov.uk
- **Write to:** Head of Counter Fraud or Borough Solicitor at Civic Centre, High Street, Uxbridge, UB8 1UW (envelopes should be marked '**Private & Confidential**')

6. Staff Responsibilities

All suspicions that an offer of a bribe or inducement is being made, accepted or requested, in relation to the work or services of the Council, must immediately be reported as per section 5 of this policy.

Any report which falls within the scope of a 'protected disclosure' under the Whistleblowing Policy will be treated accordingly.

Failure by a member of staff to comply with the requirements of this Policy may lead to disciplinary action being taken against them. Any disciplinary action will be dealt with in accordance with the [Council's Disciplinary Policy and Procedure](#).

7. Gifts, Hospitality and Facilitation Payments

This policy is not intended to change the requirements of the Gifts and Hospitality Policy.

A facilitation payment may be described as a payment to induce officials to perform routine functions they are otherwise obligated to perform. Typically, these services are a part of the official's job, but the payment may be used to expedite the process or alter the outcome.

Under the Bribery Act 2010 facilitation payments are considered to be bribes and a criminal offence. **The Council does not offer, nor does it accept any facilitation payments.**

8. Administration

Policy number		Version number	
Effective date		Date of last revision	
Policy owned by		Policy approved by	

Version History

Version	Approved by	Revision date	Description of change	Author

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Anti – Money Laundering Policy



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1. Introduction

As per CIPFA best practice guidance Local Authorities have adopted Money laundering legislation to establish internal procedures to prevent the use of their services for money laundering. Money laundering in the UK is governed by the following legislation:

- The Terrorism Act 2000;
- The Anti-Terrorism Crime & Security Act 2001;
- The Proceeds of Crime Act 2002;
- Serious Organised Crime and Police Act 2005;
- The Criminal Finances Act 2017;
- The Money Laundering Regulations 2017;
- The Money Laundering and Terrorist Financing Regulations 2022;
- The Sanctions and Anti-Money Laundering Act 2018.

Hillingdon Council seeks to actively prevent money laundering within its services by identifying areas of money laundering risk, implementing measures to minimise and control this risk, and ensuring compliance with all legal and regulatory requirements.

This policy is in line with the Counter Fraud Strategy, setting out the procedures to be followed to enable the Council to comply with its legal obligations.

2. Scope

This policy applies to all staff of Hillingdon Council - permanent and temporary, agency staff, contractors, executives, agents, members, volunteers and consultants. All have a responsibility to be alert to the risk of money laundering and report suspicions where appropriate.

3. Principles

This policy is based on the following principles:

- To provide a clear process on how to report suspicions of money laundering.
- To outline the responsibilities of staff as well as those who have defined roles regarding the reporting of money laundering.
- To provide an understanding of money laundering offences.
- To define the Council's obligations.

4. What is Money Laundering?

Money laundering is generally defined as the process by which the proceeds of crime, and the true ownership of those proceeds, are changed so that the proceeds appear

to come from a legitimate source. It is not limited to major organised crimes, but covers the proceeds of all crimes, however small. The primary money laundering offences are:

- Concealing, disguising, converting, transferring criminal property or removing it from the UK (section 327 of the 2002 Act)
- Entering into or becoming concerned in an arrangement which you know or suspect facilitates the acquisition, retention, use or control of criminal property by or on behalf of another person (section 328 of the 2002 Act)
- Acquiring, using or possessing criminal property (section 329 of the 2002 Act)
- Becoming concerned in an arrangement facilitating concealment, removal from the jurisdiction, transfer to nominees or any other retention or control of terrorist property (section 18 of the Terrorist Act 2000)
- Failing to disclose suspected money laundering
- *'Tipping-off'* i.e. informing someone who is suspected of being involved with money laundering (only applies to regulated sector).

None of the above offences are committed if:

- The person involved did not know or suspect that they were dealing with the proceeds of crime; or,
- A report of the suspicious activity is made promptly to the Money Laundering Reporting Officer.

5. The Council's Obligations

The main requirements of the legislation are:

- To appoint a Money Laundering Reporting Officer (Nominated Officer)
- Implement a process to receive and manage the concerns of staff regarding money laundering and their suspicions of it, and to submit reports when necessary to the National Crime Agency (NCA)
- To raise awareness of money laundering including the organisations responsibilities and obligations of individuals through targeted training in service areas that could be exposed.

6. Nominated Officers

The regulations require the Council to appoint a Nominated Officer which is also known as a Money Laundering Reporting Officer (MLRO). The nominated officer and their deputy are responsible for receiving internal suspicious transaction reports and deciding whether these reports should be reported to the NCA.

The nominated officers are:

- MLRO – Head of Counter Fraud
- Deputy MLRO – All 3 Counter Fraud Managers

Contact details for the nominated officers are listed in Section 7.

7. How to report Incidents and Suspicions

Suspected cases of money laundering must be reported to the Head of Counter Fraud who is the **Money Laundering Reporting Officer (MLRO)** or one of the Counter Fraud Managers who are the **Deputy Money Laundering Reporting Officer (Deputy MLRO)** for advice and guidance. The MLRO is responsible for:

- Maintaining awareness of money laundering through training and sharing information to ensure the Council's policies and procedures are adhered to
- Receiving Money Laundering Reports from anyone who has suspicions of money laundering and maintaining records of these reports
- Investigating reports of money laundering to determine if there are reasonable grounds to make a report to the National Crime Agency
- Making reports to the National Crime Agency and cooperating with law enforcement agencies in the prosecution of those who commit money laundering.

Suspicions or incidents of money Laundering can be reported directly to MLRO or Deputy MLRO via the below options:

- **In person:** Head of Counter Fraud (MLRO) or Counter Fraud Manager (Deputy MLRO)
- **24 hour hotline:** freephone number 0800 389 8313
- **Email:** fraud@hillingdon.gov.uk

8. High Value Transactions & Cash Transactions

Those receiving or arranging to receive cash on behalf of the Council must ensure they are familiar with this Anti-Money Laundering Policy. No cash payment to the Council should be accepted if it exceeds £10,000.

If a cash payment over £1,000 is to be received by the Council the MLRO should be informed for due diligence to take place.

9. Suspicious Activity Report (SAR)

Once a report of potential suspicions activity is referred to the MLRO, it is their responsibility to decide whether to report the matter to the NCA via a suspicious activity report (SAR).

The NCA receives and analyses SARs and uses them to identify the proceeds of crime. It counters money laundering and terrorism by passing on important information to law enforcement agencies so they can take action.

10. Administration

Policy number		Version number	
Effective date		Date of last revision	
Policy owned by		Policy approved by	

Version History

Version	Approved by	Revision date	Description of change	Author

Surveillance & RIPA Policy



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1. Introduction

The Regulation of Investigatory Powers Act 2000 (RIPA) and the Investigatory Powers Act 2016 (IPA) provides a statutory framework for public authorities to use surveillance and communications data, where it is necessary and proportionate for the purpose of preventing or detecting crime. RIPA regulates the use of these powers in a manner that is compatible with the Human Rights Act 1998 (HRA).

In addition to the above legislation, the Home Office has also produced Codes of Practice which provide guidance on the use of investigatory powers. The links to the codes are provided below:

[Covert Human Intelligence Sources](#)

[Directed Surveillance](#)

[Communications Data](#)

Failure to comply with this policy may make surveillance evidence inadmissible in court. An intrusion in the private or family life of an individual may also be unlawful under the Human Rights Act and may result in an investigation by the Ombudsman and/or the Investigatory Powers Tribunal.

2. Scope

This policy applies to all employees including agency, consultants and permanent staff that may wish to conduct RIPA or Non-RIPA surveillance, the use of a Covert Human Intelligence Source (CHIS) or access communication data as part of their duties of employment within the Council.

3. Principles

This policy is based on the following principles:

- To provide a framework based on legislation and codes of practice.
- To give guidance to staff on how to apply for surveillance or communications data.
- To provide knowledge and understanding on the legislative requirements investigators must follow.
- To demonstrate the Council's compliance with relevant legislation and guidance.

4. Surveillance

Background Information

In 1998 the UK introduced the Human Rights Act into legislation based on the rights set out in the European Convention of Human Rights. Under Article 8 individuals have a right to a private and family life which is regarded as a qualified right. A qualified right can be interfered with under certain circumstances. By its very nature, covert surveillance will comprise a person's article 8 rights.

RIPA therefore provides a framework to conduct covert surveillance lawfully and that is compatible with article 8. Failure to comply with RIPA whilst carrying out covert surveillance could lead to the evidence being ruled inadmissible in court, cause reputational damage to the Council and see complaints/claims being made.

RIPA provides Local Authorities with the power to carry out covert surveillance under section 28 of the act if the requirements fall within the following:

- that the authorisation is for a purpose of preventing or detecting conduct which
 - constitutes one or more criminal offences, or
 - is, or corresponds to, any conduct which, if it all took place in England and Wales, would constitute one of more criminal offences; and
- that the criminal offence is/would be:
 - an offence which is punishable, whether on summary conviction or on indictment, by a maximum term of at least 6 months of imprisonment, or
 - an offence under:
 - a) section 146 of the Licensing Act 2003 (sale of alcohol to children); or
 - b) section 147 of the Licensing Act 2003 (allowing the sale of alcohol to children); or
 - c) section 147A of the Licensing Act 2003 (persistently selling alcohol to children); or
 - d) section 7 of the Children and Young Persons Act 1933 (sale of tobacco etc., to persons under 18)

Surveillance is only classed as covert if it is carried out in a way that is calculated to ensure that persons who are subject to the surveillance are unaware that it is taking place. For RIPA purposes, surveillance includes monitoring, observing or listening to persons, their movements, conversations or other activities. It may be conducted with or without assistance of a surveillance device and includes the recording of information obtained.

In law there are two types of surveillance, directed or intrusive. **Local Authorities are NOT PERMITTED to carry out intrusive surveillance.** Local Authorities can where necessary and lawful undertake directed surveillance if due process is followed.

Roles & Responsibilities

Below lists the details of those that are responsible for any applications relating to RIPA:

- Senior Responsible Officer (SRO) – Glen Egan Head of Legal Services
- Authorising Officers (AO) – Alex Brown Head of Counter Fraud, Stephanie Waterford Head of Public Protection & Enforcement
- Central record & Co-ordinating Officer – Glen Egan Head of Legal Services (*Role to be delegated in Legal Services at a later date*)

Directed & Intrusive Surveillance

Directed and Intrusive surveillance are defined in RIPA under section 26 of the act as the following:

- for the purposes of a specific investigation or operation;
- in such a manner as is likely to result in the obtaining of private information about a person (whether one specifically identified for the purposes of the investigation or operation); and
- otherwise, than by way of an immediate response to events or circumstances, the nature of which is such that it would not be reasonably practicable for an authorisation under RIPA to be sought for the carrying out of surveillance.

Intrusive Surveillance is defined by section 26(3) of RIPA as covert surveillance that:

- is carried out in relation to anything taking place on any residential premises or in any private vehicle; and
- involves the presence of an individual on the premises or in the vehicle or is carried out by means of a surveillance device.

Private Information

During any activity under RIPA there is a possibility you will collect private information. Under RIPA private information relates to any data obtained regarding a person's private or family life. Private information may also include personal data, such as names, telephone numbers and address details. Where such information is acquired by means of covert surveillance of a person having a reasonable expectation of privacy, a directed surveillance authorisation is appropriate. However, consideration should always be given to whether there are any other lawful and less intrusive means of obtaining personal data.

Consideration should be given to the collection of private information when seeking authorisation. Private life considerations are particularly likely to arise if several records are to be analysed together in order to establish, for example, a pattern of behaviour, or where one or more pieces of information (whether or not in the public domain) are covertly (or in some cases overtly) obtained for the purpose of making a permanent record about a person. In such circumstances, the totality of information gleaned may constitute private information even if the individual records do not. Where such conduct includes covert surveillance, an authorisation for directed surveillance should be sought.

Remember, this Procedure Manual deals with RIPA and Non-RIPA authorisations so even if you do not meet the criminal threshold and would not be able to apply to the Magistrates Court for authorisation, you will still be required to complete the relevant documents as a Non-RIPA request and this paperwork and thought process should still be captured on the relevant forms and recorded on the central RIPA register.

When authorisation is not required

In some cases, surveillance activity may not constitute directed surveillance and therefore not require authorisation. This includes:

- covert surveillance by way of an immediate response to events;
- covert surveillance as part of general observation activities;
- overt use of CCTV and ANPR systems

During an investigation events may unfold which requires an immediate response by officers to conduct directed surveillance. RIPA is not intended to prevent law enforcement officers fulfilling their legislative functions. However, forms for authorisation should be completed at the earliest opportunity after the event. If you need assistance or advice, please contact Legal Services.

5. Covert Human Intelligence Source (CHIS)

Background Information

A person is a Covert Human Intelligence Source (or CHIS) if:

- he establishes or maintains a personal or other relationship with a person for the covert purpose of facilitating anything falling within the circumstances below;
- he covertly uses the relationship to obtain information or to provide access to any information to another person; or
- he covertly discloses information obtained using or because of such a relationship.

In some circumstances an individual who provides information voluntarily may become a CHIS as per Section 26(8)c of RIPA. Officers should be mindful of this when receiving information, however this unlikely if the individual only gives information on a one-time basis.

It is important for officers to understand the difference between “establish” and “maintain” as mentioned above. “Maintain” requires endurance over a period of time where as “establish” is the setting up of a relationship.

Authorisation is needed for use or conduct of a CHIS. Though they seem to be the same, there are slightly differences between use and conduct. The “conduct” of a CHIS is an authorisation for conduct which will authorise steps taken by a CHIS, on behalf of, or at the request of, the Council. The “use” of a CHIS involves any action on

behalf of the Council to induce, ask or assist a person to engage in the said conduct of a CHIS, or to obtain information by means of that conduct.

General Rules on Application & Authorisation of a CHIS

The use or conduct of a CHIS requires authorisation as it is classed a covert surveillance, the application and process is broadly in line with applying for directed surveillance, including the fact that an authorisation may only be granted where such surveillance is necessary on one of the statutory grounds; that any such use of a CHIS must be reasonable and proportionate, and that due consideration should be given to collateral intrusion. Judicial approval is also required.

A written authorisation last for 12 months, however this can be extended where reasonable proportionate and necessary to do so. The application, review, cancellation, or extension process of a CHIS is explained in further details in Section 6.

When applying for or granting authorisation officers must consider local and community impacts. During the application process officers must note any sensitivities within the community that may have a bearing or impact of the use or conduct of a CHIS. This includes other similar activities already been undertaken including existing deployment of other CHIS. If a conflict arises the Authorising Officer should discuss with the Senior Responsible Officer and any other relevant public body.

There is a requirement for elected members of the Council to review the use of RIPA every 12 months and to set the policy and this includes a review of the Council's use of any CHIS.

Management of a CHIS

Not only must you satisfy that the authorisation of a CHIS is necessary for the purpose of preventing and detecting crime, but you must also ensure the use or conduct is proportionate in what you are trying to achieve. An AO should not grant an authorisation unless they believe arrangements are in place for the following:

- that there will always be a person who will have day-to-day responsibility for dealing with the source on behalf of the Council and for the source's security and welfare. This person is known as the Handler and is responsible for dealing with the CHIS on behalf of the authority; directing the day-to-day activities of the CHIS; recording the information supplied and monitoring the CHIS's security and welfare. The Handler would usually hold a rank or position lower than the AO;
- that there will always be another person who will have general oversight of the use made of the source. This person is known as the Controller and will be responsible for the management and supervision of the Handler and general oversight of the use of the CHIS. Obviously, this must be someone other than the Handler and ideally should be someone other than the AO, but due to the relatively small size of the Council's enforcement teams, the AO is likely to be the Controller.

- that the Handler will have responsibility for maintaining a record of the use made of the source.
- that the records relating to the source that are maintained by the relevant investigating authority will always contain particulars of all such matters as are specified in regulations made by the Secretary of State, (see below); and
- that records maintained by the relevant investigating authority that disclose the identity of the source will not be available to persons except to the extent that there is a need for access to them to be made available to those persons.

Particulars to include in records

The Secretary of State has made the Regulation of Investigatory Powers (Source Records) Regulations 2000. The following particulars must be included in the records relating to each source:

- the identity of the source and any other identities, if known
- any relevant investigating authority (if different from the authority maintaining the records;
- the means by which the source is referred to in each authority;
- any other information connected with the security and welfare of the source;
- any confirmation made by a person granting or renewing an authorisation for the conduct or use of a source that the information above has been considered and that any identified risks to the security and welfare of the source have been properly explained to and understood by the source;
- the date and circumstances in which, the source was recruited;
- the identities of the persons who, in relation to the source, are discharging or have discharged the functions mentioned in section 29(5)(a)-(c) of RIPA or in any order made under section 29(2)(c);
- the periods during which those persons have discharged those responsibilities;
- the tasks given to the source and the demands made of him in relation to his activities as a source;
- all contacts or communications between the source and a person acting on behalf of any relevant investigating authority;
- the information obtained by each relevant investigating authority by the conduct or use of the source;
- any dissemination by that authority of information obtained in that way;
- in the case of a source who is not an undercover operative, [an enforcement officer within the Council] every payment, benefit or reward and every offer of a payment, benefit or reward that is made or provided by or on behalf of any relevant investigating authority in respect of the source's activities for the benefit of that or any other relevant investigating authority.

6. Authorisation Procedures: Directed Surveillance & CHIS

Background & Overview

In order to carry out directed surveillance or the deployment of a CHIS, officers must follow the procedures set out in this section to gain lawful authorisation. All forms

relating to authorisation can be found in Appendix A. A brief overview of this section is provided below:

- Obtain relevant application form from this policy or via Intranet page or by contacting the Fraud email address.
- Complete application form ensuring statutory grounds and legal thresholds are met.
- Send application form to an AO to review. The AO should be from a different department. AOs should not review applications from own departments or investigations they are involved in.
- Applications to be lodged on central register and all documentation leading to decision.
- RIPA Co-ordinating Officer to allocate a URN to be used throughout the case
- If the relevant AO approves the application and it triggers a need to go to the Magistrates, then Legal will contact the local Magistrates' Court to arrange a hearing date
- The authorisation and surveillance should not begin until the court has granted the application. An initial authorisation is valid for a period of three months and should be reviewed throughout the three months and either cancelled or renewed using the appropriate forms set out below.

Application Form

A written application for authorisation for Directed Surveillance and CHIS should describe the conduct to be authorised and the purpose of the investigation or operation. It should also include:

- the reason why the surveillance is necessary;
- the reasons why it is proportionate to what it seeks to achieve;
- the nature of the surveillance;
- the identities, where known, of those to be the subject of the surveillance;
- an explanation of the information which it is desired to obtain as a result of the surveillance;
- the details of any potential collateral intrusion and why the intrusion is justified;
- the details of any confidential information that is likely to be obtained because of the surveillance;
- the level of authority required (or recommended where that is different) for the surveillance;
- a subsequent record of whether the authorisation was given or refused, by whom and the date and time.

An example of the application for authorisation of directed surveillance or CHIS forms are attached to this policy (see **Appendix A**).

AOs must not authorise investigations in which they are directly involved. It is recommended that AOs do not authorise applications that come from their own department and that another AO from a different department considers the application.

Legal thresholds: Necessity and Proportionality

Obtaining an authorisation in accordance with RIPA will only be a justifiable interference with an individual's Article 8 rights if it is necessary and proportionate for directed surveillance to be undertaken. The AO may only authorise surveillance which is necessary on statutory grounds and s/he must also be satisfied that covert surveillance is necessary in the circumstances of the case. Once the AO has determined that the proposed activities are necessary, s/he must be satisfied that they are proportionate to the overall aim of the investigation.

Proportionality is a key concept of RIPA. An authorisation should demonstrate how an AO has reached the conclusion that the activity is proportionate to what it seeks to achieve, including an explanation of the reasons why the method, tactic or technique proposed is not disproportionate. Failure to adequately address this issue could see the authorisation falling foul of the RIPA quality procedures, potentially resulting in the surveillance being challenged or suspended.

The activity will not be proportionate if it is excessive in the circumstances of the case or if the information that is being sought could be obtained by other less intrusive means. As an example of proportionality, a person can claim self-defence to a charge of assault where he has used reasonable force to protect himself; it may be proportionate to kick and punch an assailant armed with a knife, but it would not be proportionate to use a knife or a gun against an unarmed attacker.

In determining whether surveillance is proportionate, the AO should make clear that the four elements of proportionality have been fully considered:

- balancing the size and scope of the operation against the gravity and extent of the perceived mischief,
- explaining how and why the methods to be adopted will cause the least possible intrusion on the target and others,
- considering whether the activity is an appropriate use of the legislation and a reasonable method for obtaining the necessary result, and
- evidencing, as far as reasonably practicable, what other methods had been considered and why they were not implemented

Authorisation Form

The completed Application form should be given to the AO. The Authorisation form is a separate form and is the only document which should be reviewed by a court during a trial where a dispute arises as to whether evidence obtained by way of covert surveillance was obtained lawfully. This document must include all relevant information to ensure it can be presented as a standalone document to justify why the surveillance has been undertaken.

The AO should, therefore, record on the Authorisation form the full extent of what is authorised i.e. who, what, why, when, where and how, including an independent authorisation for any technical equipment which is to be used and the location of such equipment. This will ensure that the specific parameters of what has been duly

authorised is then passed to the Applicant/ officer carrying out the surveillance. The AO should also explain why he is satisfied that the directed surveillance is necessary and proportionate in the circumstances of the case before he endorses the Authorisation. Caution should be taken not to copy/paste or use old or earlier versions of the same form for other authorisations.

If the authorisation is refused, the AO should clearly mark on the form the reasons for refusal and any comments that may assist the Applicant Officer to reconsider the proposals and resubmit a fresh application. Copies of such refusals must also be sent electronically to the RIPA Co-ordinating Officer. Again, caution should be taken not to copy/paste or use old or earlier versions of the same form. The authorisation form can be found in **Appendix A** of this policy.

A written authorisation for Directed Surveillance is initially valid for three months from the day on which it took effect, i.e. from the date of Judicial Approval, but can be renewed within that time, though any renewal will require judicial approval.

Reviews

Regular reviews of authorisations should be undertaken to assess the need for the surveillance to continue. The results of a review should be recorded on the central record of authorisations. In each case the relevant AO should determine how often a review should take place during the lifetime of any authorisation and should then undertake the review him/herself.

Any proposed or unforeseen changes to the nature or extent of the surveillance operation should also be brought to the attention of the AO by means of a review. The AO should consider whether the proposed changes are proportionate before approving or rejecting them. The review form is attached to the Manual as **Appendix A**.

Renewals

An authorisation may be renewed for a further period of three months and can be renewed more than once, if the AO considers it necessary for the authorisation to continue and judicial approval is in place. The renewal form is attached to this manual as Appendix A. It can also be obtained from the intranet page.

All requests for renewals should record:

- whether it is the first renewal, if not list all previous occasions when renewed;
- any significant changes to the information given in the original authorisation;
- the reasons why it is necessary to continue with the surveillance and that it is still proportionate to the aim being sought;
- the content and value to the investigation or operation of the information so far obtained by surveillance;
- the results of regular reviews of the investigation or operation

Cancellations

If, during the currency of an authorisation, the AO is satisfied that the authorisation is no longer necessary, s/he must cancel it. It is a statutory requirement that authorisations are cancelled as soon as they are no longer required. Judicial Approval is not required to cancel an authorisation.

The AO must inform those carrying out the surveillance and the date and time of this notification should be recorded on the Cancellation Form. The cancellation form is attached to this Manual as **Appendix A**.

A Cancellation Form must be completed in all cases. Cancellations should also include the reason for cancellation as well as the result of the operation, and they must also be noted on the central record of authorisations.

Obtaining Judicial Approval

From 1st November 2012 judicial approval of all local authority authorisations and renewals (for both directed covert surveillance and the use of a CHIS), is required from the Magistrates' Court. Authorisations and renewals are invalid and cannot be acted upon until the approval of the Court has been given.

The Magistrates' Court may give approval only if it is satisfied that:

- authorisation is necessary for the prevention or detection of crime; and
- that authorised surveillance would be proportionate to what is sought to be achieved by carrying it out; and;
- the AO was an individual designated for the purpose, i.e. Director, Head of Service, Service Manager, or equivalent; and
- the crime being investigated carries a minimum prison sentence of 6 months, or concerns the sale of alcohol to children, or allowing the sale of alcohol to children, or persistently selling alcohol to children, or selling tobacco to children; and
- at the time of the application to the Magistrates' Court there remains reasonable grounds for believing that the above conditions are met

The Council is not required to give notice of the intended application to the person(s) who are the subject matter of the surveillance nor their representatives.

Making the Application

After an application has been authorised by the AO, Legal Services/Applicant Officer will contact the Local Magistrates' Court to arrange a hearing. The AO should provide the Court with a copy of the original application, the authorisation and any supporting documents setting out the case. In addition, the investigating officer should provide the Court with a partially completed judicial application (see **Appendix A**). This forms the basis of the application to the Court and should contain all information that is relied upon. The original RIPA authorisation or notice should be shown to the court but should be retained by the Council so that it is available for inspection by the

Commissioners' offices and in the event of any legal challenge or investigations by the Investigatory Powers Tribunal (IPT).

The hearing will be in private and heard by a single Justice of the Peace who will read and consider the RIPA authorisation and the judicial application form.

The Justice of the Peace will consider whether he or she is satisfied that at the time the authorisation was granted or renewed, there were reasonable grounds for believing that the authorisation was necessary and proportionate. They will also consider whether there continues to be reasonable grounds. In addition, they must be satisfied that the person who granted the authorisation or gave the notice was an appropriate AO within the local authority and the authorisation was made in accordance with any applicable legal restrictions, for example that the crime threshold for directed surveillance has been met. If more information is required to determine whether the authorisation or notice has met the tests, the court will refuse the authorisation.

Following consideration of the case the court will provide their decision. This can be one of the following:

- Approve the Grant or renewal of an authorisation
- Refuse to approve the grant or renewal of an authorisation
- Refuse to approve the grant or renewal and quash the authorisation

7. Communications Data

The Investigatory Powers Act 2016 (IPA) came into force from 30 December 2016 and replaces Part I of Chapter II of RIPA for Communications Data. There is a separate code of practice on the use of communications data, with additional guidance issued on the use of communications data in April 2023.

IPA governs the accessing of communications data from Communication Service Providers (CSP). It does NOT allow for interception of communications (e.g. bugging of telephones etc.). **Local authorities are not permitted to intercept the content of any person's communications.** It is an offence to do so without lawful authority.

The term communications data embraces the 'who,' 'when' and 'where' of a communication but not what was written or said (i.e. not the content). It includes the manner in which and by what method, a person or machine communicates with another person or machine. It excludes what they say or what data they pass on with the communication.

Communications data is generated, held, or obtained in the provision, delivery, and maintenance of postal or telecommunications services.

There are two categories of communications data. These are Events Data and Entity Data. The Council only has power to acquire Entity Data or Events Data. A local authority cannot acquire internet connection records such as details of the internet service, website, or instant messaging service, that a specific device has connected to.

EVENTS DATA	ENTITY DATA
<ul style="list-style-type: none"> • Periods of subscription/use • Telephone call records • Information about the provision of conference calling, call messaging, call waiting and call barring services • Timing and duration of service usage (calls and /or connections) • Connection/Disconnection information • Records of connections to internet services • Information about amounts of data downloaded and/or uploaded • Provision and use of forwarding/redirection services • Records of postal items e.g. registered, recorded or special delivery postal items • Top-up details for mobile phones - credit/debit card details and voucher/e-top up details 	<ul style="list-style-type: none"> • Name of account holder/ subscriber • Billing, delivery and installation address(es) • Contact telephone number(s) • Bill payment arrangements including bank/credit card details • Collection/delivery arrangements from a PO box • Services subscribed to by the customer • Other customer information such as any account notes, demographic information or sign-up data (not passwords)

Serious Crime

Where the purpose of the acquisition is to prevent or detect crime, and the data required is Events Data, the offence must meet at least one of the definitions of serious crime:

- An offence that carries a prison sentence of 12 months or more
- An offence by a corporate body
- An offence falling within the definition of serious crime in section 81(3)(b) of IPA 2016 (i.e. where the conduct involves the use of violence, results in substantial financial gain or is by a large number of persons in pursuit of a common purpose)
- An offence in which the sending of a communication is an integral part
- An offence in which a breach of a person's privacy is an integral part

Procedure for obtaining communications data

The procedure to obtain communications data has been overhauled by IPA and is now processed by two organisations. These are:

The National Anti-Fraud Network (NAFN)

NAFN is hosted by Tameside Metropolitan Borough Council and acts as a Single Point of Contact (SPoC) for local authorities. NAFN provides a SPoC service to the Council allowing NAFN to act as a source of expertise, with designated officers responsible for reviewing applications. All applications for Communication data must be submitted to

NAFN who will assist and advise the Council and submit the applications to OCDA once they are satisfied with the contents of the application/surveillance.

Office for Communications Data (OCDA)

OCDA became part of the Investigatory Powers Commissioner's Office (IPCO) in March 2024. IPCO provides independent oversight of the use of investigatory powers.

The procedure to obtain communications data at Hillingdon Council are as follows:

- Prepare a draft application. Once done, an Approved Rank Officer (ARO) should review and be made aware of the application. The details of the AROs are at paragraph two above.
- Login into the NAFN portal. Each department should have their own login details.
- Ensure that the application form is completed thoroughly, and the statutory grounds of proportionality, reasonableness and lawfulness are met.
- Once the ARO is satisfied, Applicant Officer to send the application via the NAFN portal.
- The accredited advisers at NAFN will scrutinise the application independently and provide advice to the Applicant ensuring it acts in an informed and lawful manner. Once NAFN is satisfied with the application, they will submit the application to OCDA.
- If the application has been granted, NAFN will be notified and serve a notice on the relevant CSP requiring them to provide the information on behalf of the Council.

8. Non-RIPA Surveillance

Following the introduction of the “serious crime threshold” the legal protection offered by RIPA to local authorities is no longer available in cases where the criminal offence under investigation is not punishable by at least 6 months imprisonment or relates to the sale of underage products such as alcohol, tobacco or nicotine inhaling products. However, this does not mean that it will not be possible to investigate lesser offences or other non-criminal matters with a view to protecting the victim or stopping the offending behaviour, or that surveillance cannot be used in such investigations. The statutory RIPA Code of Practice on covert surveillance makes it clear that routine patrols, observation at trouble ‘hotspots,’ immediate response to events and overt use of CCTV are all techniques which do not require RIPA authorisation.

Whilst authorisation under RIPA affords a public authority a defence under Section 27 (i.e. the activity is lawful for all purposes), failure to obtain an authorisation does not make covert surveillance unlawful, however. Section 80 RIPA states:

“Nothing in any of the provisions of this Act by virtue of which conduct of any description is or may be authorised by any warrant, authorisation, or notice, or by virtue of which information may be obtained in any manner, shall be construed—

- (a) as making it unlawful to engage in any conduct of that description which is not otherwise unlawful under this Act and would not be unlawful apart from this Act;*
- (b) as otherwise requiring:*
- (i) the issue, grant or giving of such a warrant, authorisation or notice, or*
- (ii) the taking of any step for or towards obtaining the authority of such a warrant, authorisation or notice, before any such conduct of that description is engaged in; or*
- (c) as prejudicing any power to obtain information by any means not involving conduct that may be authorised under this Act.”*

This point was explained more fully by the Investigatory Powers Tribunal in the case of *C v The Police* (Case No: IPT/03/32/H 14th November 2006):

“Although RIPA provides a framework for obtaining internal authorisations of directed surveillance (and other forms of surveillance), there is no general prohibition in RIPA against conducting directed surveillance without RIPA authorisation. RIPA does not require prior authorisation to be obtained by a public authority in order to carry out surveillance. Lack of authorisation under RIPA does not necessarily mean that the carrying out of directed surveillance is unlawful.”

Non-RIPA Surveillance Authorisation Procedure

The rules and regulations in relation to RIPA authorisations apply to non-RIPA applications, without, of course, the requirement to seek judicial approval. This is to ensure that officers are not using covert surveillance arbitrarily and excessively for the reasons set out above. Officers must therefore ensure that, when they are considering conducting covert surveillance that does not fall within the remit of RIPA, that they do so in the same way as they would when seeking a RIPA authorisation. Please see **Appendix A** for a template of the ‘Non-RIPA Surveillance Form.’

The Non-RIPA Authorisation form at the end of this appendix, together with the renewal and cancellation forms for RIPA surveillance can be used for both RIPA and Non-RIPA surveillance. The surveillance should cease as soon as the surveillance is no longer necessary, and a Cancellation form should be completed.

As with Directed Surveillance and CHIS, Non-RIPA authorisation and cancellation forms should be provided to the RIPA Coordinator who will maintain a central record of such authorisations/cancellations.

9. Use of social media

Officers checking Facebook, Instagram, Twitter and other forms of social media as part of an investigation, need to be aware that such activity may be subject to RIPA either as directed surveillance or deploying a CHIS. Browsing public open web pages where access is not restricted to “friends”, followers or subscribers is not covert activity provided the investigator is not taking steps to hide her/his activity from the suspect. The fact that the suspect is or may be unaware of the surveillance does not make it covert. However, any surveillance activity carried out in a manner which is calculated to ensure that a person subject to surveillance is unaware that surveillance against

them is taking place is activity which is covert, and you will need to consider obtaining a RIPA or NON-RIPA authorisation.

Officers must not covertly access information on social media, which is not open to the public, for example by becoming a “friend” of a person on Facebook or communicating via social media with the suspect as this type of activity conducted in a covert manner would engage the CHIS provisions. An example of non-permitted covert surveillance is the creation of a fake profile.

The growth of the internet, and the extent of the information that is now available online, presents new opportunities for local authorities to view or gather information which may assist officers in preventing or detecting crime or carrying out other statutory functions, as well as in understanding and engaging with the public they serve. Much of it can be accessed without the need for RIPA authorisation; use of the internet prior to an investigation should not normally engage privacy considerations. But if the study of an individual’s online presence becomes persistent, or where material obtained from any check is to be extracted and recorded and may engage privacy considerations, RIPA authorisations may need to be considered.

The internet may be used for intelligence gathering and/or as a surveillance tool. Where online monitoring or investigation is conducted covertly for the purpose of a specific investigation or operation and is likely to result in the obtaining of private information about a person or group, an authorisation for directed surveillance should be considered. Where a person acting on behalf of the authority is intending to engage with others online without disclosing his or her identity, a CHIS authorisation may be needed (paragraphs 4.10 to 4.16 of the Covert Human Intelligence Sources code of practice provide detail on where a CHIS authorisation may be available for online activity).

In order to determine whether a directed surveillance authorisation should be sought for accessing information on a website as part of a covert investigation or operation, it is necessary to look at the intended purpose and scope of the online activity it is proposed to undertake. Factors that should be considered in establishing whether a directed surveillance authorisation is required include:

- Whether the investigation or research is directed towards an individual or organisation;
- Whether it is likely to result in obtaining private information about a person or group of people;
- Whether it is likely to involve visiting internet sites to build up an intelligence picture or profile;
- Whether the information obtained will be recorded and retained;
- Whether the information is likely to provide an observer with a pattern of lifestyle;
- Whether the information is being combined with other sources of information or intelligence, which amounts to information relating to a person’s private life;
- Whether the investigation or research is part of an ongoing piece of work involving repeated viewing of the subject(s);

- Whether it is likely to involve identifying and recording information about third parties, such as friends and family members of the subject of interest, or information posted by third parties, that may include private information and therefore constitute collateral intrusion into the privacy of these third parties.

The gathering and use of online personal information by the Council will engage Human Rights particularly the right to privacy under Article 8 ECHR. To ensure such rights are respected the Data Protection Act must also be complied with. Please consult with the Council's Data Protection Officer or Legal Services if you wish to discuss the use of social media as part of an investigation.

10. General Information

Central Record Keeping

A record of the following information pertaining to all authorisations shall be centrally retrievable for a period of at least three years from the ending of each authorisation, though it is desirable and recommended to keep records for five years. This information should be regularly updated whenever an authorisation is granted, reviewed or cancelled and should be made available to the relevant Commissioner or an Inspector from IPCO upon request. The central Record should be a mirror image of each decision made, and documentation gathered, during the entire case.

The following information should be included:

- the type of authorisation
- the date the authorisation was given
- name and rank/grade of the AO
- the unique reference number (URN) of the investigation or operation
- the title of the investigation or operation, including a brief description of the names of subjects, if known
- details of attendances at the magistrates' court if the application is for RIPA surveillance
- the dates of any reviews
- if the authorisation had been renewed, when it was renewed and who authorised the renewal, including the name and rank/grade of the AO
- whether the investigation or operation is likely to result in obtaining confidential information as defined in the Home Office Code of Practice
- whether the authorisation was granted by an individual directly involved in the investigation
- the date the authorisation was cancelled

All authorisations granted by individual AOs, on behalf of the Council, must be sent electronically to the RIPA Co-ordinating Officer. The RIPA Co-ordinating officer will be responsible for updating this record whenever an authorisation is granted, renewed, reviewed or cancelled. This record must be made available to the relevant Commissioner or an Inspector upon request.

Retention and Destruction

Where surveillance footage could be relevant to pending or future criminal or civil proceedings, it should be retained in accordance with established disclosure requirements. Particular attention is also drawn to the requirements of the code of practice issued under the Criminal Procedure and Investigations Act 1996. This requires that material which is obtained in the course of a criminal investigation and which may be relevant to the investigation must be recorded and retained.

RIPA does not prevent material obtained from properly authorised surveillance being used in other investigations. Each public authority must ensure that arrangements are in place for the handling, storage and destruction of material obtained through the use of covert surveillance.

AOs must ensure compliance with the appropriate data protection requirements and any relevant codes relating to the handling and storage of material.

Training

Both AOs and those applying for authorisations should attend regular training sessions to ensure they are being kept up to date with any developments, both procedurally and legally. As a matter of good practice, the training should take place every year with regular meetings of AOs held throughout the year.

Complaints

The Investigatory Powers Tribunal was set up to investigate and decide upon complaints made to them within its jurisdiction, including complaints made by a person who is aggrieved by any conduct to which Part II of RIPA applies, where he believes such conduct to have taken place in "challengeable circumstances" or to have been carried out by or on behalf of any of the intelligence services.

Conduct takes place in "challengeable circumstances" if it takes place:

- with the authority or purported authority of an authorisation under Part II RIPA; or
- the circumstances are such that it would not have been appropriate for the conduct to take place without authority; or at least without proper consideration having been given to whether such authority should be sought.

Further information on the exercise of the Tribunal's functions and details of the relevant complaints procedure can be obtained from:

Investigatory Powers Tribunal
PO Box 33220
London SW1H 9ZQ.
Tel: 0207 035 3711
E: info@ipt-uk.com

In addition, members of the public will still be able to avail themselves of the Council's internal complaints procedure, where appropriate, which ultimately comes to the attention of the Local Government Ombudsman.

Inspection & Oversight

The Act also provides for the independent oversight and review of the use of the powers contained within Part II of RIPA, by a duly appointed Chief Surveillance Commissioner. The Investigatory Powers Commissioner's Office (IPCO) is now responsible for the judicial oversight of the use of covert surveillance by public authorities throughout the United Kingdom.

There is a duty on every person who uses the powers provided by Part II of RIPA, which governs the use of covert surveillance or covert human intelligence sources, to disclose or provide to the Chief Commissioner (or his duly appointed Inspectors) all such documents and information that he may require for the purposes of enabling him to carry out his functions.

11. Administration

Policy number		Version number	
Effective date		Date of last revision	
Policy owned by		Policy approved by	

Version History

Version	Approved by	Revision date	Description of change	Author

12. Appendix A – RIPA Forms

Unique Reference Number (URN)	
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**APPLICATION FOR DIRECTED SURVEILLANCE AUTHORITY
(TO BE COMPLETED BY THE OFFICER MAKING THE APPLICATION/EAD OFFICER IN THE
CASE)**

Part II Regulation of Investigatory Powers Act 2000

Position	
Department	
Address	
Telephone Number	
Name of Applicant	
Email address	
Operation Name (if applicable)	
Date	

1. Authority Required From:

Head of Service/ YES/NO
Service Manager or equivalent (delete as appropriate)

Head of Paid Service/ Chief Officer (Confidential Material Only) YES/NO

2. Background Information

a) Describe the purpose of the specific investigation/ operation.

b) Describe in detail the surveillance operation to be authorised, including any premises or vehicles which will be included in the surveillance or technical equipment (camera, binoculars, sound recorder, fixed cameras) that may be used for the surveillance. Give the expected duration of the surveillance and location of any such equipment. Where appropriate, a map can be attached to this application to denote the area within which the surveillance is to take place.

c) Outline the information expected to be obtained from this activity.

3. Particulars/ details (where known) of subject (s) against whom this surveillance is directed.

- | | |
|---|---|
| <ul style="list-style-type: none">• Name• Alias• DOB• Address• Any other relevant information | <ul style="list-style-type: none">• Name• Alias• DOB• Address• Any other relevant information |
|---|---|

4. Necessity

Directed Covert Surveillance can only be undertaken by the Council where the surveillance is **necessary for the purpose of preventing or detecting crime or preventing disorder** (Section 28(3)(b)).

Explain why this surveillance is necessary on this ground giving specific details of the alleged crime and/or disorder.

5. Proportionality

Explain why this directed surveillance is proportionate to what it seeks to achieve. How intrusive might it be on the subject of surveillance or on others? Why is this intrusion outweighed by the need for surveillance in operational terms? Can the evidence be obtained by any other less intrusive means? If not, why not?

6. Collateral Intrusion

Supply details of any potential collateral intrusion and why that intrusion is unavoidable.

What steps do you intend to take to minimise this collateral intrusion?

7. Confidentiality

Assess the likelihood of acquiring confidential material, such as

- Legal Privilege
- Confidential Personal Information
- Spiritual Counselling
- Confidential Journalistic Material

8. Other operations

Are there any other operations/investigations being undertaken or planned by other departments/ public authorities e.g. Police which could impact on the deployment of surveillance or compromise the proposed activity?

9. Applicant

Name		Position	
Signature		Date	

Unique Reference Number (URN)	
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**Application for authorisation of the conduct or use of a Covert Human Intelligence Source
(CHIS)**

**(TO BE COMPLETED BY THE OFFICER MAKING THE APPLICATION/
LEAD OFFICER IN THE CASE)**

Part II Regulation of Investigatory Powers Act 2000

Position	
Department	
Address	
Telephone Number	
Name of Applicant	
Email address	
Operation Name (if applicable)	
Date	

DETAILS OF APPLICATION
1. Give rank or position of authorising officer in accordance with the Regulation of Investigatory Powers
2. Describe the purpose of the specific operation or investigation.
3. Describe in detail <u>the purpose</u> for which the source will be tasked or used.
4. Describe in detail the proposed covert conduct of the source or <u>how</u> the source is to be used.
5. Identify on which grounds the conduct or the use of the source is <u>necessary</u> under Section 29(3) of RIPA. Delete those that are inapplicable. Ensure that you know which of these grounds you are entitled to rely on (e.g. SI 2010 No.521).
<ul style="list-style-type: none"> In the interests of national security;

- For the purpose of preventing or detecting crime or of preventing disorder;
- In the interests of the economic well-being of the United Kingdom;
- In the interests of public safety;
- for the purpose of protecting public health;
- for the purpose of assessing or collecting any tax, duty, levy or other imposition, contribution or charge payable to a government department.

6. Explain why this conduct or use of the source is necessary on the grounds you have identified

7. Supply details of any potential collateral intrusion and why the intrusion is unavoidable. Describe precautions you will take to minimise collateral intrusion and how any will be managed.

8. Are there any particular sensitivities in the local community where the source is to be used? Are similar activities being undertaken by other public authorities that could impact on the deployment of the source

9. Provide an assessment of the risk to the source in carrying out the proposed conduct

10. Explain why this conduct or use of the source is proportionate to what it seeks to achieve. How intrusive might it be on the subject(s) of surveillance or on others? How is this intrusion outweighed by the need for a source in operational terms, and could the evidence be obtained by any other means?

**11. Confidential information
Indicate the likelihood of acquiring any confidential information.**

References for any other linked authorisations:

12. Applicant's Details.

Name (print)		Grade/Rank/Position	
Signature		Tel No:	
Date			

13. Authorising Officer's Statement. [Spell out the "5 Ws" – Who; What; Where; When; Why and HOW – in this and the following box.] THE AUTHORISATION SHOULD IDENTIFY THE PSEUDONYM OR REFERENCE NUMBER OF THE SOURCE, NOT THE TRUE IDENTITY.

14. Explain <u>why</u> you believe the conduct or use of the source is necessary and Explain <u>why</u> you believe the conduct or use of the source to be proportionate to what is sought to be achieved by their engagement			
15. Confidential Information Authorisation. Supply details demonstrating compliance with the Code			
16. Date of first review:			
17. Programme for subsequent reviews of this authorisation. Only complete this box if review dates after first review are known. If not, or inappropriate to set additional review dates, then leave blank.			
18. Authorising Officer's Details			
Name (Print)		Grade/Rank/Position	
Signature		Time and date granted* Time and date authorisation ends	

Unique Reference Number (URN)	
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AUTHORISATION FOR DIRECTED SURVEILLANCE AUTHORITY
(TO BE COMPLETED BY AUTHORISING OFFICER)
Part II Regulation of Investigatory Powers Act 2000

Position	
Department	
Address	
Telephone Number	
Name of Applicant	
Email address	
Operation Name (if applicable)	
Date	

3. Authority Required From:	
Head of Service/ Service Manager or equivalent (delete as appropriate)	YES/NO
Head of Paid Service/ Chief Officer (Confidential Material Only)	YES/NO

2. Necessity
Directed Covert Surveillance can only be undertaken by the Council where the surveillance is necessary for the purpose of preventing or detecting crime or preventing disorder (Section 28(3)(b)). Explain <u>why</u> this surveillance is necessary on this ground and why you are satisfied that covert surveillance is necessary in the circumstances of this particular case.

3. Proportionality
Explain why you are satisfied that the proposed activity is proportionate to the aim that it seeks to achieve. In determining whether surveillance is proportionate, you should make it clear that the following four elements of proportionality have been fully considered:
i) Demonstrate how the size and scope of the operation has been balanced against the gravity and extent of the perceived mischief:

ii) Explain how and why the methods to be adopted will cause the least possible intrusion on the target and others:

iii) Show that the activity is an appropriate use of the legislation and the only reasonable way, having considered all others, of obtaining the necessary result:

iv) Evidence what other methods have been considered and why they were not implemented.

**4. Application Granted where confidential information is not likely to be acquired.
Authorising Officer's Statement**

This should include a detailed summary of the surveillance that is being authorised – whom the surveillance is directed against, where and when it will take place, what surveillance is to take place, why such surveillance is authorised and how it will be carried out, *including a separate authorisation for any technical equipment which is to be used in support of the directed surveillance.*

I hereby authorise the directed surveillance as specified above*

This written authorisation will cease to have effect at the end of **3 months** unless renewed (see separate form for renewals)*

This authorisation will be reviewed frequently to assess the need for the authorisation to continue*

*delete if authorisation refused.

Name		Position	
Signature			
Date of first review		Date of Expiry = 3 months from grant, e.g. granted 1st Jan expires 31st March	

5. Endorsement by the officer carrying out the surveillance

NOTE: Before signing this endorsement, the person carrying out the surveillance must be satisfied that s/he understands the parameters of the surveillance being authorised and that all relevant information relating to that surveillance is contained within Section 4 above.

I hereby endorse the authorisation to confirm my understanding of the surveillance that is being authorised.

Name		Position	
Signature		Date	
Date of first review		Date of Expiry = 3 months from grant, e.g. granted 1st Jan expires 31st March	

6. Application Refused – Authorising Officer’s Statement

NOTE: If you consider that the surveillance is not necessary or proportionate to the aim it is seeking to achieve, or that more information is needed before a decision can be made, you should refuse to authorise giving your reasons in the space below

I hereby refuse the application for directed surveillance for the reasons given above *

*delete if authorisation granted

Name		Position	
Signature		Date	

Boxes 7, 8 and 9 should only be completed when confidential information is likely to be acquired.

7. Application Granted where confidential information is likely to be acquired

NB: to be completed by the Head of Paid Service or Chief Officer - see Chapter 4 of the Home Office Revised Code of Practice.

Authorising Officer’s Statement: This should include a detailed summary of the surveillance that is being authorised – whom the surveillance is directed against, where and when it will take place, what surveillance is to take place, why such surveillance is authorised and how it will be carried out, *including a separate authorisation for any technical equipment which is to be used in support of the directed surveillance and confirm the likelihood of obtaining confidential information*

I hereby authorise the directed surveillance as specified above*

This written authorisation will cease to have effect at the end of **3 months** unless renewed (see separate form for renewals)*

This authorisation will be reviewed frequently to assess the need for the authorisation to continue*

*delete if authorisation refused.

Name		Position	
Signature		Date	
Date of first review		Date of Expiry = 3 months from grant, e.g. granted 1st Jan expires 31st March	

8. Endorsement by the officer carrying out the surveillance where confidential information is likely to be acquired

NOTE: Before signing this endorsement, the person carrying out the surveillance must be satisfied that s/he understands the parameters of the surveillance being authorised and that all relevant information relating to that surveillance is contained within Section 4 above.

I hereby endorse the authorisation to confirm my understanding of the surveillance that is being authorised.

Name		Position	
Signature		Date	
Date of first review		Date of Expiry = 3 months from grant, e.g. granted 1st Jan expires 31st March	

9. Application Refused – by Head of Paid Service or Chief Officer where confidential information is likely to be obtained

NOTE: If you consider that the surveillance is not necessary or proportionate to the aim it is seeking to achieve, or that more information is needed before a decision can be made, you should refuse to authorise giving your reasons in the space below

I hereby refuse the application for directed surveillance for the reasons given above *

***delete if authorisation granted**

Name		Position	
Signature		Date	

Unique Reference Number (URN)	
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REVIEW OF A DIRECTED SURVEILLANCE AUTHORISATION
(TO BE COMPLETED BY AUTHORISING OFFICER)
Part II Regulation of Investigatory Powers Act 2000

Position	
Department	
Address	
Telephone Number	
Name of Applicant	
Email address	
Operation Name (if applicable)	
Date	

1. Authorisation/ Renewal			
Date of authorisation or last renewal		Expiry date of authorisation or last renewal	

2. Details of review			
Is this the first review?	YES/NO		
If NO, how many times has the authorisation been reviewed		Date of last review	

3. Summary of the investigation/ operation to date and the value of the information so far obtained.

4. Necessity
Detail the reasons why it is necessary to continue with the directed surveillance.

5. Proportionality

Explain how the directed surveillance is still proportionate to what it seeks to achieve. You should consider what information has already been gathered and balance the intrusiveness of the continued activity against the need for action in operational terms, taking into account whether the activity is excessive in the circumstances of the case or if the information still to be sought could be obtained in a less intrusive way.

6. Confidentiality

Give details of any confidential information acquired or accessed and the likelihood of acquiring further confidential information

7. Collateral Intrusion

Detail any incidents of collateral intrusion and the likelihood of further collateral intrusion.

8. Applicant

Name		Position	
Signature		Date	

9. Authorising Officer's Comments

Specify the ongoing parameters of the surveillance should you be satisfied that the surveillance should continue. You cannot broaden the scope of any application for surveillance but you may limit it if you believe this is justified in the circumstances of the case.

10. Authorising Officer's statement

I hereby agree that the directed surveillance investigation/ operation as detailed above [should/ should not] continue [until the next review/renewal /it should be cancelled immediately].

Name		Position	
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Signature		Date	
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11. Date of Next Review	
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Unique Reference Number (URN)	
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APPLICATION FOR RENEWAL OF A DIRECTED SURVEILLANCE AUTHORITY
(TO BE COMPLETED BY THE ORIGINAL APPLICANT/ LEAD OFFICER IN CASE)
Part II Regulation of Investigatory Powers Act 2000

Name of Applicant	
Position	
Department	
Address	
Telephone Number	
Email address	
Operation Name (if applicable)	
Date	

1. Renewals	
Has this authorisation been renewed before?	YES/NO
If YES, how many times?	
List the date(s) for all previous renewals	

2. Summary of the investigation/operation to date and the value of the information so far obtained.
3. Has there been any significant change to the information that was provided for the original authorisation? If YES give details.

4. Necessity
Detail the reasons why it is necessary for the prevention or detection of crime or prevention of disorder , as well as why it is necessary in the circumstances of this case, to continue with the directed surveillance in this operation.

5. Proportionality

Is the directed surveillance still proportionate to the aim that it seeks to achieve? You should consider what information has already been gathered and balance the intrusiveness of the continued activity against the need for action in operational terms, taking into account whether the activity is excessive in the circumstances of the case or if the information still to be sought could be obtained in a less intrusive way.

6. Confidentiality

Give details of any confidential information acquired or accessed and the likelihood of acquiring further confidential information

7. Collateral Intrusion

Detail any incidents of collateral intrusion and the likelihood of further collateral intrusion, including steps to be taken to minimise such intrusion

8. Reviews

How many reviews have there been since the original authorisation was granted?

Date	Results of review

9. Applicant

Name		Position	
Signature		Date	

10. Authorising Officer's comments

Explain in your own words why the directed surveillance [is still/ is no longer] necessary and proportionate. You should be satisfied that the activity is not excessive in the circumstances of the case and that the information being sought could not be obtained in any other way.

11. Authorising Officer's statement

I hereby [authorise/ refuse to authorise] the renewal of the directed surveillance operation as detailed above. [The renewal of this authorisation will last for 3 months/ The authorisation should be cancelled immediately]* .

This authorisation will be reviewed frequently to assess the need for the authorisation to continue.

*if cancelled, a Cancellation Form should be completed immediately.

Name		Position	
Signature		Date	

12. Date of next review	
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Unique Reference Number (URN)	
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HILLINGDON
LONDON

CANCELLATION OF DIRECTED SURVEILLANCE
(TO BE COMPLETED BY AUTHORISING OFFICER)
Part II Regulation of Investigatory Powers Act 2000

Position	
Department	
Address	
Telephone Number	
Name of Applicant	
Email address	
Operation Name (if applicable)	

1. Renewals			
Was the authorisation renewed?		YES/NO	
If YES, how many times?		Date of last renewal	

2. Details of Cancellation
Explain the reason(s) for cancelling the authorisation for directed covert surveillance

3. Intelligence update
a) Provide details of the evidence obtained through the directed surveillance since the initial authorisation was granted/ last renewal
b) What value was this evidence to the investigation?

4. Give details of outcome of investigation to include the nature of any proceedings instituted or intended to be instituted.

5. Product of Surveillance
a) Arrangements for the storage of material obtained by the surveillance

b) Arrangements for its review and destruction when no longer of use
c) Arrangements for the immediate destruction of unrelated material obtained by way of collateral intrusion.
d) Give details of any confidential material acquired and how it has been stored

6. Applicant			
Name		Position	
Signature		Date	

7. Authorising Officer's cancellation			
I hereby cancel the authorisation for directed surveillance with immediate effect.			
Name		Position	
Signature		Date	

Unique Reference Number (URN)	
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**Application for judicial approval for authorisation to obtain or disclose communications data, to use a covert human intelligence source or to conduct directed surveillance.
Regulation of Investigatory Powers Act 2000 sections 23A, 23B, 32A, 32B.**

Local authority:

Local authority department

Offence under investigation

Address of premises or identity of subject:

Covert technique requested: (tick one and specify details)

Covert Human Intelligence Source

Directed Surveillance

Summary of details

.....

Note: this application should be read in conjunction with the attached RIPA authorisation/RIPA application or notice.

Investigating Officer:

Authorising Officer:

Officer(s) appearing before JP:

Address of applicant department:

Contact telephone number:.....

Contact email address (optional):

Local authority reference:.....

Number of pages:

Order made on an application for judicial approval for authorisation to use a covert human intelligence source or to conduct directed surveillance. Regulation of Investigatory Powers Act 2000 sections 23A, 23B, 32A, 32B.

Magistrates' court:.....

Having considered the application, I (tick one):

- am satisfied that there are reasonable grounds for believing that the requirements of the Act were satisfied and remain satisfied, and that the relevant conditions are satisfied and I therefore approve the grant or renewal of the authorisation/notice.
- refuse to approve the grant or renewal of the authorisation/notice.
- refuse to approve the grant or renewal and quash the authorisation/notice.

Notes

.....
.....**Reasons**
.....
.....

Signed:

Date:

Time:

Full name:

Address of magistrates' court:

Unique Reference Number (URN)	
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**APPLICATION FOR NON-RIPA DIRECTED SURVEILLANCE AUTHORITY
(TO BE COMPLETED BY THE OFFICER MAKING THE APPLICATION/
LEAD OFFICER IN THE CASE)**

Position	
Department	
Address	
Telephone Number	
Name of Applicant	
Email address	
Operation Name (if applicable)	
Date	

4. Authority Required From:

Head of Service/ YES/NO
Service Manager or equivalent (delete as appropriate)

Head of Paid Service/ Chief Officer (Confidential Material Only) YES/NO

5. Background Information

a) Describe the purpose of the specific investigation/ operation.

b) Describe in detail the surveillance operation to be authorised, including any premises or vehicles which will be included in the surveillance or technical equipment (camera, binoculars, sound recorder, fixed cameras) that may be used for the surveillance. Give the expected duration of the surveillance and location of any such equipment. Where appropriate, a map can be attached to this application to denote the area within which the surveillance is to take place.

c) Outline the information expected to be obtained from this activity.

3. Particulars/ details (where known) of subject (s) against whom this surveillance is directed.	
<ul style="list-style-type: none"> • Name • Alias • DOB • Address • Any other relevant information 	<ul style="list-style-type: none"> • Name • Alias • DOB • Address • Any other relevant information
4. Necessity	
<p>Directed Covert Surveillance can only be undertaken by the Council where the surveillance is necessary for the purpose of preventing or detecting crime or preventing disorder (Section 28(3)(b)).</p> <p>Explain <u>why</u> this surveillance is necessary on this ground giving specific details of the alleged crime and/or disorder.</p>	
5. Proportionality	
<p>Explain <u>why</u> this directed surveillance is proportionate to what it seeks to achieve. How intrusive might it be on the subject of surveillance or on others? Why is this intrusion outweighed by the need for surveillance in operational terms? Can the evidence be obtained by any other less intrusive means? If not, why not?</p>	
6. Collateral Intrusion	
Supply details of any potential collateral intrusion and why that intrusion is unavoidable.	
What steps do you intend to take to minimise this collateral intrusion?	
7. Confidentiality	
<p>Assess the likelihood of acquiring confidential material, such as</p> <ul style="list-style-type: none"> • Legal Privilege • Confidential Personal Information • Spiritual Counselling • Confidential Journalistic Material 	
8. Other operations	
<p>Are there any other operations/investigations being undertaken or planned by other departments/ public authorities e.g. Police which could impact on the deployment of surveillance or compromise the proposed activity?</p>	
9. Applicant	

Name		Position	
Signature		Date	

SCHOOL ORGANISATION PLAN FOR HILLINGDON

Cabinet Member(s)	Councillor Susan O'Brien
Cabinet Portfolio(s)	Cabinet Member for Children, Families & Education
Officer Contact(s)	Nav Minhas – Children's Services
Papers with report	School Organisation Plan & Appendices

HEADLINES

Summary	<p>School place planning is a statutory function of the Council as a local education authority (LA) and involves liaison with all schools and Trusts in the borough, and with neighbouring LAs. The duty is to have a sufficiency of school places to meet parent demand across the borough. School place planning sets a strategic framework in which the LA and every school can operate, requiring an annual review and decisions to be agreed with individual schools and Trusts to adjust supply, and to inform timely capital investment and building decisions and negotiations with the DfE.</p> <p>This report presents to Cabinet a School Organisation Plan for Hillingdon which will provide the following:</p> <ul style="list-style-type: none"> • An overview of the education landscape in Hillingdon • A summary of current pupil numbers and projected demand in primary and secondary phases, including specialist provision • Options for the Local Authority (LA) to consider when determining the need to increase or reduce school places.
<p>Putting our Residents First</p> <p>Delivering on the Council Strategy 2022-2026</p>	<p>This report supports our ambition for residents / the Council of: An efficient, well-run, digital-enabled council working with partners to deliver services to improve the lives of all our residents</p> <p>This report supports our commitments to residents of: Thriving, Healthy Households</p>
Financial Cost	There are no direct financial implications associated with the recommendations in this report.
Select Committee	Children, Families & Education Select Committee
Relevant Ward(s)	All

RECOMMENDATIONS

That the Cabinet:

- 1) Agree the School Organisation Plan and for publication.**
- 2) Agree to the School Organisation Plan being updated and presented to the Cabinet Portfolio Member, relevant Select Committee and schools annually with the latest data and forecasts.**

Reasons for recommendation

As an education authority, the Council must plan for a sufficiency of places and efficient use of resources. The School Organisation Plan will support strategic planning and assist the council to comply with our statutory duties and for schools to be kept informed of the data projections in order to plan effectively.

Select Committee comments

At their meeting on 14 March 2024, the Children, Families and Education Select Committee welcomed this comprehensive document which provided an overview of the education landscape in Hillingdon. The Committee believes this document will assist parents, carers and families to understand the complexities of pupil place planning and the Council's focus on ensuring the best outcomes for children and young people whilst at the same time maintaining the sustainability of the schools in the Borough.

The Committee noted that with the declining numbers within the primary sector, there should continue to be a strong focus on ensuring that there are sufficient school places within the secondary sector. This is in addition to continuing to meet the demand for places for young people with SEND within the post-16 SEND provision.

SUPPORTING INFORMATION

The Council must plan, organise and commission places for all state-funded schools in Hillingdon so that high standards are maintained and fluctuating pupil numbers are managed efficiently to ensure the best outcomes for our children and young people and the sustainability of schools.

Local Authorities were previously required to publish a plan setting out how they would provide sufficient school places for the children within their borough which was a requirement of the School Standards and Frameworks Act 1998 but has since been repealed by the Children and Families Act 2004. The Education Act 1996, Education and Inspections Act 2006 and School Standards and Framework Act 1998 no longer require local authorities to provide this. However, strategic planning remains a useful tool in assisting local authorities comply with their statutory duties and for schools to be kept informed of the data projections in order to plan effectively longer term.

The Plan, attached, is presented in 3 Sections; **Introduction, Context and Strategy** with the following 13 sub sections:

- **Purpose and scope**
- **Government Regulations, Guidance and Policies**
Highlights the statutory duty of the council to provide sufficient school places for its residents.
- **Funding and Delivery**
Acknowledges the funding sources available to support additional school places and introduces the role of the Schools Forum.
- **Hillingdon Demographics**
Provides an understanding of the resident population of Hillingdon and housing development which must be taken into consideration and incorporated into school place planning projections.
- **Hillingdon Schools**
This section provides a review of the types of schools within Hillingdon, an inspection summary and a breakdown of pupils on roll since 2014/2015 in Nursery, Primary, Secondary, Sixth Form and Special Schools
- **Pupil Forecasting**
Shares factors taken into consideration when creating projections, such as development, birth rates and migration.
- **Place Planning**
Outlines options available to the Local Authority to ensure the sufficiency of high quality school places at the right time to meet future need.
- **Childcare and Early Education**
The current provision of early learning and childcare places in Hillingdon and the planned growth taking into consideration the change in parents' entitlement to funded childcare taking effect from April 2024.
- **Primary Place Planning**
A breakdown of all settings in the 14 primary Pupil Planning Areas (PPAs) of Hillingdon as well as the school place forecasts by planning area from the School Capacity Survey (SCAP) 23 submission.
- **Secondary Place Planning**
A breakdown of all settings in the 2 secondary Pupil Planning Areas (PPAs) of Hillingdon as well as the school place forecasts by planning area from the School Capacity Survey (SCAP) 23 submission.
- **Post 16 Planning**
The number of young people accessing post 16 provision in Hillingdon and the partnerships in place.

- **Special Education Needs (SEN) - Special Schools & Alternative Provision**
A breakdown of the specialist provision in the borough as well as the projected demand for additional places and the current projects in place to meet demand.
- **Next Steps** - Acknowledges that we must continue to monitor the data and update the relevant select committee as well as stakeholders via strategic groups such as Schools Strategic Partnership Board (SSPB) and Head Teachers Termly to help manage demand.

Financial Implications

There are no direct financial implications to the General Fund of the Council from this policy. Decisions on expansions are carefully considered and funding for provision is sourced from Department for Education (DfE) / Education and Skills Funding Agency (ESFA) grants and/or other capital funding sources such as Community Infrastructure Levy (CIL) funding. Expansion for school Published Admission Number (PAN) is funded from the growth fund as directed by the schools' block distribution via the Schools Forum.

RESIDENT BENEFIT & CONSULTATION

The School Organisation Plan will support strategic planning and assist the council to comply with its statutory duty to provide sufficiency of school places to meet parent demand across the borough. It will also allow for schools to be kept informed of the data projections in order to plan effectively for future demand.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance have reviewed this report and concur with the Financial Implications set out above, noting there are no direct financial implications on the General Fund associated with the recommendations in this report, with the recommendations supporting the delivery of the Schools Budget.

Legal

There are no specific legal implications arising from this report.

BACKGROUND PAPERS

NIL

London Borough of Hillingdon

School Organisation Plan



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Foreword from the Director of Education & SEND

One of the Council's core commitments to residents is to provide thriving, healthy households where children, young people, their families and vulnerable adults and older people live healthy, active, and independent lives.

The School Organisation Plan is crucial to meeting this ambition, as it sets out the approach as to how we will manage surplus capacity in our schools, whilst ensuring sufficiency of places in all sectors of education, to ensure the best outcomes for our children and young people and sustainability of schools.

“Hillingdon's children and young people are the future of Hillingdon. We are just as ambitious for children and young people with Special Educational Needs and Disabilities (SEND), and those who access alternative provision, as we are for every other child.” Hillingdon Local Area SEND and Alternative Provision Strategy for Children and Young People 0-25 years.

92% of Hillingdon's schools overall were judged Good or Outstanding at the end of 2022/23 academic year, an increase of 2% from the prior academic year. It is vital that all decisions linked to school organisation promote equality of opportunity and quality of provision.

We are keen to continue to strengthen our partnership working with Headteachers, governors and families as part of our strategic planning of education provision, working together to review the education landscape to manage the increases and decreases in demand for school places.

Abi Preston

Director of Education & SEND

1. Introduction

1.1 Purpose and Scope

The Council has a statutory duty to ensure there are sufficient places for every resident pupil (Education Act 1996, Section 14).

The Council continues to invest in education capacity and quality through the provision of school support and monitoring, and the expansion of schools where needed to meet demand. The Council's investment in new and modern education buildings and facilities continues to provide the high-quality learning environment that Hillingdon children need.

The mixed economy of Council maintained schools and academies / free schools in the Borough gives the Council a dynamic but central role in securing the best educational outcomes for children and young people in the Borough. Working in partnership with school leaders, multi-academy trusts and other relevant responsible authorities, the Council continues to promote high standards for all learners and to challenge underperformance where this occurs.

The Council must plan, organise and commission places for all state-funded schools in Hillingdon to ensure high standards are maintained, diverse school communities supported, and sufficient places are available.

The demand for school places changes over time - this document is 'live' and, as such, will be updated annually. It sets out the Council's current projections over the next 7 years in order to understand where there will be a need to provide more school places and if there may be a need to provide fewer places. Increases in demand can lead to the creation of a new school or the expansion of existing schools, whereas decreases in demand can lead to a reduction in school provision.

We strive to communicate effectively with schools and school communities about the pressure for places in each area. However, the Council also endeavours to manage expectations regarding school organisation proposals. This document does not seek to definitively set out all the actions the Council intends to take in the future, but rather is intended to provide an overview and outline our strategy to manage any changes effectively.

This document aims to present schools, governing bodies, and residents with the following:

- An overview of the education landscape in Hillingdon
- A summary of current pupil numbers and projected demand in primary and secondary phases, including specialist provision
- Options in place for the Council to consider when determining the need to increase or reduce school places

The School Organisation Plan will be updated annually with the latest census and School Capacity Survey (SCAP) data and forecasts. This may result in changes to existing proposals as the Council responds to the latest demographic changes in the Borough.

2. Context

2.1 Government Regulations, Guidance and Policies

The Council has a statutory duty to provide sufficient school places, oversee a fair admissions process and ensure that children with Special Educational Needs and Disabilities (SEND) have access to appropriate quality provision. This is to ensure that all pupils can access a school place if they apply. These duties are for all of the pupils who are resident in the Borough - including children attending schools in other Local Authority (LA) areas or independent schools.

The Council also has a range of responsibilities for the schools in the Borough, and the pupils and staff in them, depending on their legal status. Each type of school has different powers and governance, and a different relationship with the Council and the Department for Education (DfE), and each Council is different. All pupils have the flexibility to choose to go to school anywhere, as long as they meet the admissions criteria for the relevant school. Due to this, the Council must review the flow of children across the 7 neighbouring Councils as well as Hillingdon pupils educated in Hillingdon schools. Until 2018, the number of children admitted into Hillingdon schools from other Councils ('imports') was equal to the number of Hillingdon children attending schools outside of the Borough ('exports'). Since then, 'imports' have decreased to 11.0% on National Offer Day 2023 and 'exports' of resident pupils to schools in other LAs have increased to 14.8% of residents. Therefore, Hillingdon is currently a net exporter.

From 2010, the Council changed the way it funds schools, and now delegates most of the schools block funding directly to schools, rather than retaining a percentage of funding for central Council services to provide support to schools. This means that Hillingdon community schools have greater autonomy than the average. Generally, schools are financially strong and resilient, and this was a benefit during the pandemic.

The London Borough of Hillingdon aims to offer every child a primary and secondary school place, either on national offer day for Reception and year 7 applicants, or within 15 school days of applying for a place for in-year applications. The Admissions team aim to offer places within a reasonable distance from the home address and, where possible, at one of the schools preferred by the parent. For further information about School Admissions please refer to the [School Admissions 2024 brochure](#).nu

2.2 Funding and Delivery

The London Borough of Hillingdon uses a mixture of funding sources to finance additional school places. Funding sources available include basic need grant from central government, Free School Education and Skills Funding Agency (ESFA) funding (when available) and potentially Section 106 and Community Infrastructure Levy (CIL) contributions from developers.

The London Borough of Hillingdon has a Capital Programme Works Service to help assist in the development of school expansions and new schools. Through the work of this team, school building projects are delivered to required standards and at good value, ensuring the best outcome from the investment of public funds. Reports are published twice a year through Cabinet (April and October).

Schools Forum

The Schools Forum is a requirement under the Department for Education (DfE) regulations and is governed by the *Schools Forums (England) Regulations 2012*, effective from 1st October 2012. Representatives from schools and academies make up the schools forum. There is also some representation from non-school organisations, such as nursery and 16-19 education providers. Please see the list of [Statutory policies for schools and academy trusts - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The Schools Forum acts as a consultative body on some issues, and a decision-making body on others. One such area on which Schools Forums can make decisions on is whether to create a fund for significant pupil growth in order to support the Council's duty for place planning and agree the criteria for maintained schools and Academies to access this fund.

Proposals can be made to the Schools Forum which meets seven times a year (the minimum requirement is to meet four times a year). Regular updates on the delivery of new provision are provided to the High Needs subgroup of Schools Forum.

The Council cannot distribute extra funding to specific schools outside the funding formula and Schools Forum process.

2.3 Hillingdon Demographic

The London Borough of Hillingdon is the second largest of London's 32 boroughs, situated to the west of the capital. It has a unique location, bordering three neighbouring London Local Authorities (Ealing, Harrow, and Hounslow) as well as three Authorities outside of London (Buckinghamshire, Hertfordshire, and Surrey). According to the Census 2021, the current population is 305,900 of which 19,882 (6.5%) are aged 0 to 4 years, 20,469 (6.7%) are aged 5-9 years, 23,681 (7.7%) are aged 10-15 years and 14,871 (4.9%) are aged 16-19; in total, 25.8% of the Borough population is aged 0-19.

New Housing

The London Borough of Hillingdon has a housing target of delivering 10,830 self-contained homes between 2019/20 and 2028/29. Along with this, there are further plans to deliver other types of housing, such as student accommodation, older persons' housing, and shared accommodation, although many of these accommodation types are less likely to impact pupil numbers.

New housing will be delivered in every ward over this period, with a higher concentration of housing in areas with more available brownfield land and higher public transport access. This includes the areas in and surrounding Uxbridge and Hayes town centres. The latest five-year projections of where housing will be built are shared annually by the Planning Policy Team with Education colleagues and incorporated within school place planning projections.

Developer Contributions

The Community Infrastructure Levy (CIL) is a charge which can be levied by local authorities on new development in their area. It is an important tool for local authorities to use to help them deliver the infrastructure needed to support development in their area.

Since 2014, this is the mechanism that the Council has used to support all capital programmes across the Borough, including any education related projects. This funding is accessed through an internal capital process where projects will be assessed and prioritised in line with the Council's priorities.

However, there are some historic agreements with developers still paying Section 106 education contributions from before the CIL regime was adopted in 2014. Section 106 agreements may also exist with neighbouring local planning authorities, but these will be limited.

2.4 Hillingdon Schools

The schools' landscape in Hillingdon consists of ninety-nine state-funded settings which include a mixture of Council maintained schools and a range of other types of settings including academies, non-maintained special schools, and University Technical Colleges (UTCs)/studio colleges. Approximately 33% of all primary schools in Hillingdon are academies, with 67% remaining as maintained schools. In the secondary school sector, approximately 90% of all schools are academies with only 10% remaining as maintained settings. In the special school sector, approximately 70% of schools are academies whilst 30% are maintained by the Council.

Following the Academies Act 2010, schools have been able to convert from maintained to academy status and under current legislation states that all new schools must be free schools. There are currently forty-eight academy schools in Hillingdon (14 multi-academy Trusts who operate more than 1 school, and 7 standalone academy Trusts). Please refer to **Appendix 2** for breakdown.

Free Schools and Academies

Section 6A of the Education and Inspections Act 2006 requires local authorities to seek proposals for a new academy if it believes a new school needs to be established in its local area. As part of inviting proposals, the Council would be expected to identify a site and funding for any building works. Hillingdon is not able to determine where and when free schools open, although the ESFA, who manage the Free School programme, work closely with Council Officers to time openings to meet local demand. Free Schools, once opened, are also academies. There are certain exceptions to the requirement to seek proposals for a new academy and these are set out in the legislation and expanded on in the statutory guidance "[Opening and closing maintained schools - April 2016](#)". There are currently 3 special Free Schools agreed for Hillingdon.

Types of Hillingdon State funded Schools

The range and number of state funded schools in Hillingdon is shown in Table 1 below. Place planning for independent schools is not undertaken by the Council. These schools sit outside the maintained sector.

Table 1. Total number of schools in Hillingdon based on type of provision – September 2023

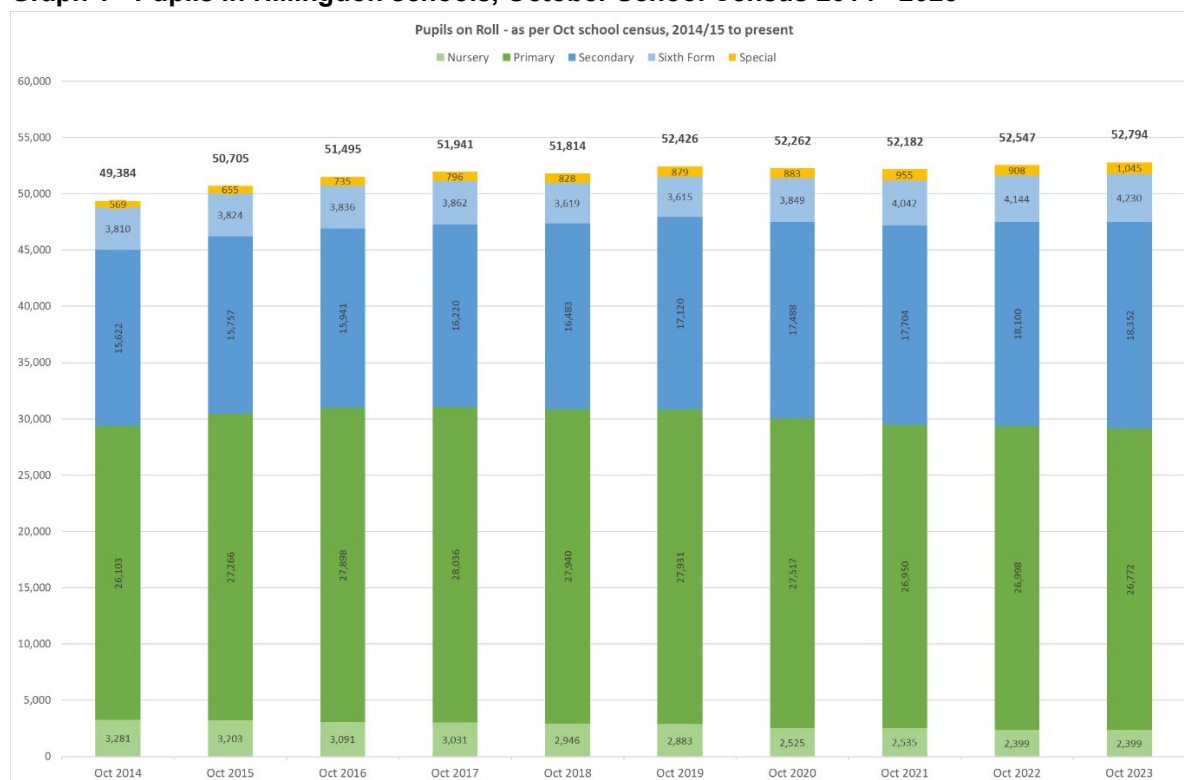
Type of Provision	Number of Places				Total
	Community	Academy	Voluntary Aided	Foundation	
Nursery Schools	1	0	0	0	1
Primary	29	23	10	6	68
Secondary	0	16	0	2	18
Special schools	2	5	0	0	7
UTC / Studio Colleges	0	4	0	0	4
Alternative Provision	0	1	0	0	1
Total	32	49	10	8	99

Appendix 3 explains the definition for each type of provision.

Demand for education places

Hillingdon has the seventh highest number of pupils of the 32 London boroughs (DfE statistics June 2023). As you will see from the graph below, there has been a gradual increase in pupil numbers between 2014 and 2024, rising from 49,384 to 52,794, an increase of 7%.

Graph 1 - Pupils in Hillingdon schools, October School Census 2014 - 2023



(Please note that the slight discrepancy between the individual figures by phase, and the total figures for pupil numbers, is a result of up to 6 pupils who are dual registered in any year)

However, the increase has not been across all ages, and there has been a 25% reduction in Nursery aged children. There are many factors that can affect the decision of a family when deciding if their child will attend an early years setting, so it is difficult to establish exactly the cause of the decline, but certainly some of the reduction is linked to the reducing birth rate which has fallen around 10% between 2016 and 2021 (see graph 2).

Table 2. Pupils in Hillingdon schools, October School Census 2014 - 2023

	Oct-14	Oct-23	Difference	% Difference
Nursery	3281	2399	-882	-27%
Primary	26103	26772	669	3%
Secondary	15622	18352	2730	17%
Post 16	3810	4230	420	11%
Special	569	1045	476	84%
Total	49385	52798	3413	7%

The table above summarises the pupil on roll data from Graph 1, to show the movement in pupil numbers between 2014 and 2023, taken from the October school census each year, for each phase of education. As you can see, the impact of reducing pupil numbers in Nursery, is filtering through to the Primary sector where growth has slowed, and this impact will also affect the Secondary sector as pupils get older and continue to move through our schools.

Also apparent is the significant growth in pupils attending a special school, where we have seen growth of 84% since 2014. There is significant work under way to support children, young people and schools to provide sufficient places to meet this increasing demand within our [SEND and Alternative Provision Strategy 2023-28](#)

This work has included additional special school places, and an increase in the number of specialist provision places within our mainstream schools (Specialist Resourced Provision (SRP), and Designated Units (DU). The most recent SRP's and DU's are becoming operational this year, providing an additional 71 places for children with SEND.

Available capacity in schools

Based on the Published Admission Number for Hillingdon schools detailed in **Appendix 4**, the table below shows the total number of places available by phase, which are used to meet demand.

Table 3. October 2023 -Total number of places available by phase

	PAN	On Roll	Difference	% Difference
Primary	31499	26772	4727	15.0%
Secondary	19450	18352	1098	5.6%
Special	988	1045	-57	-5.8%
Total	51937	46169	5768	11.1%

*Secondary line excludes sixth form

*Secondary PAN excludes bulge classes

*Secondary PAN includes Studio/UTC as physical capacity

As you can see, there are sufficient places across all these three areas, apart from a small gap in special school provision. However, there are projects already underway to close this gap, and ensure that sufficient and appropriate provision will be in place to meet the needs of the children and young people of Hillingdon.

A greater challenge relates to the over-capacity in the Primary sector, where there are more places than required.

Ofsted Inspection Outcomes

Hillingdon's Ofsted inspection outcomes demonstrate an improving picture when compared with the previous year. At the end of the 2022/23 academic year 92% of schools were judged as Good or Outstanding. This is 1% higher than last year, and 3% higher than the England average as you can see from the table below. Further information on outcomes can be found in the [Education Standards Report](#) which is presented annually to Children, Families & Education Select Committee in March by the Director of Education and SEND and then shared with Cabinet in April.

Table 4. End of 2022-23 Inspection Summary - Hillingdon verses England

Judgement	2022-23		2021-22	
	Hillingdon	England	Hillingdon	England
Outstanding	14%	16%	16%	18%
Good	78%	73%	75%	70%
Requires Improvement	8%	9%	8%	9%
Inadequate	0%	3%	1%	3%

2.5 Pupil Forecasting

School place planning is the comparison of the projected future demand for school places with current school capacity. This can highlight a projected over-supply or under-supply of places, either of which is managed through a delivery plan. The delivery plan needs to be flexible to cope with changing demographics, so that projects can be accelerated or slowed in response to actual demand. An oversupply margin of 8% of places is planned to ensure that the Council can place new arrivals, cope with higher than forecast demand and enable as many parents as possible to secure places at their preferred school.

Pupil forecasts are calculated by applying recent trends to current known population data. Hillingdon's forecasts of future Reception demand are mainly based on the number of births in Hillingdon 5 years before with 7-year projections provided for secondary school places. Hillingdon subscribes to the Greater London Authority (GLA)'s school roll projection service, which creates a roll projection based on the GLA population projections of the wards where pupils live. The underlying factors include:

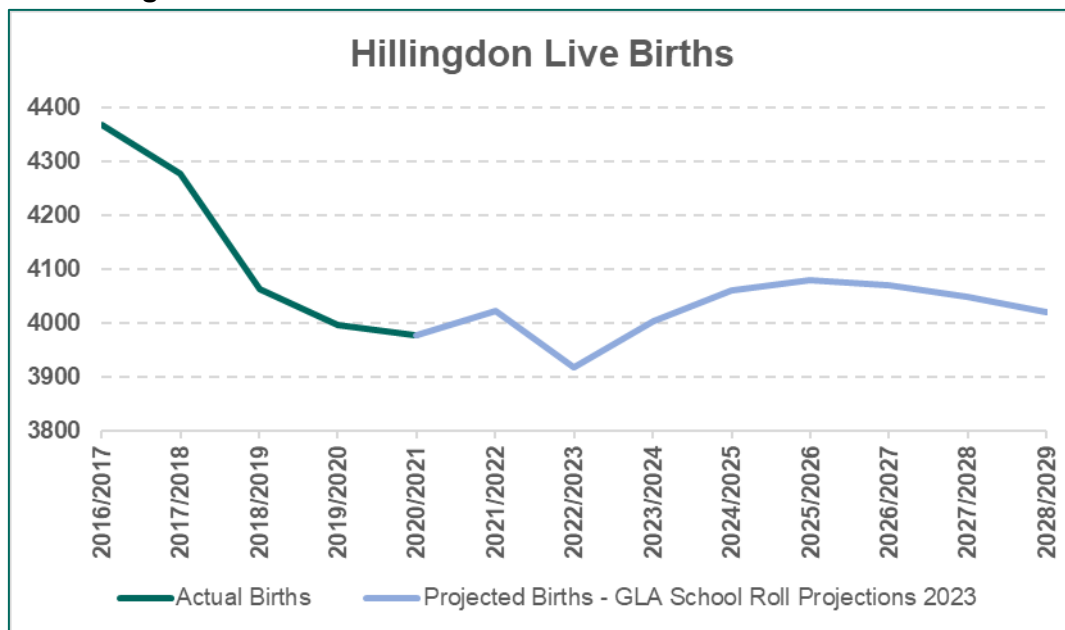
Development

The amount of development projected in the area will affect that authority's population projections and, in turn, its school roll projections. More development generally means that the Council will attract more people and its population will therefore rise.

Births

The number of births in an area will have a direct impact on the number of children requiring school places four years later. In academic year 2020/21 (latest available GLA data), there were approximately 3,980 live births; this figure has decreased each year since 2015/16 and is predicted to stabilise with an average of 4,080 live births per annum over the next 5 years. The graph below shows the number of live births each academic year since 2016/17 and projections until 2028/29.

Graph 2. Hillingdon Births



Migration

Migration, both from other areas within the UK and internationally, can significantly influence population projections.

In-year growth is used here to mean new arrivals to Hillingdon applying for school places outside the usual start points of Reception and Year 7, including those starting after September in Reception and Year 7. The level of new arrivals will be influenced by many factors including the number of affordable housing units built and national issues.

Historically, Hillingdon has had net movement inwards for many years, but this slowed from 2015 onwards and has seen a change, with net outwards movement from 2019-2021 which can be attributed to factors such as Brexit and Covid, where we have seen a change in the population within a number of communities.

Another challenge for Hillingdon is due to Heathrow airport being in the Borough, and a subsequent increase in asylum-seeking families and refugees arriving in the UK. This has an impact on schools by increasing the level of mobility of pupils attending Hillingdon schools, as some families are resettled out of the Borough within a short timescale. Since September 2021, we have had over 780 applications from asylum-seeking families residing in temporary Home Office accommodation.

3. Strategy

3.1 Place Planning

The Council aims to provide the right number of high-quality school places at the right time to meet the current and future need of children and young people in Hillingdon. In order to ensure the Council is able to meet its statutory duties and maintain an education system that is fit for purpose and financially viable, there are a range of actions available as outlined below.

The primary sector faces the most significant challenge with low or declining pupil numbers. This creates significant pressure on schools financially, impacting their capacity to deliver a

strong viable curriculum offer, manage staffing within budget, and to be able to manage other commitments.

The number of children attending secondary schools has continued to rise but is projected to stabilise by 2025/26, and then start to reduce, so there will be the same challenge to address in the secondary sector. Sixth Form projections follow a similar patten to Secondary and will peak at 2025/26 but fall more slowly remaining above current pupil numbers.

The forecasts used in this Plan suggest that the total number of:

- Primary school pupils (R-Y6) on roll by 2030 / 31 will be 23, 718, down 11.4% from 2023 / 24 levels,
- Secondary school pupils (Y7-Y11), on roll by 2030 / 31 will be 17,451, down 4.9% from 2023 / 24 levels,
- sixth form pupils (Y12-Y13) on roll by 2030 / 31 will be 4,309, up 1.9% from 2023 / 24 levels,

Ways to Manage Place Planning

PAN Reductions

While some surplus school places are required, it needs to be managed and controlled carefully, making sure that there is not an oversupply, which causes inefficiency and is not a good use of resources. This could be destabilising for schools leading to challenges with financial viability and quality issues. It is expected that schools will respond to any significant reductions in applications for places at their school, where appropriate, by consulting with the Council to discuss any potential reductions in their Published Admissions Number (PAN).

Table 5. PAN reductions in Hillingdon

Academic Year	Primary Community School	Primary Non-Community	Secondary
2021/22	0	3	0
2022/23	1	0	0
2023/24	4	5	1
2024/25	1	2	0
2025/26	2	0	0

From the academic year 2023/24 it has been agreed for 4 community primary schools to reduce their PAN, 5 non-community primary schools and 1 Secondary school, which was implemented from September 2023. This will reduce the PAN by 30 places for each school – a total of 270 places in Primary settings and 30 places in the secondary school.

For the academic year 2024/25, the LA has agreed a reduction of PAN at 1 community primary school and 2 foundation primary schools. This will reduce the PAN by 30 places for each of the Foundation schools and 21 places for the Community school – a total of 81 places.

For the academic year 2025/26, the LA has formally agreed on the PAN reduction at 2 community primary schools. This will reduce the PAN by 30 places for each school – a total of 60 places.

Gradual Opening

When new school places become available either at a new school or as part of an expansion project, not all the classes are open to pupils in the first year. Usually only the lowest year group will open in the first year and these pupils will gradually move up through the school one

year at a time. This phased approach ensures the best use of resources and manages the new entrants to the school in an efficient way, safeguarding the school from over-supply.

Capped PANs

In addition to the permanent reductions in PANs shown above, in consultation with schools, temporary reductions or 'caps' can also be implemented. Capping a school's PAN is a measure which seeks to alleviate some of the logistical and financial difficulties associated with low or falling rolls. Capping is undertaken on the understanding that, should there be a sudden influx of pupils that cannot be placed, schools are expected to admit up to the Published Admission Number if needed.

Federating a Governing Body

At a time of increasing school autonomy, the need for schools to work collaboratively is greater than ever. There are a variety of ways schools can do this, from informal partnerships to more formal arrangements involving shared governance. This provides economies of scale for both (or more) schools, as they are able to share resources and assets along with best practice across the sites.

In England, Council-maintained schools have the option of becoming a federation, in which the separate schools' governing bodies become a single governing body with responsibility for all the schools in the federation.

The London Borough of Hillingdon currently has one federated governing body within the Borough. Two previous federated governing bodies have since successfully amalgamated their Infant and Junior Schools.

Amalgamations

The Council believes that the amalgamation of linked Infant and Junior schools is a positive way to develop, and this will help to create successful, sustainable, and viable Schools. The Council recognises that the education landscape is ever-changing, and this needs to be taken into account along with the individual circumstances of schools.

The Council has ten Infant and ten Junior Schools within the Borough, all of whom could benefit from amalgamating and becoming primary schools. Four schools successfully amalgamated to become primary schools in September 2021.

Infant and junior schools can be particularly vulnerable to financial and organisational pressures as they only have three- or four-year groups to move teachers around, and less opportunity to share resources.

For more information on the process of school amalgamations within Hillingdon maintained schools please refer to [Hillingdon schools' amalgamation policy](#).

Marketing the school

Schools can suffer from negative publicity or perception, which can influence parental opinions or choice, and may be related to Ofsted inspections or a range of other matters unrelated to education. It is important that schools engage with the wider community and publicise the positive news about their provision and achievements to prospective families and others.

There are range of ways this can happen, and includes:

- Greater social media presence – Twitter/Instagram
- School Fairs / Open days / Events

- Target and engage with feeder schools or settings across the area to promote the school
- Local media
- Active engagement with the community, and offer the school premises for events and activities
- Opportunities to showcase the school and the pupils to celebrate achievements

Vacant Caretaker Properties

Hillingdon has already actively identified vacant properties across the Borough that are suitable for teaching children and young people. This is often creating additional provision for children with SEND, who require smaller class sizes, and a higher ratio of staff to children, which is ideal for this type of building.

Closures

The Department for Education guidance on school closures includes a presumption not to close. All options will have been exhausted to avoid school closure although ultimately, where there is no alternative long-term option, this may have to be considered.

As a very last resort and in line with population statistics we may have to consider school closures in the future where it is in the best interests of children to do so and by meeting the relevant legislation and statutory guidance.

Satellite Provision

Satellite provision is needed when a school requires additional space at another site in order to admit more children on their roll. This can support other schools by using vacant spaces there and supplement their income, and also encourage collaboration and partnership working to improve efficiency and best practice. There are currently 2 examples of this in Hillingdon.

Bulge Classes

A bulge class is an additional class added to a Primary or Secondary school to cope with rising demand for school places, normally in a particular area. The Council plans for a small oversupply of places in all year groups in order to provide a level of flexibility with in-year places that may be required. This allows for:

- growth between January and July
- unexpected growth above forecast levels
- new arrivals to Hillingdon above those forecast to arrive
- some pupil movement between schools to satisfy parental preference, or to meet the needs of children and young people

3.2 Childcare and Early Education

The Council has a statutory duty (contained in the Childcare Act 2006 and 2016) to ensure, as far as reasonably practicable, that there are sufficient childcare places to ensure that families can:

- access the funded early education entitlements for their child
- take up, or remain in work
- undertake education or training, which could reasonably lead to work

Delivery of early learning and childcare provision in Hillingdon is through a mixed market of private and voluntary providers, including childminders, day nurseries and pre-schools, and through schools, including academies. Hillingdon has:

- 186 registered childminders

- 57 school-based nurseries
- 146 Private Voluntary and Independent (PVI) settings
- 1 Council-maintained nursery school

Provision of early education and childcare is vital for the local economy, and for developing stronger communities. The support delivered to PVI settings in Hillingdon ensures that children are school ready when they move into statutory education and are best placed to achieve a Good Level of Development at the end of the Early Years Foundation Stage.

The Council aims to ensure that all children have access to provision that is 'Good' or better, which is the case for 94% of group care settings that have been inspected (data source: 'Childcare providers and inspections as of 31 August 2022'). Support for settings to improve is provided by the Early Years Quality Team, who provide training and support to settings on a range of pedagogical and curriculum-based topics. Ongoing support is focused on settings being confident to demonstrate their knowledge and understanding of the revised EYFS and next steps for children's learning.

Planned Growth

The childcare market remains relatively stable, and the Council receives regular enquiries from group care providers interested in establishing new or additional provision within the Borough, albeit that the availability of suitable premises remains the biggest hurdle to new providers in establishing their business.

Where a provider ceases to operate, a new or alternative provider frequently opens in their place, ensuring the sufficiency of childcare for the local community. However, there are wards in the Borough where sufficiency of early years childcare remains a challenge and the Families Information Service continues to work with childcare providers, childminders, and school nurseries to evolve their provision in response to demand.

As detailed earlier, the live birth rate in Hillingdon has fallen in the last 5 years and is projected to stabilise at this lower level over the next 2-3 years. However, parents' entitlement to funded childcare for 2-year-olds is increasing from April 2024, when working families will be entitled to 15 funded hours of childcare per week, over 38 weeks a year. This entitlement is extended to children from nine months old, from September 2024. Families must meet eligibility criteria to qualify, and children can only receive funded childcare from the term after their 2nd birthday (e.g. for funding purposes, they are a two-year-old from the term after their second birthday). In September 2025, this entitlement expands to offer up to 30 hours funded childcare a week, for 38 weeks a year.

In response to the expected increased demand, additional places will be needed, although it is expected that some existing childcare places will convert from parent paid, to ones partly paid by the Council. The Council are working with settings to understand what the full impact of these changes is likely to be and will look for appropriate solutions and additional capacity in response, especially for children aged under two years old. This will include:

- working with existing providers to look at expansion or opening new settings
- promoting the childcare sector to prospective childminders
- supporting the government early years recruitment campaign

3.3 Primary Place Planning

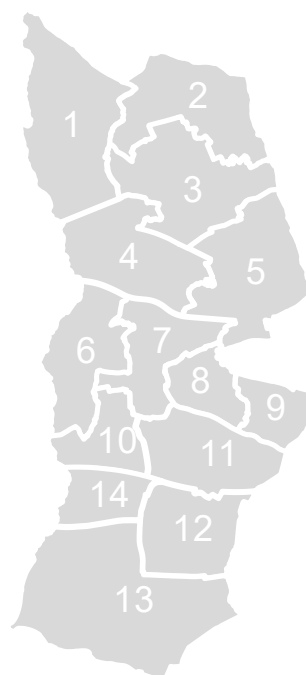
In Hillingdon, the statutory duty to plan school places (for Reception to year 11) is undertaken by assessing places in pupil planning areas (PPAs). The Council has a duty to provide a

“reasonable offer” of a school place to all children. In the primary phase, a “reasonable offer” is one that is within 2 miles of home. Hillingdon uses 14 PPAs which are broadly based on Hillingdon’s electoral ward boundaries. By dividing the Borough into 14 primary planning areas, Officers can ensure that places are provided near to where children live. However, children can travel across planning areas to attend school, particularly when they live close to the borders.

The table below outlines the number of schools in each area, and **Appendix 5** shows which actual schools are within each planning area.

Table 6. Planning Areas

Planning Area Number	Number of Schools
PPA 1	2
PPA 2	5
PPA 3	6
PPA 4	2
PPA 5	10
PPA6	7
PPA7	5
PPA8	5
PPA9	4
PPA10	3
PPA11	9
PPA12	3
PPA13	2
PPA14	5



The forecast for the Borough of Hillingdon is below, and forecasts by Planning Area are set out in **Appendix 6**. These planning areas provide the basis for the annual DfE School Capacity (SCAP) return submitted in the Summer term that determines the level of grant funding the Council is allocated. They are groups of schools, defined by geography and admissions patterns, wherein a sufficiency of places across the group will generally ensure every child can access a local school place (even if some schools are oversubscribed).

School Place Planning and Admissions Officers liaise with schools individually and collectively to discuss current demand for places, future demand for places and any projects that need to be completed to ensure there are sufficient school places. Officers from the team also engage with planning authorities, local councillors, residents and communities, faith groups, developers, and Central Government.

Primary Projections

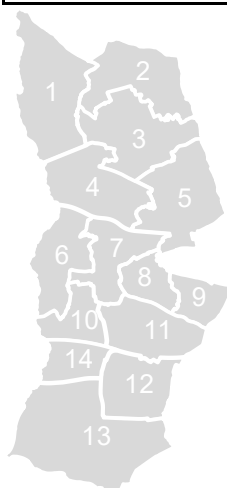
Applications on National Offer Day for Reception in 2023 were 210 places less than expected, although some of these are likely to become a late application. More than half of our primary phase schools are full, with high preferences and waiting lists. Surplus places have risen overall and are expected to peak at 732 in 2027 / 28. Surplus places are often concentrated in a small number of primary schools across the Borough.

Officers are working closely with primary schools regarding the large number of surplus places due to PAN reductions and continuing to monitor other schools that may also have this

capacity in the next few years. These reductions will be managed in line with the options in the strategy outlined above.

Reception Pupil Forecast – The London Borough of Hillingdon

Reception Pupil Forecast for the London Borough of Hillingdon								
Year	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Year-on-Year +/-	-181	-70	-71	+78	-92	+52	+12	-18
Reception Surplus	688	707	748	670	762	710	698	716



Number on Roll (Reception only)	
Year	NOR
22/23	3804
23/24	3623
24/25	3553
25/26	3482
26/27	3560
27/28	3468
28/29	3520
29/30	3532
30/31	3514

Number on Roll (Whole phase)	
Year	NOR
22/23	27101
23/24	26849
24/25	26557
25/26	26024
26/27	25488
27/28	24770
28/29	24266
29/30	23904
30/31	23718

“Reception Pupil Forecast” shows the year-on-year change in projections e.g., for the whole Borough, 2023/24’s reception projection is 181 pupils lower than the 2022/23 census actuals.

“Reception Surplus” has been added to show the expected number of vacant school places against the approved PAN for each year.

“Number on Roll” is using January Census actuals for 2022/23, and projections for future years.

3.4 Secondary Place Planning

Secondary aged children are expected to travel longer distances to school. A reasonable offer for a secondary place is one that is within 3 miles of home. However, secondary planning areas allow the Council to understand localised pressures for schools and where additional places would help more children attend a school near to where they live. However, this must be balanced with any resource implications.

The October 2023 census shows a rise in secondary numbers (252 more than October 2022). In general, pupil numbers are rising as you can see in the graph and table in 2.4. There is also a higher number of pupils in years 10-11 due to a combination of in-year admissions, and the additional capacity for those year groups in two studio colleges and two UTC schools which attract pupils from out of Borough.

The Year 7 roll in October 2023 was 121 above the number of offers made on National Offer Day.

Preferences for Year 7 in September 2023 and actions

National Offer Day was 1st March 2023, and although most secondary school pupils attend a school two miles from home or nearer, some pupils choose to travel further including in and

out of the Borough. Last year 537 Hillingdon residents were offered Out of Borough schools – this is 19 more than last year. The Council use two different metrics:

- a. Ensuring every resident pupil has a school place – increasing the supply of places in schools in the Borough if necessary.
- b. The proportion of resident pupils gaining one of their top preferences – which includes them securing places in out of Borough schools.

The council received 3,634 secondary school applications, and ninety-five per cent of pupils were offered one of their preferred places - a higher proportion than last year.

Hillingdon also achieved higher than the London average for applicants offered one of their top three preference schools at 89.45 per cent, compared to London's 89.26 per cent. From those, 69.37 per cent of Hillingdon pupils received their first choice.

Secondary projections

Parental choice fills most schools but leaves some capacity underutilised, some of which can be too far away from the pupils requiring places and may mean that children need to travel further to access a place. This complicates the process of pupil place planning as projections can assume all places are equally full and popular which is not the case for all schools, this determines the need for analysis at a PPA level to ensure a true reflection of demand.

The tables below show the most recent projections, with secondary pupil numbers continuing to rise to a peak in 2025/26 before starting to fall. The DfE advises local authorities to add a 5%-10% margin to the projections to give space for in year movement. In Hillingdon, we aim to have an 8% margin of vacant spaces in the secondary phase.

Year 7 Pupil Forecast – The London Borough of Hillingdon

Year 7 Pupil Forecast for the London Borough of Hillingdon								
Year	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
+/-	+80	-106	-6	-19	-39	-107	-127	-104
Year 7 Surplus	96	101	107	126	165	272	399	503



Number on Roll	
(Year 7 only)	
Year	NOR
22/23	3647
23/24	3727
24/25	3621
25/26	3615
26/27	3596
27/28	3557
28/29	3450
29/30	3323
30/31	3219

Number on Roll	
(Whole phase)	
Year	NOR
22/23	22186
23/24	22850
24/25	23152
25/26	23331
26/27	23188
27/28	23017
28/29	22697
29/30	22265
30/31	21760

The actual number of offers made to schools in the Borough on 2023 National Offer Day (including to pupils with EHCPs) was 3,578, slightly below the overall PAN, and the latest projections. However, we expect late applications, and in-year admissions will add to this and as a result, 101 extra Year 7 places were added by schools to allow offers within a reasonable distance for places in September 2023.

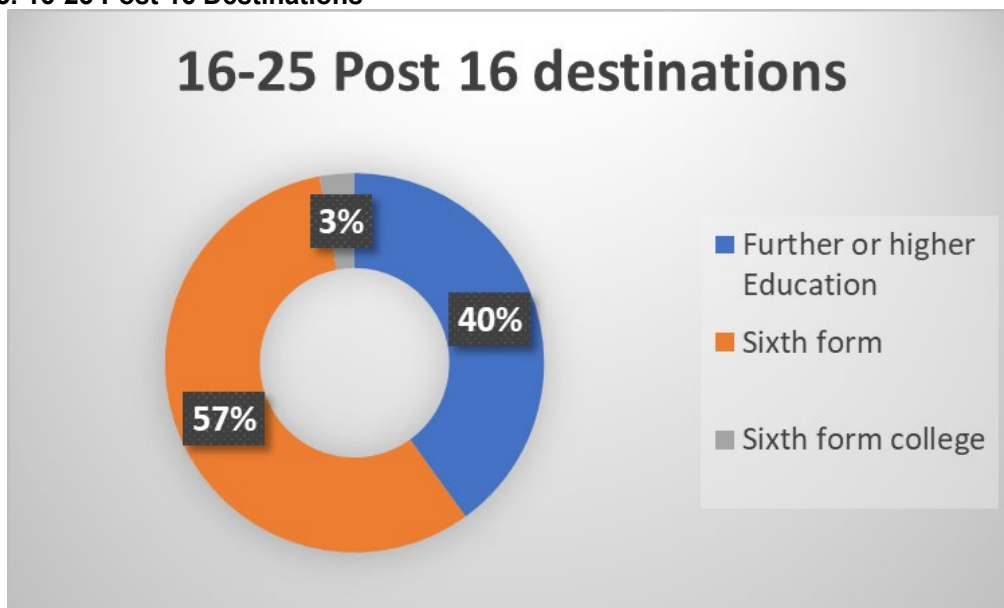
Secondary rolls are far less linked to locality than primary, and more to parent’s preferences and perception of the education experience, high standards, faith, and their willingness to travel to a school of choice. Each year, we review the projections, school census data and national offer day data to check and understand where projections are most accurate. Each individual year group currently in our primary schools is larger than the current total year 7 PAN of 3,722 and we continue to work with schools to ensure we are able to meet our statutory duties, and the demand for places.

3.5 Post 16 Planning

The Education and Skills Act 2008 applies to any person who has ceased to be of compulsory school age, has not reached the age of 18, and has not attained a level 3 qualification. The Council works in partnership with schools, stakeholders and the local Further Education colleges to ensure young people aged 16-18 (and up to the age of 25 for those who have an Education, Health and Care Plan (EHCP)) have access to a range of opportunities to continue their education or training at a wide range of post-16 providers or through apprenticeships.

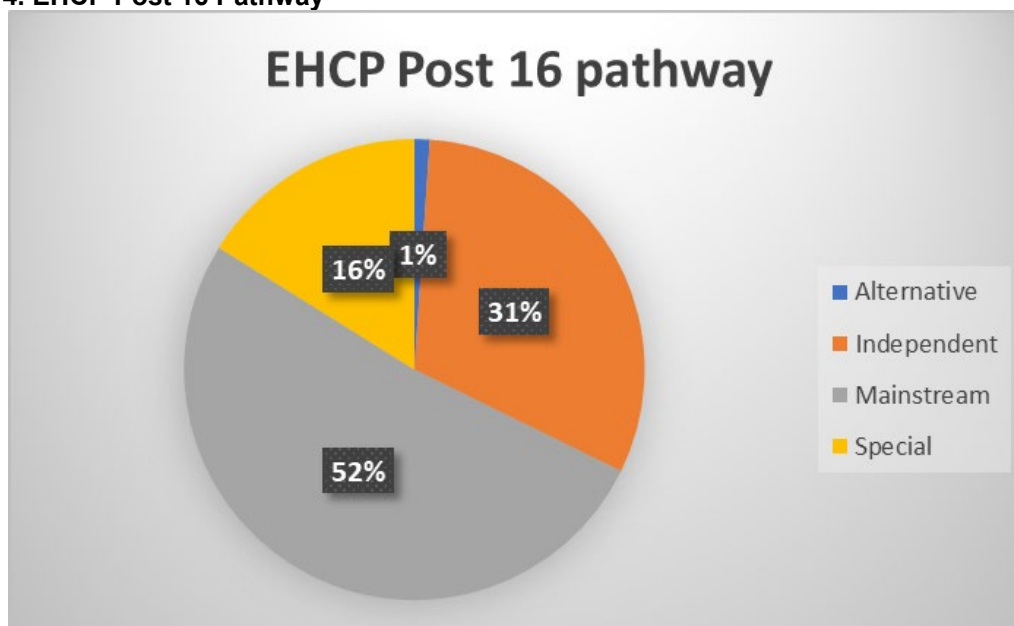
There are currently approximately 7,764 young people in post 16 provision in Hillingdon (source West London Partnership). Graph 3 below shows the majority of young people in Hillingdon attend sixth form, or sixth form college, with the other cohort attending further education.

Graph 3. 16-25 Post 16 Destinations



For the 451 young people with EHCP’s entering post 16, the graph below displays the various settings that they attend. Mainstream education in the below example can be identified as provisions like: Harrow, Richmond & Uxbridge College (HRUC), mainstream schools, academies, and colleges out of area such as Berkshire College of Agriculture and Capel Manor. There are providers such as BUILD and the Fashion Retail academies that provide training provision.

Graph 4. EHCP Post 16 Pathway



There is a need for the Borough to develop post-16 SEND provision to meet demand for places for young people with SEND, in particular young people aged 16-25 with complex learning difficulties. Working with parents, young people, and partners, including colleges, consideration is being given to developing a 16-25 skills resource provision that would support young people locally to promote their independence and participation in community life.

The Council is developing its post 16 offer for young people with additional needs through a variety of partnership working. The Chimes inclusive partnership is one of those where the plan is for young people to complete work experience placements at a variety of different businesses, as well as industry talks to young people at their settings. There are also early talks with other Providers who will be working with special schools to develop their employability pathways. The Skills Hub will also be benefiting from similar programmes. [The Hillingdon Post 16 Prospectus 2023/24](#) includes providers that students use within Hillingdon.

The Council has a strong link with HRUC and, through this relationship, a brand-new intervention has been created which will transform the link/transition between mainstream education and further education. Through a 14–19-year-olds steering group, headteachers agreed that NEET prevention and vocational pathways for 14–16-year-olds were directions that the Borough should take. Therefore, the vocational carousel has been created for 14–16-year-olds to complete one of 7 vocations on a 6-week programme as part of a 'careers not courses' direction. The aspiration for this programme, (which has been praised by the DfE), is to reach out to vulnerable groups (LAC/SEND/Pupil Premium) and ensure that there is a September guaranteed place for them.

Following on from our 14-19 steering group, Officers are also exploring mentoring where a pilot will be commencing in the Spring for around 70 young people across Park Academy West London, Harlington School, and The Skills Hub. The mentoring scheme will support young people known to the Virtual School as well as Ukrainian/Afghan refugees and the Gypsy Roma Travelers community. The aspiration is to support hard to reach groups through more personal methods of information, advice, and guidance. We hope that mentoring can be a preventative measure that can support young people at an earlier stage with aspirational advice.

3.6 Special Education Needs and Disabilities (SEND) - Special Schools & Alternative Provision

There are two community special schools and five academy special schools in Hillingdon, all of which are full as demand is high with new entrants filling available places as soon as a child leaves the settings. The largest growth in demand is for pupils with Autism Spectrum Conditions, many with additional complex secondary needs.

The Council also use Independent Non-Maintained Special Schools (INMSS) to educate a number of pupils, where their needs cannot be met within our own special schools. The majority of these are within the Borough, but some children and young people travel outside the Borough for specialised provision. The Council have been working very hard to reduce the number of children in INMSS provision and ensure that local state-funded provision is available.

This has resulted in additional local capacity being planned and provided to meet the needs of these children and young people. However, it will take time for the current cohort pupils to transition from their current INMSS provision, where there has been an over reliance on the sector.

SEND & AP Strategy 2023-28

The new Hillingdon Local Area SEND and Alternative Provision Strategy for CYP with SEND sets out key priorities for the next 5 years in developing further new, ambitious, and innovative specialist provision that meets the need of Hillingdon CYP locally. Within the new strategy there are five Ambitions that focus on early intervention, inclusion, SEND sufficiency, post 16 provision and SEMH as well as on Alternative Provision. The Council's SEND governance structure has been redesigned to reflect these, and new Ambition Groups have been created to ensure progress on outcomes. The Ambition Group 3 has a specific focus on specialist provision and monitors the progress of all new developments as well as managing any changes required in existing specialist provision to make it sustainable and to meet the current and future demand.

Ambition 3



Provision meets the needs of Hillingdon's children and young people

The intended outcomes of this group are:

- The proportion of children with EHCPs in mainstream and SEND schools is in line with national.
- Children who require specialist provision are placed without delay in appropriate local provision.
- Children and young people and their families are positive about their experiences of the SEND provision in Hillingdon and tell us the services are meeting their needs.
- Review of banding is completed through co-production with stakeholders and a new model created which is fit for purpose long term, ensures equity, and supports children appropriately in all settings.
- The number of placements in SRPs increases, developing areas of expertise and outstanding practice across the borough.
- Mainstream settings access outreach support from local SEND schools to further develop outstanding inclusive practice.
- Alternative Provision in Borough meets needs and is used effectively to improve outcomes by supporting transition back into mainstream at the earliest opportunity.

- A reduction in SEND transport demand as more children will be attending their local school

As most of the new specialist provision has been created within the primary sector our next step is to develop a continuum of support through to secondary provision, with additional Specialist Resource Provision's (SRP's) and Designated Unit's (DU's).

Dedicated Schools Grant (DSG) deficit recovery safety valve agreement

Hillingdon Council is one of the many Local Authorities that have successfully secured a Safety Valve agreement with the DfE. This is as a result of the deficit in the Dedicated Schools Grant (DSG) High Needs block, which funds SEND provision for children and young people in Hillingdon. Rising demand and costs has put pressure on the DSG and the LA has developed a DSG Deficit Recovery Programme following the 'safety valve' agreement which has supported revenue and capital funding required for the Borough. Ensuring there is appropriate provision to meet Hillingdon's children and young people's needs is a key strategic priority for the Council, underpinned by sufficient resource and capability to ensure timely and successful delivery. The purpose of the recovery plan is to:

- Put mainstream inclusion and high-quality SEND services at the heart of education in Hillingdon
- Reduce total costs of specialist placements
- Add more local maintained specialist places in the Borough in line with the needs of our children and young people
- Embed financial sustainability

Extra specialist places are being developed in Hillingdon in the next few years to meet the rising demand, to minimise use of independent provision and longer travel times for children and young people. The aim is to maximise the use of local maintained education spaces and promote integration of pupils into mainstream where possible. Projects selected have been delivered in partnership with schools and academies that have surplus physical capacity and have commitment to inclusion and expertise in managing change.

Hillingdon's SEND Context

The total number of pupils with EHCPs in Hillingdon schools rose by 23.5% in the 3 years between October 2020 and October 2023 census, a rise of 440. Of the 2,313 children and young people, 1,038 (44.9%) are in special schools, with the remaining children and young people attending mainstream schools including SRPs. Not all are Hillingdon residents and 18% of pupils in Hillingdon special schools are resident in other LAs.

The number of pupils resident in Hillingdon with an EHCP maintained by Hillingdon is 3,493 as of 22 January 2024. In January 2020, this was 2,509 and has risen by 39%. This number fluctuates as pupils move in and out of the Borough, pupils gain an EHCP, or others have their EHCP ceased when all of their outcomes have been met, or they become age 25.

Graph 5. Hillingdon Residents with EHCPs – Actuals and 22/23-based Projections



Many of the pupils with new EHCPs require a specialist place, and at the Phase Transfer in February 2023 (transfer to Reception, Year 3, and Year 7), 49.8% of this cohort were placed at specialist provision. The majority of primary need was Autistic Spectrum Disorder (ASD) but many of the pupils had complex combinations of needs. Other London Councils (and Councils nationally) are experiencing similar increases, as parents and schools request assessments and more pupils are diagnosed with complex issues soon after birth.

Special schools have expanded but the demand from resident pupils requiring specialist provision continues to grow, ahead of the planned expansions, new schools, and other specialist provision which will open from 2024.

It is clear that in addition to supporting more pupils to remain within mainstream settings, additional specialist provision capacity must be added, including SRPs and DUs. This will ensure that less pupils will need to be placed out of Borough from Reception onwards.

Diagram 1. A Spectrum of Provision



As you can see in the diagram above, there is a graduated approach to the structure of our education provision, starting with mainstream school for the overwhelming majority of pupils, and reaches specialist provision for pupils with the most complex needs. It is expected that pupils will access the level of educational provision that best meets their individual needs, which are assessed and reviewed regularly by a range of professionals.

SRPs and DUs provide additional specialist facilities on a mainstream school site for a small number of pupils. In an SRP pupils spend most of their time in mainstream classes whereas pupils in a DU spend the majority of their time outside mainstream classes, only attending them for a few lessons. There are 107 pupils in the 15 SRPs/DUs, 76 in primary and 31 in secondary, to meet the needs of pupils requiring some specialist support and therapies.

There is additional capacity due to become available at 4 schools during this academic year, with an additional 71 places in SRP's and DU's.

Current Position

Below are several tables to explain the type of special schools within Hillingdon, and the number of pupils by year group. We are able to meet a range of needs across the schools, and there is a mix of Community and Academy schools. There is only 1 special school that can accommodate primary and secondary pupils, and the other 6 schools have fixed age ranges.

Table 7. October 2023 – Special School Roll

School	School Type	Designated Need
Grangewood School	Academy	SLD/PMLD/MSI
Hedgewood School	Community	MLD/ASD
Meadow High School	Community	MLD (Complex)
Moorcroft School	Academy	SLD/PMLD/MSI
Pentland Field School	Academy	MLD/ASD
Willows School Academy Trust	Academy	SEMH/MLD/ASD
The PRIDE	Academy	SEMH

Current total special school rolls are set out in the table below. The total roll is now 1,045, a rise of 8.7% on last year (961 in October 2022), and an overall rise of 26% in the past 5 years (828 in October 2018). The majority of the pupils are Hillingdon residents although some schools near borough borders take higher levels of out of borough pupils.

Table 8. October 2023 – Primary Special School Roll

School Name	Nursery	R	1	2	3	4	5	6	Total
Grangewood	-	13	19	26	24	20	17	19	138
Hedgewood	-	5	21	30	26	38	38	31	189
Pentland Field	-	3	11	5	9	6	10	11	55
The Willows	-	-	-	5	11	12	14	19	61
Primary Total	0	21	51	66	70	76	79	80	443

Table 9. October 2023 – Secondary Special School Roll

School Name	7	8	9	10	11	12	13	14	Total
Meadow	45	38	35	35	20	37	29	27	266
Moorcroft	13	21	17	17	22	16	14	12	132
Pentland Field	13	14	21	15	13	14	10	14	114
The PRIDE Academy	22	12	16	22	17	1	-	-	90
Secondary Total	93	85	89	89	72	68	53	53	602

Extra places currently in development – DfE funded capital programmes

There are currently 2 separate government funded capital building projects. The DfE funded and managed Priority School Building Projects (PSBP) aims to rebuild and refurbish school buildings in the worst condition across the country, and the Free School projects, which will create additional places. In Hillingdon this relates to 3 special schools and one new ASD Unit. All these places will be commissioned for Hillingdon residents and will reduce out of Borough provision and costs, though some cross-borough movement and use of specialist provision will always be needed.

Priority School Building Projects:

- **Meadow High School** is a complex MLD setting for secondary aged pupils. It was largely rebuilt by DfE Priority Schools Building Programme, with a larger hall and other improved facilities but no extra places, which officially opened in September 2022.
- **Harlington Secondary School** PSBP expansion that included a new Designated Unit for 15 pupils with ASD opened in the Autumn Term 2023.

Free School Projects

- One new Free School has opened already, with the construction of two new Free Schools underway:
- **The PRIDE Academy** opened in January 2023 originally as a Social, Emotional and Mental Health (SEMH) specialist setting for secondary age pupils. The school expanded by 45 places including Key Stage 2 and post-16 places and has broadened their designation to include complex ASD with SEMH in order to meet local needs
- **Grand Union Village** is a new primary Severe Learning Difficulties /Profound Multiple Learning difficulties (SLD/PMLD) school with 80 new places. The build was completed in the Autumn Term 2023 but is being used to decant pupils from Grangewood to allow for the building of the new Pinn River school.
- **New Pinn River** Free School with 80 additional places that include expanded SLD/ PMLD/ Multi-Sensory Impairment MSI provision which is due to open January 2026. This all through school will provide places for pupils currently in satellite provisions at Pinkwell Primary School and RNIB Sunshine House within the Eden Trust.

Demand for additional places

With the additional places being provided above, the additional SRP and DU provisions that are in the process of being made available this academic year, and projected falling school rolls, it is expected that the Council will be able to meet the increasing demand. This work will continue alongside workstreams in the new SEND & AP Strategy, to align the needs of the pupils with the most appropriate provision, and a desire to ensure mainstream schools are inclusive and can meet a range of needs. New admissions guidance for special schools is being created to enable parents and schools to better understand the needs each of our special schools can meet, and this will allow a better understanding of the projection of needs coming through the system. Data will be closely monitored moving forwards to ensure that there are sufficient places to meet the needs of the children and young people across the borough.

The current challenge is to continue to develop more specialist provision within mainstream settings through SRPs and DUs in secondary schools. The recently increased provision in primary schools must now be reflected in secondary schools to ensure that pupils have appropriate pathways through transition. There are currently a total of 142 SRP and DU places in primary schools compared to 61 places in secondary schools. Around 65% of the total number of places in these SRPs and DUs are for pupils with ASD, which is our largest cohort, followed by pupils with Speech, Language and Communication Needs (SLCN) at around 14%. Projections suggest these two designations will continue to increase for the next 7 years.

A review of suitable opportunities is underway. Once the review is complete, the Council will engage with secondary schools to discuss next steps. The review is expected to be completed by the summer at which time engagement with schools can begin. The intention is to identify any provision that is likely to have the capacity to accommodate a specialist provision within their current site in the short to medium term, to ensure that a cost-effective solution can be designed. This work will take place in partnership with schools, and is expected to be completed by the end of 2024, after which time any necessary works can be agreed and planned. The aim is to have any additional provision available for September 2025, ready for the next academic year.

In line with the Council's intentions, improved support and expertise for mainstream schools will help them to meet the needs of pupils with EHCPs and will be provided by the SEND Advisory Service. The numbers of pupils with EHCPs and SEND varies substantially between schools. In naming a specific school on an EHCP, the Council must take parental preferences into account, amongst other criteria, and contact schools where the parent has stated it as a preference on the EHCP. If the Council believes another school is equally suitable, it can be named, having considered the overall impact on the schools and the best provision for each child.

DfE Capital Grants for SEND expansion and improvements 2019-2024

Since 2019, extra DfE capital grants for special needs have been allocated to Local Authorities each year. This grant can be used to provide more places, meet the needs of existing pupils through adaptation works, and reduce the use of expensive independent provision to support a reduction of deficits on the High Needs Block of the Dedicated Schools Grant. The grant funding has been used to adapt buildings and add extra classrooms and places at existing schools, with Member and schools' approval.

Capital Bid linked to Dedicated Schools Grant (DSG) deficit recovery safety valve agreement

A successful bid for additional capital grant funding was made to the DfE in March 2022 to deliver the projects in the DSG Deficit Recovery Programme. The table below provides a summary of the proposed projects that have been included in the bid. In total, there are 9 projects.

Table 10. Proposals included in bid for SEND Capital:

Provider	Description	Type	Phase	Type of SEND need	Number of additional places to be created
Meadow High School	Expansion by adaptations and small extension to create new 2nd site and demolish/ rebuild on main site.	Community Special School	Secondary	MLD (Complex)	98
Wood End Park Primary Academy (south)	Designated Unit	Academy Primary	Primary	ASD with Complex Needs	24

Ruislip Gardens Primary School (North)	Specialist Assessment Base	Community Primary School	Primary	ASD	16
Ruislip Gardens Primary School (North)	Primary ASD SRP integrated into school - working alongside the Nursery Assessment Centre	Community Primary School	Primary	ASD	16
New Special Free School Bid	ASD with complex needs	Site to be confirmed	All through School	ASD with complex needs	180
Pinkwell School (Elliot Trust)	Agree permanent status beyond 2024 of the temporary Unit used by Eden Trust 2022-24	Academy	Primary	SLD	N/A

The following projects have been completed in the last academic year:

Charville Primary Academy (South)	Primary SRP	Academy Primary	Primary	ASD	16
Eden Trust: Grangewood Primary & Moorcroft Secondary Special Schools.	Satellite provision of Grangewood and Moorcroft at Pinkwell	Academy Special	Grangewood Primary	SLD	16
			Moorcroft Secondary		24

The Council has already committed £22million towards these projects from the High Needs Grant.

Alternative Provision

Hillingdon's strategy for Alternative Provision (AP) has been aligned with the SEND strategy to create the Hillingdon Local Area SEND and Alternative Provision Strategy for Children and Young People 0-25 years, 2023-28. Ambition 5 of this strategy sets out our vision for AP which is that there is a flexible offer and range of intervention for children to access alternative provision.

The aim is for every child accessing Alternative Provision in Hillingdon to be:

- Given access to a diverse, imaginative, and engaging curriculum that is relevant, appropriate and includes core subjects
- Involved in developing a plan which focuses on their reintegration back into mainstream school, where appropriate
- Supported by a flexible, multi-disciplinary intervention according to need which considers the whole child within their family context
- Educated in their local community, where possible and appropriate

The main provider of AP in the Borough for children without a school place continues to be the Orchard Hill College and Academy Trust (OHCAT). The Council commissions places with OHCAT for children who are:

- Permanently excluded
- Newly arrived to the Borough
- Unable to attend school due to medical reasons

There are typically around 50 students accessing AP as a result of a permanent exclusion, 20 who are newly arrived to the Borough and 20 who are unable to attend their mainstream setting due to medical reasons.

Hillingdon is launching a Dynamic Purchasing System (DPS) for AP in April 2024 allowing officers to create and maintain an approved pool of AP providers to ensure market availability and best value to meet the needs of the children in the Borough who require access to AP.

Use of a DPS will create a competitive environment for suppliers and ongoing assurance on value for money whilst also ensuring a breadth of provision will be available to best meet the needs of a diverse and fluid cohort of children and young people. There will be four Lots that providers will be able to apply for:

- Lot 1: Full time education provision
- Lot 2: Part time education provision
- Lot 3: Bespoke provision
- Lot 4: Support for post-16 Education and Preparation for Adulthood

3.7 Next Steps

The School Organisation Plan has set out the responsibilities the Council holds with regards to school place planning for early years, mainstream and special provision. The continued review of data and options provided will allow Officers to be able to meet their statutory duty of ensuring sufficient school places within Hillingdon.

The Council will continue to engage with schools and settings at the appropriate time to respond to any changing needs and demands and will ensure that the relevant committees and groups remain updated on progress. This will include strategic groups such as Schools Strategic Partnership Board (SSPB). As a Council we will ensure we are able to adjust to both increases and reductions in demand for school places, working in partnership with our schools and partners.

Appendices

Appendix 1: Glossary of Terms

Primary Needs:

- **ASC/ASD:** Autism Spectrum Condition/Disorder/Autism
- **SEMH:** Social, Emotional and Mental Health
- **HI:** Hearing Impairment
- **MLD:** Moderate Learning Difficulties
- **MSI:** Multi-Sensory Impairment
- **PD:** Physical Difficulties
- **PMLD:** Profound and Multiple Learning Difficulties
- **SLD:** Severe Learning Difficulties
- **SLCN:** Speech, Language and Communication Needs
- **VI:** Visual Impairment

Broad Categories of SEND:

- **Social, Emotional and Mental Health Difficulties (SEMH):** Children and young people may experience a wide range of social and emotional difficulties which manifest themselves in many ways. These may include becoming withdrawn or isolated, as well as displaying challenging, disruptive, or disturbing behaviour. These behaviours may reflect underlying mental health difficulties such as anxiety or depression, self-harming, substance misuse, eating disorders or physical symptoms that are medically unexplained. Other children and young people may have disorders such as attention deficit disorder, attention deficit hyperactive disorder or attachment disorder.
- **Sensory and/or physical needs:** Some children and young people require special educational provision because they have a disability that prevents or hinders them from making use of the educational facilities generally provided in a mainstream setting. This includes pupils with visual impairment (VI), hearing impairment (HI) or a multi-sensory impairment (MSI) who are likely to require specialist support and/or equipment to access their learning or support. It also includes those with a severe physical disability (PD).
- **Cognition and Learning:** Learning difficulties cover a wide range of needs, including moderate learning difficulties (MLD), severe learning difficulties (SLD) - where children are likely to need support in all areas of the curriculum and have associated difficulties with mobility and communication - through to profound and multiple learning difficulties (PMLD). Children with PMLD are likely to have severe and complex learning difficulties as well as a physical disability or sensory impairment. This range of needs also includes specific learning difficulties (SpLD), which encompasses a range of conditions such as dyslexia, dyscalculia, and dyspraxia.
- **Communication and Interaction:** Children and young people with speech, language, and communication needs (SLCN) have difficulty in communicating with others. They may have difficulty with one, some or all of the different aspects of speech, language, or social communication at different times of their lives. This area includes those children and young people with autism who also are likely to have difficulties with social interaction, and with language, communication, and imagination, which can impact on how they relate to others.

Other Terms or Acronyms:

- **Academy:** Schools controlled and funded directly by the Secretary of State for Education and include academies, free schools, UTC schools, studio schools, academy special schools, alternative provision academies and academy boarding schools.
- **Alternative Provision:** Education arranged by Local Authorities for pupils who because of exclusion, illness, or other reasons, would not otherwise receive suitable education; education arranged by pupils on a fixed period exclusion; and pupils being directed by schools to off-site provision to improve behaviour.
- **DfE:** Department for Education is the national body responsible for education, children's services, higher and further education policy.
- **EHCP:** An EHCP details the education, health and social care support that is to be provided to a child or young person who has SEN or a disability. It is drawn up by the Council after an EHC needs assessment of the child or young person has determined that an EHC plan is necessary, and after consultation with relevant partner agencies.
- **ESFA:** Education and Skills Funding Agency (formerly EFA): national body responsible for school funding, delivering Free Schools and monitoring academies.
- **EYFSP:** Early Years Foundation Stage
- **EYQT:** Early Years Quality Improvement Team
- **FE:** Form of Entry, this describes a Reception class of 30 pupils and the seven classrooms that are needed for the class to work their way through the school
- **GLA:** Greater London Authority
- **LA:** Local Authority
- **LBH:** London Borough of Hillingdon
- **Mainstream School:** School provision other than special schools, hospital schools, alternative provision, i.e., mainstream community schools, voluntary-aided, trust, foundation, or grammar schools.
- **Maintained School:** A school that is funded by a local education authority.
- **NOR:** Number on roll, this is a count of the number of pupils in an educational facility.
- **PAN:** Published Admission Number
- **PRU:** Pupil Referral Unit also known as Alternative Provision for those not willing or able to attend mainstream school for a short period or long term.
- **RSC:** Regional Schools Commissioner acts on behalf of the Secretary of State for Education and is responsible for intervening when academies or sponsors are underperforming, arranging sponsors for new academies, and advising on new free schools.
- **PVI:** Private Voluntary and Independent Nurseries
- **SCAP:** School Capacity Survey, is an annual return by SBC to the ESFA to explain projected shortfalls in school places. SEND and PRU places are not captured in this return
- **SEND:** Special Education Needs and Disabilities, refers to pupils with an EHCP, these pupils will attend a mainstream school possibly in a Resourced Unit or a Special School
- **Specialist Resource Provision (SRP):** Are special provisions within a mainstream school where the children are taught mainly within separate classes.
- **Special School:** A school which is specially organised to make special educational provision for pupils with SEND.

Appendix 2 – Breakdown of Academy Trusts

Multi-Academy Trust	LBH Schools by Phase						Total Trust Schools in LBH	LBH Schools in Trust
	Primary	Secondary	All-Through	Studio College / UTC	Special School	Alternative Provision		
The Rosedale Hewens Academy Trust	3	2		2			7	Brookside, Hewens Primary, Rosedale Primary, Hewens College, Rosedale College, DeSalis Studio, Parkside Studio
Vanguard Learning Trust	3	2					5	Field End J, Hermitage, Ryefield, Ruislip High, Vyners
LDBS Frays Academy Trust	4						4	Cowley St Laurence, Laurel Lane, St Martin's, St Matthew's
QED Academy Trust	1	3					4	Coteford J, Harefield, Northwood, Queensmead
The Park Federation Academy Trust	4						4	Cranford Park, Lake Farm Park, West Drayton, Wood End Park
Middlesex Learning Partnership	2	1					3	William Byrd, Barnhill, Belmore
The Eden Academy					3		3	Grangewood, Moorcroft, Pentland
The Elliot Foundation Academies Trust	3						3	Hillingdon, John Locke, Pinkwell
Guru Nanak Sikh Academy Limited	1		1				2	Nanaksar, Guru Nanak
Orchard Hill College Academy Trust					1	1	2	The PRIDE Academy, The Skills Hub
Activate Learning Education Trust				1			1	UTC Heathrow
Aspirations Academies Trust		1					1	Park Academy
The Diocese Of Westminster Academy Trust		1					1	Douay Martyrs
Veritas Educational Trust		1					1	Bishop Ramsey
Total Schools in Multi-Academy Trusts	21	11	1	3	4	1	41	
Single-Academy Trust	LBH Schools by Phase						Total Trust Schools in LBH	LBH Schools in Trust
	Primary	Secondary	All-Through	Studio College / UTC	Special School	Alternative Provision		
Bishopshalt School		1					1	Bishopshalt
Charville Academy	1						1	Charville
Global Academy UTC Trust Limited				1			1	Global Academy
Haydon School		1					1	Haydon
Swakeleys School For Girls		1					1	Swakeleys
The Willows School Academy Trust					1		1	The Willows
Uxbridge High School Academy Trust		1					1	Uxbridge High
Total Schools in Single-Academy Trusts	1	4	0	1	1	0	7	

Appendix 3 – Definitions of Types of School

Maintained Schools - overseen by the LA:

Community - the Council owns the buildings and determines admission arrangements.

Foundation - the governing body owns the school buildings, employs the staff and determines their own admission arrangements.

Voluntary Aided - a Trust or diocesan body own the building, employ the staff, and determine their own admission arrangements.

Non-maintained schools - independent from the local council:

Academies - the Trust owns or has a long lease on their site, they operate under a Funding Agreement with the Government and can follow a different curriculum.

Free Schools - schools that have opened as new academies, rather than being converted to an academy from a maintained school. A free school is still an academy and is funded and controlled in the same way as other academies.

Other schools

Independent - private schools (independent from the local council) where parents pay for the cost of their child's place.

Appendix 4 - School PAN Numbers by Type

The tables below give a list of primary, secondary, and special schools respectively, and their Published Admission Numbers (PANs) or Commissioned Places for the academic year 2023/24.

School	Published Admissions Number (PAN)
Belmore Primary Academy	90
Bishop Winnington-Ingram CofE Primary School	30
Botwell House Catholic Primary School	90
Bourne Primary School	30
Brookside Primary School	60
Charville Academy	60
Cherry Lane Primary School	90
Colham Manor Primary School	90
Coteford Infant School	81
Coteford Junior School	81
Cowley St Laurence CE Primary School	60
Cranford Park Academy	120
Deanesfield Primary School	90
Dr Triplett's CofE Primary School	60
Field End Infant School	90
Field End Junior School	90
Frithwood Primary School	60
Glebe Primary School	90
Grange Park Infant and Nursery School	120
Grange Park Junior School	120
Guru Nanak Sikh Academy	60
Harefield Infant School	60
Harefield Junior School	60
Harlyn Primary School	60
Harmondsworth Primary School	30
Hayes Park School	90
Heathrow Primary School	60
Hermitage Primary School	60
Hewens Primary School	60
Highfield Primary School	60
Hillingdon Primary School	90
Hillside Infant School	60
Hillside Junior School	60
Holy Trinity CofE Primary School	30
John Locke Academy	90
Lady Bankes Primary School	90
Lake Farm Park Academy	90
Laurel Lane Primary School	60
Minet Junior School	120

Minet Nursery and Infant School	120
Nanaksar Primary School	120
Newnham Infant and Nursery School	90
Newnham Junior School	90
Oak Farm Primary School	90
Pinkwell Primary School	90
Rabbsfarm Primary School	90
Rosedale Primary School	60
Ruislip Gardens Primary School	60
Ryefield Primary School	60
Sacred Heart Catholic Primary School	90
St Andrew's CofE Primary School	30
St Bernadette Catholic Primary School	60
St Catherine Catholic Primary School	30
St Martin's Church of England Primary School	60
St Mary's Catholic Primary School	30
St Matthew's CofE Primary School	60
St Swithun Wells' Catholic Primary School	30
The Breakspear School	90
Warrender Primary School	60
West Drayton Academy	90
Whitehall Infant School	120
Whitehall Junior School	120
Whiteheath Infant and Nursery School	90
Whiteheath Junior School	90
William Byrd Academy	90
Wood End Park Academy	120
Yeading Infant and Nursery School	120
Yeading Junior School	120
TOTAL	5,172

Secondary schools – Published Admission Numbers 2023/24 - excluding bulge classes

School	Published Admissions Number (PAN)
Barnhill Community High School	240
Bishop Ramsey Church of England School	186
Bishopshalt School	186
The Douay Martyrs Catholic School	240
Guru Nanak Sikh Academy	180
Harefield Academy	90
Harlington School	240
Haydon School	300
Hewens College	120
Northwood School	180
Oak Wood School	240
Park Academy West London	180
Queensmead School	240
Rosedale College	180
Ruislip High School	210
Swakeleys School for Girls	240
Uxbridge High School	230
Vyners School	240
Total Places	3722

Special schools – Planned Place Numbers 2023/24

School	School Type	Designated Need	Commissioned Places
Grangewood School	Academy	SLD/PMLD/MSI	131
Hedgewood School	Community	MLD/ASD	190
Meadow High School	Community	MLD (Complex)	250
Moorcroft School	Academy	SLD/PMLD/MSI	119
Pentland Field School	Academy	MLD/ASD	162
Willows School Academy Trust	Academy	SEMH/MLD/ASD	60
The PRIDE	Academy	SEMH	76
Total Places			988

Specialist Resource Provision – Planned Place Numbers 2023/24

School	School Type	Designated Need	Commissioned Places
Primary			
Hayes Park School SRP	Foundation	ASD	13
Coteford Infant School SRP	Community	PD	3
Coteford Junior School SRP	Academy	PD	6
Deansfield Primary School SRP	Community	SLCN	8
Pinkwell Primary SRP	Academy	SLCN	10
Glebe Primary SRP	Community	HI	11
Cherry Lane Primary SRP	Community	ASD	10
Lake Farm Park Primary SRP	Academy	ASD	13
St Martin's CE Primary SRP	Academy	ASD	12
Secondary			
Oak Wood School - SRP	Foundation	ASD	12
Harlington School SRP	Foundation	Physical and Sensory Disabilities	7
Northwood SRP	Academy	SLCN	10
Vyners SRP	Academy	HI	16
Total Places			131

Appendix 5 – Schools by Planning Area

Planning Area Number	Schools within Planning Area	Number of Schools
PPA 1	Harefield Infant School & Harefield Junior School	2
PPA 2	Frithwood Primary School, Harlyn Primary School, Hillside Infant School, Hillside Junior School & Holy Trinity CofE Primary School	5
PPA 3	Bishop Winnington-Ingram CofE Primary School, Coteford Infant School, Coteford Junior School, Warrender Primary School, Whiteheath Infant and Nursery School & Whiteheath Junior School	6
PPA 4	Glebe Primary School & The Breakspear School	2
PPA 5	Bourne Primary School, Deanesfield Primary School, Field End Infant School, Field End Junior School, Lady Bankes Primary School, Newnham Infant and Nursery School, Newnham Junior School, Ruislip Gardens Primary School, Sacred Heart Catholic Primary School & St Swithun Wells' Catholic Primary School	10
PPA 6	Cowley St Laurence CE Primary School, Hermitage Primary School, John Locke Academy, St Andrew's CofE Primary School, St Mary's Catholic Primary School, Whitehall Infant School & Whitehall Junior School	7
PPA 7	Highfield Primary School, Hillingdon Primary School, Oak Farm Primary School, Ryefield Primary School & St Bernadette Catholic Primary School	5
PPA 8	Charville Academy, Grange Park Infant and Nursery School, Grange Park Junior School, Hayes Park School & Hewens Primary School	5
PPA 9	Belmore Primary Academy, Brookside Primary School, Yeading Infant and Nursery School & Yeading Junior School	4
PPA 10	Colham Manor Primary School, Rabbsfarm Primary School & St Matthew's CofE Primary School	3
PPA 11	Botwell House Catholic Primary School, Dr Triplett's CofE Primary School, Guru Nanak Sikh Academy, Lake Farm Park Academy, Minet Nursery and Infant School, Minet Junior School, Nanaksar Primary School, Rosedale Primary School & Wood End Park Academy	9
PPA 12	Cranford Park Academy, Pinkwell Primary School & William Byrd Academy	3
PPA 13	Harmondsworth Primary School & Heathrow Primary School	2

PPA 14	Cherry Lane Primary School, Laurel Lane Primary School, St Catherine Catholic Primary School, St Martin's Church of England Primary School & West Drayton Academy	5
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Appendix 6 – Forecasting by Planning Area

Forecasting by Planning Areas

The following sections include the school place forecasts at a planning area level from the SCAP 23 submission. The map illustrates the 14 primary planning areas within the London Borough of Hillingdon followed by forecasts for the North and South of the Borough for secondary schools.

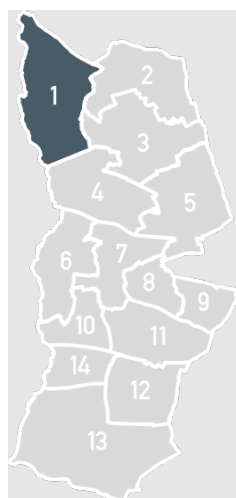
“Reception Pupil Forecast” shows the year-on-year change in projections e.g., for the whole Borough, 2023/24’s reception projection is 181 pupils lower than the 2022/23 census actuals.

“Reception Surplus” has been added to show the expected number of vacant school places against the approved PAN for each year.

“Number on Roll” is using January Census actuals for 2022/23, and projections for future years.

Reception Pupil Forecast – PPA 1

Reception Pupil Forecast								
Year	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Year-on-Year +/-	-5	-2	-5	0	-1	0	0	0
Reception Surplus	3	5	10	10	11	11	11	11
Harefield Infant School & Harefield Junior School								



Number on Roll (Reception only)		Number on Roll (Whole phase)	
Year	NOR	Year	NOR
22/23	62	22/23	405
23/24	57	23/24	403
24/25	55	24/25	408
25/26	50	25/26	401
26/27	50	26/27	391
27/28	49	27/28	377
28/29	49	28/29	368
29/30	49	29/30	359
30/31	49	30/31	353

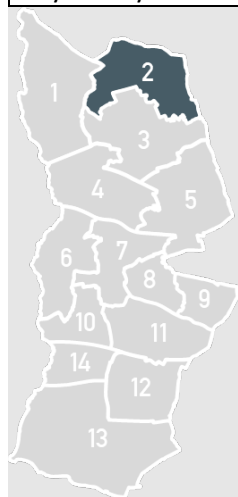
This area is predominantly rural and very isolated from the rest of the Borough, it is surrounded by Hertfordshire with one lone village served by an infant and junior school which must have sufficient capacity to meet local demand. The year groups fluctuate, and this has caused both schools budget and class management problems.

A PAN reduction to 60 was agreed for each school from September 2023 to reflect the size of most year groups in the infant and junior schools. This will still ensure that all local and sibling demand can be met and give the school and its pupils stability. Some of the current roll are not local but travel in long distances, using the school for convenience as it is near parental work.

Reception Pupil Forecast – PPA 2

Reception Pupil Forecast								
Year	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Year-on-Year +/-	-3	-1	+1	-1	-4	+4	+1	-1
Reception Surplus	28	29	28	29	33	29	28	29

Frithwood Primary School, Harlyn Primary School, Hillside Infant School, Hillside Junior School & Holy Trinity CofE Primary School



Number on Roll (Reception only)		Number on Roll (Whole phase)	
Year	NOR	Year	NOR
22/23	185	22/23	1397
23/24	182	23/24	1344
24/25	181	24/25	1337
25/26	182	25/26	1314
26/27	181	26/27	1285
27/28	177	27/28	1257
28/29	181	28/29	1243
29/30	182	29/30	1239
30/31	181	30/31	1233

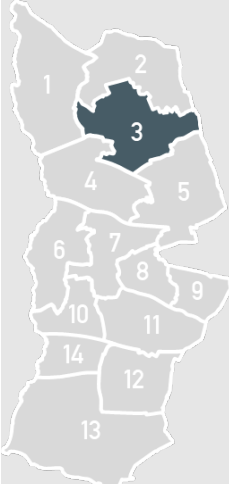
This PPA is affected by fluctuating demand and has experienced a steady decline in numbers since 2016. Local house sales have slowed, it would appear few new families are moving in and some families have decided to move back to Europe.

All of the schools in PPA 2 are close to the boundary with Hertfordshire and Harrow and significantly affected by cross-borough movement.

Reception Pupil Forecast – PPA 3

Reception Pupil Forecast								
Year	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Year-on-Year +/-	-7	-3	-6	+4	-6	+3	+1	-1
Reception Surplus	52	34	40	36	42	39	38	39

Bishop Winnington Ingram CofE, Coteford Infant, Coteford Junior, Warrender, Whiteheath Infant & Nursery & Whiteheath Junior School

	Number on Roll		Number on Roll	
	(Reception only)		(Whole phase)	
	Year	NOR	Year	NOR
	22/23	216	22/23	1581
	23/24	209	23/24	1598
	24/25	206	24/25	1598
	25/26	200	25/26	1566
	26/27	204	26/27	1530
	27/28	198	27/28	1487
	28/29	201	28/29	1458
	29/30	202	29/30	1430
	30/31	201	30/31	1420

Previous pressure led to the expansion of one school. Numbers had fallen suddenly in 2020/21 for one school which is 1FE, however currently with only 8% vacancy.

There is some pupil movement between PPAs 3, 4 & 5. Therefore, securing sufficient capacity across these areas has been factored into the LA's plans. Numbers have been reviewed with the proposal to consult to reduce the PAN of 1 school which would take effect in September 2024.

Reception Pupil Forecast – PPA 4

Reception Pupil Forecast								
Year	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Year-on-Year +/-	+6	-7	-11	+8	-4	+2	0	-2
Reception Surplus	19	26	37	29	33	31	31	33

Breakspears Primary School & Glebe Primary School



Number on Roll (Reception only)		Number on Roll (Whole phase)	
Year	NOR	Year	NOR
22/23	155	22/23	1185
23/24	161	23/24	1171
24/25	154	24/25	1158
25/26	143	25/26	1122
26/27	151	26/27	1095
27/28	147	27/28	1054
28/29	149	28/29	1028
29/30	149	29/30	1019
30/31	147	30/31	1006

The two schools in this PPA have historically been popular and full as they attract applications from outside the immediate area.

This area has some moves between PPA 4 and PPA 5. No changes are proposed at this point.

Reception Pupil Forecast – PPA 5

Reception Pupil Forecast								
Year	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Year-on-Year +/-	-3	-25	-16	+19	-12	+8	+4	0
Reception Surplus	60	85	101	82	94	86	82	82

Bourne Primary School, Deanesfield Primary School, Field End Infant School, Field End Junior School, Lady Bankes Primary School, Newnham Infant and Nursery School, Newnham Junior School, Ruislip Gardens Primary School, Sacred Heart Catholic Primary School & St Swithun Wells' Catholic Primary School



Number on Roll (Reception only)		Number on Roll (Whole phase)	
Year	NOR	Year	NOR
22/23	513	22/23	3711
23/24	510	23/24	3688
24/25	485	24/25	3601
25/26	469	25/26	3479
26/27	488	26/27	3389
27/28	476	27/28	3326
28/29	484	28/29	3258
29/30	488	29/30	3238
30/31	488	30/31	3221

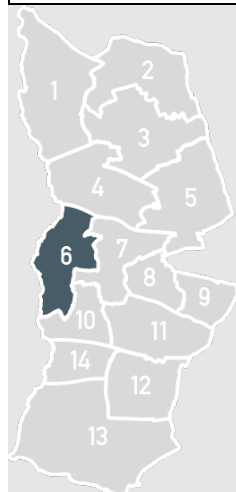
This area has a concentration of residential development, though pupil movement is limited by geographical constraints such as RAF Northolt and major roads. Predicted demand is affected by cross-borough movement as the two largest schools are close to the border with Harrow.

The cross-border movements and overlap with PPA 3 have been fully considered. It was agreed to reduce the PAN of an Infant and Junior school by 30 from September 2023.

Reception Pupil Forecast – PPA 6

Reception Pupil Forecast								
Year	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Year-on-Year +/-	-33	-3	+2	+9	-7	+6	+3	-1
Reception Surplus	61	64	32	23	30	24	21	22

Cowley St Laurence CE Primary School, Hermitage Primary School, John Locke Academy, St Andrew's CofE Primary School, St Mary's Catholic Primary School, Whitehall Infant School & Whitehall Junior School



Number on Roll (Reception only)		Number on Roll (Whole phase)	
Year	NOR	Year	NOR
22/23	362	22/23	2470
23/24	329	23/24	2481
24/25	326	24/25	2456
25/26	328	25/26	2423
26/27	337	26/27	2350
27/28	330	27/28	2297
28/29	336	28/29	2263
29/30	339	29/30	2233
30/31	338	30/31	2228

This includes Uxbridge Town Centre and a number of residential areas. One of these is the large development on the former RAF Uxbridge base which will include 1,300 new homes. Demand for places has increased and is expected to grow further as the site is developed.

A new 3FE primary school opened in September 2014 but before the housing was occupied. Therefore, the school was temporarily an over-provision that filled with a significant number of applications from outside PPA 6, as Uxbridge is convenient for many parents. This has created some distortion with siblings from miles away, but will correct over time, and led to erratic forecasts.

There is expected to be sufficient capacity locally, given the spaces nearby in PPA 7. The area is closely monitored, as the development and sales of new homes progress. The Council has consulted on a PAN reduction for an infant/junior school of 1FE with effect from September 2025.

Reception Pupil Forecast – PPA 7

Reception Pupil Forecast								
Year	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Year-on-Year +/-	-28	-1	0	+1	-7	+3	+1	-2
Reception Surplus	76	77	77	76	83	80	79	81
Highfield Primary School, Hillingdon Primary School, Oak Farm Primary School, Ryefield Primary School & St Bernadette Catholic Primary School								



Number on Roll (Reception only)		Number on Roll (Whole phase)	
Year	NOR	Year	NOR
22/23	312	22/23	2279
23/24	284	23/24	2221
24/25	283	24/25	2172
25/26	283	25/26	2140
26/27	284	26/27	2083
27/28	277	27/28	2000
28/29	280	28/29	1946
29/30	281	29/30	1909
30/31	279	30/31	1896


This is a predominantly residential area, just south of the central Uxbridge area. Demand for places has declined in two schools. One 2 FE school has currently 50% vacancy for September 2023 and will be monitored.

The recent pattern of household moves, and of pupils travelling to schools outside their planning area across PPAs 6,7,8,9,11 is being carefully monitored. It is hoped that careful decisions on a few PAN reductions in these areas will have a wider stabilising impact across all the schools in this PPA. No further action is planned for now, but the situation is being closely monitored.

Reception Pupil Forecast – PPA 8

Reception Pupil Forecast								
Year	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Year-on-Year +/-	+4	-1	+1	+6	-9	+3	0	-2
Reception Surplus	71	42	41	35	44	41	41	43

Charville Academy, Grange Park Infant and Nursery School, Grange Park Junior School, Hayes Park School & Hewens Primary School



Number on Roll (Reception only)		Number on Roll (Whole phase)	
Year	NOR	Year	NOR
22/23	255	22/23	2053
23/24	259	23/24	2002
24/25	258	24/25	1975
25/26	259	25/26	1913
26/27	265	26/27	1872
27/28	256	27/28	1827
28/29	259	28/29	1786
29/30	259	29/30	1775
30/31	257	30/31	1766

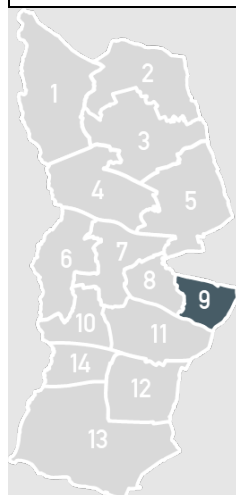
Demand has slowed in the area. One Trust school did consult on reducing their PAN which took effect September 2023.

The recent pattern of household moves, and of pupils travelling to schools outside their planning area across PPAs 6,7,8,9,11 is being carefully monitored. Numbers have been reviewed and a PAN reduction of an Infant and Junior school by 1FE will take effect in September 2024.

Reception Pupil Forecast – PPA 9

Reception Pupil Forecast								
Year	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Year-on-Year +/-	-8	-6	-16	+2	-7	+1	0	-1
Reception Surplus	37	43	59	57	64	63	63	64

Belmore Primary Academy, Brookside Primary School, Yeading Infant and Nursery School & Yeading Junior School



Number on Roll (Reception only)		Number on Roll (Whole phase)	
Year	NOR	Year	NOR
22/23	241	22/23	1666
23/24	233	23/24	1667
24/25	227	24/25	1644
25/26	211	25/26	1590
26/27	213	26/27	1547
27/28	206	27/28	1497
28/29	207	28/29	1468
29/30	207	29/30	1439
30/31	206	30/31	1418

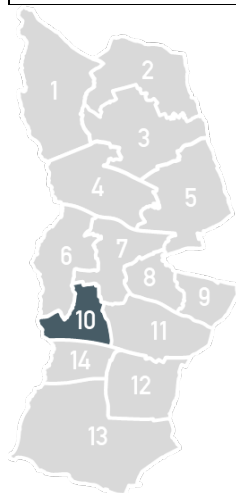
Demand for places is being monitored. This area is adjacent to PPA 11 and to the borough of Ealing and therefore can be affected by demand for places from outside the PPA/Borough.

The recent pattern of household moves, and of pupils travelling to schools outside their planning area across PPAs 6,7,8,9,11 is being carefully monitored. It is hoped that careful decisions on a few PAN reductions in these areas will have a wider stabilising impact across all the local schools. One school serving a distinct residential area, bordering Ealing, has had steadily declining rolls and has already been operating at 1FE below PAN in all year groups. The school consulted to reduce its PAN by 30 from September 2023 and this was agreed.

Reception Pupil Forecast – PPA 10

Reception Pupil Forecast								
Year	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Year-on-Year +/-	-25	+3	-1	+12	-6	+3	+2	-1
Reception Surplus	34	31	32	20	26	23	21	22

Colham Manor Primary School, Rabbsfarm Primary School & St Matthew's CofE Primary School



Number on Roll (Reception only)		Number on Roll (Whole phase)	
Year	NOR	Year	NOR
22/23	231	22/23	1567
23/24	206	23/24	1543
24/25	209	24/25	1530
25/26	208	25/26	1503
26/27	220	26/27	1484
27/28	214	27/28	1446
28/29	217	28/29	1420
29/30	219	29/30	1402
30/31	218	30/31	1403

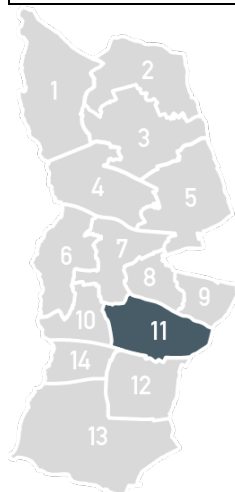
The three schools are popular and full. Forecast demand for places is expected to remain consistent over the forecast period, with a small margin of capacity which at no point would be such that a form of entry could be removed.

The schools in this PPA are popular and seem insulated from the higher volatility of movements in adjoining areas. No change to the number of places is proposed at this stage but the position will be closely monitored.

Reception Pupil Forecast – PPA 11

Reception Pupil Forecast								
Year	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Year-on-Year +/-	-57	-11	-19	+8	-14	+9	-2	-4
Reception Surplus	145	156	175	167	181	172	174	178

Botwell House Catholic Primary School, Dr Triplett's CofE Primary School, Guru Nanak Sikh Academy, Lake Farm Park Academy, Minet Nursery and Infant School, Minet Junior School, Nanaksar Primary School, Rosedale Primary School & Wood End Park Academy



Number on Roll (Reception only)		Number on Roll (Whole phase)	
Year	NOR	Year	NOR
22/23	632	22/23	4263
23/24	575	23/24	4230
24/25	564	24/25	4215
25/26	545	25/26	4176
26/27	553	26/27	4143
27/28	539	27/28	4007
28/29	548	28/29	3924
29/30	546	29/30	3813
30/31	542	30/31	3757

PPA 11 is a diverse area of the Borough, with more schools than any other. It has seen significant housing development, the new 'Grand Union Village' and new schools and expansion over the past decade. Nanaksar Primary (Sikh) opened with 4FE Reception entries in 2013 & 2014 but then had to suspend entries until Spring 2021. Demand in the area has remained relatively stable, with Nanaksar reopening at 4FE in Sept 2022 but struggling to attract more than 1FE of pupils. There are still external uncertainties in the size and timing of housing developments and likely child yield of new residents given the increasing business profile of the area near the Hayes Crossrail station.

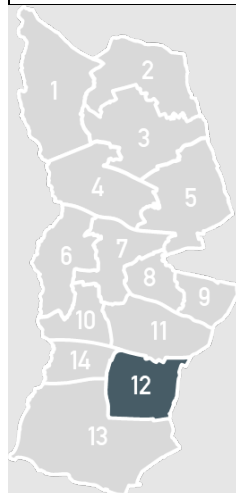
This PPA is central to the largest concentration of population in the Borough and the largest developments and is adjacent to PPAs 7,8, 9, 10 and 12. It is also close to Heathrow so parents are affected by the changes due to the pandemic in permanent and more casual employment, and borders with Ealing where there may be future housing development affecting cross border flows.

Over two miles away from Nanaksar, serving a specific neighbourhood, another school has had a reduction in its operating roll in the lower year groups from 5FE to 4FE. The proposal to reduce the PAN of the school was agreed and took effect in September 2023. It is still the largest primary school roll, and higher than 3 secondaries.

Reception Pupil Forecast – PPA 12

Reception Pupil Forecast								
Year	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Year-on-Year +/-	+5	+10	+3	+12	-3	+5	+2	0
Reception Surplus	47	37	34	22	25	20	18	18

Cranford Park Academy, Pinkwell Primary School & William Byrd Academy



Number on Roll (Reception only)		Number on Roll (Whole phase)	
Year	NOR	Year	NOR
22/23	248	22/23	1911
23/24	253	23/24	1886
24/25	263	24/25	1906
25/26	266	25/26	1909
26/27	278	26/27	1907
27/28	275	27/28	1880
28/29	280	28/29	1838
29/30	282	29/30	1846
30/31	282	30/31	1846

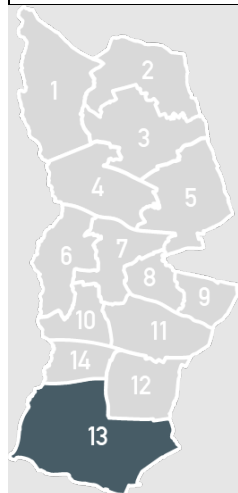
This area has experienced volatility in rolls due to changes of housing tenure linked to Covid and Heathrow uncertainty, leading to housing previously leased by the airport being used by families and increasingly by Government agencies for temporary rehousing of vulnerable families.

This PPA borders with PPAs 11, 13 and 14 as well as Hounslow. Close monitoring will be undertaken but no further action is currently planned.

Reception Pupil Forecast – PPA 13

Reception Pupil Forecast								
Year	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Year-on-Year +/-	-9	-3	-1	0	-3	+1	0	-1
Reception Surplus	10	13	14	14	17	16	16	17

Harmondsworth Primary School & Heathrow Primary School



Number on Roll (Reception only)		Number on Roll (Whole phase)	
Year	NOR	Year	NOR
22/23	89	22/23	587
23/24	80	23/24	573
24/25	77	24/25	557
25/26	76	25/26	542
26/27	76	26/27	526
27/28	73	27/28	507
28/29	74	28/29	493
29/30	74	29/30	477
30/31	73	30/31	472

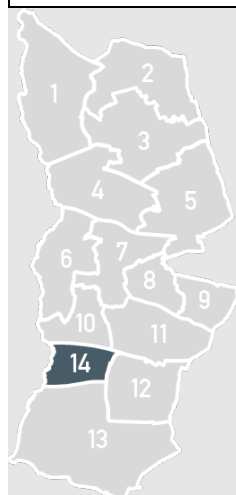
The two schools in this PPA serve distinct villages and communities, although there has been a change in the pupil population as more housing has been vacated and taken over by agencies for temporary housing. Both schools are full for Reception 2023 and in most year groups.

The Heathrow Airport Expansion plan could resurface in the long term. There are currently no plans for changes, but close monitoring will be maintained.

Reception Pupil Forecast – PPA 14

Reception Pupil Forecast								
Year	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Year-on-Year +/-	-18	-20	-3	-2	-9	+4	0	-2
Reception Surplus	45	65	68	70	79	75	75	77

Cherry Lane Primary School, Laurel Lane Primary School, St Catherine Catholic Primary School, St Martin's Church of England Primary School & West Drayton Academy



Number on Roll (Reception only)		Number on Roll (Whole phase)	
Year	NOR	Year	NOR
22/23	303	22/23	2026
23/24	285	23/24	2042
24/25	265	24/25	2000
25/26	262	25/26	1946
26/27	260	26/27	1886
27/28	251	27/28	1808
28/29	255	28/29	1773
29/30	255	29/30	1725
30/31	253	30/31	1699


This PPA contains a Crossrail station and has significant new housing and most of the local schools are full. A reasonable margin of capacity is needed but two schools have had declining and low rolls for some years.

This PPA borders with PPA10, 12 and 13 as well as South Bucks. No further action is planned yet.

Year 7 Pupil Forecast – SPA North

Year 7 Pupil Forecast								
Year	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Year-on-Year +/-	+59	-47	-14	+4	-19	-56	-60	-38
Year 7 Surplus	2	19	33	29	48	104	164	202

Bishop Ramsey Church of England School, The Douay Martyrs Catholic School, Harefield Academy, Haydon School, Northwood School, Queensmead School, Ruislip High School & Vyners School



Number on Roll (Year 7 only)		Number on Roll (Whole phase)	
Year	NOR	Year	NOR
22/23	1655	22/23	10206
23/24	1714	23/24	10505
24/25	1667	24/25	10588
25/26	1653	25/26	10679
26/27	1657	26/27	10630
27/28	1638	27/28	10592
28/29	1582	28/29	10462
29/30	1522	29/30	10267
30/31	1484	30/31	10049

Rolls are steadily rising, including within the two schools with additional 3FE expansions opened for Year 7 in September 2019. Two more schools have Priority School Building Programme (PSBP) improvements underway but with no extra places. No existing school sites could be expanded.

Rolls are projected to continue to rise, and revised projections show Year 7 intake reaching a peak in September 2023, and total secondary roll in September 2025. An 8% margin of spaces is necessary to ensure sufficient places due to parental preferences and this needs to be considered together with the south. All secondary schools in the north of the Borough are academies, each with different admission criteria. All except one are rated good or outstanding, and all except one are over-subscribed with long waiting lists. In 2023, almost all vacancies were in one academy which is very isolated in the far northwest. DfE have successfully supported the Academy to join a Multi Academy Trust (MAT) to improve its performance and popularity.

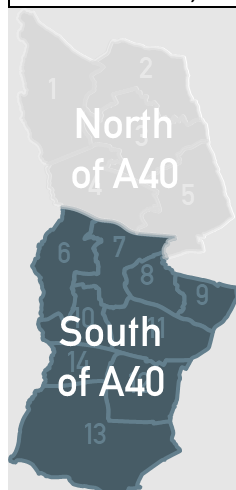
There is significant movement of pupils living to the south of the A40 travelling to schools north of the A40. 25% of pupils offered a place in a school in the north are resident in the south of the Borough. The operation of the different admission criteria and parental preferences creates unpredictable outcomes and changing sibling links. This fluctuates and requires a margin of spaces both north and south to absorb, as was possible until 2018 when Year 7 admissions began to rise.

The Trust leading on the new secondary free school agreed in 2016/17, in Summer 2023 withdrew their application which has subsequently been agreed by the DfE.

Year 7 Pupil Forecast – SPA South

Year 7 Pupil Forecast								
Year	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Year-on-Year +/-	+21	-59	+8	-23	-20	-51	-67	-66
Year 7 Surplus	94	82	74	97	117	168	235	301

Barnhill Community High School, Bishopshalt School, Guru Nanak Sikh Academy, Harlington School, Hewens College, Oak Wood School, Park Academy West London, Rosedale College, Swakeleys School for Girls, Uxbridge High School



Number on Roll (Year 7 only)		Number on Roll (Whole phase)	
Year	NOR	Year	NOR
22/23	1992	22/23	11980
23/24	2013	23/24	12345
24/25	1954	24/25	12564
25/26	1962	25/26	12652
26/27	1939	26/27	12558
27/28	1919	27/28	12425
28/29	1868	28/29	12235
29/30	1801	29/30	11998
30/31	1735	30/31	11711

Rolls are projected to continue to rise, and revised projections show Year 7 intake reaching a peak in September 2023, and total secondary roll in September 2025. Numbers are very susceptible to changes in cross-borough flows and the perceived educational standards in schools. Each year, demand fluctuates with changes in the level of applications and the success rate for out of Borough faith and selective schools.

As set out above, there is considerable mobility between north and south and out of Borough, which requires a margin above the projected numbers to accommodate fluctuation in parental preferences from year to year.

A planned 1.5FE expansion opened in September 2023.

COUNCIL BUDGET - 2023/24 REVENUE AND CAPITAL MONTH 11

BUDGET MONITORING

Cabinet Member	Councillor Martin Goddard
Cabinet Portfolio	Cabinet Member for Finance
Officer Contact	Andy Evans, Corporate Director of Finance

HEADLINES

<p>Summary</p>	<p>This report provides the Council's forecast financial position and performance against the 2023/24 revenue budget and Capital Programme.</p> <p>A marginal £2k underspend is reported against General Fund revenue budget normal activities as of February 2024 (Month 11), with no movement on the position at Month 10. As would be expected, there are a number of potential risk areas and pressures which need to be managed to deliver this position. Total reserves are projected to be £37,003k at 31 March 2024, being unallocated reserves of £26,848k and earmarked Reserves of £10,155k.</p> <p>While exceptional inflationary pressures were included and funded through the Council's budget strategy, such pressures remain relatively high with a £3,622k release from specific Earmarked Reserves projected to meet this potential pressure. Headline Inflation rates remain at historically high levels, albeit that latest data indicates a reduction from 4.0% to 3.4% which is in line with budgeted assumptions.</p> <p>The Collection Fund is forecast to deliver a surplus of £4,086k due to lower than anticipated appeals against the 2023 Business Rates revised list. This surplus has not been reflected in this outturn forecast with £3,651k allocated to support the Council's 2024/25 budget and £435k supporting 2025/26, representing an improvement of £286k from Month 10.</p> <p>The Dedicated Schools Grant (DSG) monitoring position forecasts a deficit to be carried forward to 2024/25 of £28,987k, an adverse movement of £2,500k due to the suspension by the DfE of their committed contributions to the DSG Safety Valve. The in year projected overspend remains consistent with Month 10 and is due to ongoing pressures in the cost of High Needs placements, which are largely being driven by inflationary factors which are not adequately reflected in the funding which the Council is receiving from the Department of Education (DfE).</p> <p>No material variances have been reported across the Housing Revenue Account (HRA) or Capital Programme, with in-year pressures on increased revenue expenditure in the HRA being offset by favourable movements in capital financing costs.</p>
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Putting our Residents First	This report supports the Council Strategy. Achieving Value for Money is an important element of the Council's Medium Term Financial Plan.
Financial Cost	N/A
Select Committee	Finance & Corporate Services
Relevant Ward(s)	All

RECOMMENDATIONS

That the Cabinet:

- 1) Note the budget monitoring position and treasury management update as at February 2024 (Month 11), noting the actions proposed by officers as outlined in Part A of this report.
- 2) Approve the financial recommendations set out in Part B of this report.

Reasons for recommendation

1. The reason for **Recommendation 1** is to ensure that the Council achieves its budgetary objectives, providing Cabinet with the update on performance at Month 11 against budgets approved by Council on 23 February 2023 contained within **Part A** of this report. An update on the Council's Treasury Management activities is included within this section of the report.
2. **Recommendation 2** seeks approval for the range of financial recommendations set out within **Part B** of this report, which may include acceptance of grant funding, revisions to fees & charges and ratification of decisions taken under special urgency provisions.

Alternative options considered / risk management

3. There are no other options proposed for consideration.

Select Committee comments

4. None at this stage.

PART A: MONTHLY BUDGET MONITORING

SUMMARY

GENERAL FUND REVENUE

5. A marginal underspend of £2k is reported against General Fund revenue budget normal activities as of February 2024 (Month 11), with no movement from Month 10, with a range of risks and pressures continuing to be managed within this position. This will result in unallocated General Balances totalling £26,848k at 31 March 2024, in line with MTFE expectations.
6. Over and above the specific variances being reported, there are a number of risk areas which continue to be closely monitored against a backdrop of challenging external conditions. In particular the timing of the delivery of savings, increasing pressures on demand-led services and continuing inflationary pressures against a background of static Central Government grant funding.
 - i. Within this position, £17,859k of the £22,762k savings planned for 2023/24 are banked or on track for delivery in full by 31 March 2024, with £4,903k or 22% tracked as being at an earlier stage of implementation. Where slippage in savings delivery is expected this has been factored into the reported monitoring position, with the full £22,762k savings expected to be delivered in full.
 - ii. Pressures have been identified against demand-led service budgets, although these have been funded by demand-risk reserves held by the Council for this purpose. In particular, there are pressures related to volatility within Looked After Children, SEND transport and Adult Social Care placements, together with increasing approaches from residents seeking support with homelessness and reduced income from planning fees derived from a reduced number of major developments, as a result of challenging economic conditions. Across these areas, officers continue to develop mitigations, including a review of discretionary expenditure and balance sheet items to release capacity where appropriate, while meeting this demand.
 - iii. The 2023/24 budget incorporated £21,691k to absorb inflationary pressures, with current projections indicating that a further £3,622k additional funding may be required, largely to meet the costs of a higher than anticipated staff pay award. Specific provision has been made within the Council's Earmarked Reserves to meet such costs, with this sum being offset in-year by £1,500k windfall income from the West London Waste Authority.
7. The latest forecast underspend of £2k against the Council's General Fund reflects present best estimates for inflation and demand figures, alongside assumptions around the impact of both in flight and planned management actions. Given the current challenging economic environment, these management actions are being complemented by a review of discretionary expenditure and the Council's balance sheet to ensure available funds are being deployed to best effect. This balance sheet review covers application of any unallocated

third-party contributions or grants, provisions for doubtful debts and risk items, and historic overprovision of Minimum Revenue Provision.

8. The Council holds Earmarked Reserves to manage risks and fund cyclical and project-based activities, with £20,060k being held at the beginning of 2023/24. Based on the Month 11 forecast, including the approved Local Authority pay award and an estimation for further inflationary demands above the approved budget totalling £3,622k, the Council is forecasting to drawdown £9,905k of this balance, with £4,550k of this being planned use within the Council's budget strategy, leaving a projected closing balance of £10,155k as at 31 March 2024, which is an adverse movement of £209k from Month 10, with this movement being derived from a further £259k call on inflation funding with the balance being minor offsetting favourable updates. The closing balance remains available to support the Council's ongoing financial resilience and to fund project and cyclical based work in 2024/25 and beyond.
9. Within the Collection Fund, a surplus of £4,086k is reported at Month 11, with the surplus being derived from a favourable position within Business Rates of £5,465k from an increase in the Council's rating list above the budgeted position approved by Council in February 2023, offset by a slower than budgeted growth in Council Tax, which is attributable to the ongoing slowing down in construction industry activity. This position is further compounded by an adverse position reported against Council Tax Support, as demand has been impacted by cost-of-living pressures, although this has now started to decline again in line with budgeted assumptions. In aggregate, these pressures lead to a forecast collection deficit of £1,379k on Council Tax.
10. These in-year pressures on Council Tax are being mitigated through the overachievement of Business Rates income, resulting in a net £4,086k favourable movement against the approved budget.
11. Variances against the Collection Fund do not directly impact upon the 2023/24 monitoring position, but instead the variance up to Month 9 was factored into the Council's budget proposals for the forthcoming year presented to Cabinet in February 2024 as part of the final budget proposals, with movement from Month 10 to outturn not impacting until 2025/26 with resulting impacts on MTFE forecasts. The positive variance of £3,651k up to Month 9 therefore reduced the Council's saving requirement for the 2024/25 budget, with the favourable movement since Month 9 of £435k impacting on 2025/26.
12. Continuing challenging national economic conditions will maintain a requirement to closely monitor service expenditure and trends, particularly for demand-led services where there are higher risks and given the context of Hillingdon's commitment to Social Care and its budget being based on delivering a substantial savings programme. These challenges are not unique to Hillingdon, numerous local authorities continue to report significant in-year cost pressures reflecting these factors and the downturn in economic forecasts since 2023/24 budgets were set. Hillingdon will also continue to press for dedicated funding in recognition of its specific exposures as a port authority.

GENERAL FUND CAPITAL

13. As at Month 10 a £38,366k underspend is projected on the 2023/24 General Fund Capital Programme of £129,598k, representing a forecast movement of £5,074k from Month 10, with the forecast outturn variance over the life of the 2023/24 to 2027/28 programme estimated to breakeven. General Fund Capital Receipts of £11,697k are forecast for 2023/24 and are projected to achieve the income target of £93,617k for the five years to 2027/28. Overall, Prudential Borrowing required to support the 2023/24 to 2027/28 General Fund capital programme is forecast to be on budget at £75,848k.

SCHOOLS BUDGET

14. The Dedicated Schools Grant (DSG) monitoring position being reported for Month 11 is an in-year overspend of £12,820k when compared to the budgeted position, this is consistent with the position at Month 10 and continues to be driven by High Needs placement demand and cost pressures, albeit there remains an inherent and significant level of volatility and risk in this position. This position reflects ongoing pressures in the cost of High Needs placements, which are largely being driven by inflationary factors which are not reflected in the funding which the Council is receiving from the DfE.
15. The Council's Safety Valve Funding position is currently under discussion with the DfE and pending the outcome of those discussions, the DfE has chosen to suspend its commitment for further agreed funding of the deficit position. The projected deficit has therefore been adjusted by £2,500k to reflect the suspension meaning the cumulative deficit carried forward to 2024/25 is forecast at £28,987k.
16. The issue of mounting DSG deficits remains a national issue, with projections for a £4bn deficit across the country forming a key strand to lobbying by sector bodies such as the LGA and London Councils.

HOUSING REVENUE ACCOUNT

17. The Housing Revenue Account (HRA) is currently forecasting a breakeven position at Month 11, with inflationary pressures on operating costs being mitigated by capital expenditure slippage and available headroom in financing costs. The 2023/24 closing HRA General Balance is forecast to be £15,101k, exceeding the £15,000k target level established for 2023/24. The use of reserves is funding investment in new housing stock. An in-year underspend of £529k is reported against the £84,460k 2023/24 HRA Capital Programme with this being a projected cost underspend across the 5-year capital budgets, with this position representing no forecast movement from Month 10.

FURTHER INFORMATION

General Fund Revenue Budget

18. A marginal £2k underspend is projected across the General Fund at Month 11, representing no movement from Month 10, with the following section of this report providing an overview of emerging variances and management action in place to deliver this position. General Fund Balances are expected to total £26,848k at 31 March 2024, and therefore remain within the recommended range for 2023/24 of £22,000k to £41,000k as approved by Cabinet and Council in February 2023.

Table 1: General Fund Overview

Service	Month 11		Variance (As at Month 11) £'000	Variance (As at Month 10) £'000	Movement from Month 10 £'000
	Approved Budget £'000	Forecast Outturn £'000			
Service Operating Budgets	267,843	267,841	(2)	(2)	0
General Contingency	500	500	0	0	0
Unallocated Budget Items	(5,065)	(5,065)	0	0	0
Subtotal Expenditure	263,278	263,276	(2)	(2)	0
Corporate Funding	(263,278)	(263,278)	0	0	0
Total Net Expenditure	0	(2)	(2)	(2)	0
Balances b/fwd	(26,846)	(26,846)			
Balances c/fwd 31 March 2024	(26,846)	(26,848)			

19. The Council's budget contains a number of areas subject to demographic pressures and higher levels of volatility which are closely monitored and discussed in the Budget Strategy & MTFE under the "demand-led growth" banner, with pressures continuing to emerge across both Adult Social Care Placements and SEND Transport, with new emerging pressures being reported across homelessness support and Looked After Children, with these areas forecast to be funded from the release of provisions and reserves from the Council's Balance Sheet to manage the in-year volatility.
20. Within the Council's payroll budget there is a Managed Vacancy Factor across the board of 3.5%, or £4,362k, to reflect natural levels of turnover and resulting structural underspend in the workforce budgets. The higher vacancy rate experienced during 2022/23 has continued into the current financial year and therefore results in an underspend over and above the Managed Vacancy Factor, which is contributing to the management of local pressures within the overall monitoring position. The Council continues to closely manage recruitment activity, with post-level establishment controls providing a key mechanism for managing workforce costs at the organisational level.
21. The Council budgeted for a pay award in 2023/24 of 4%, however, due to the exceptional inflationary environment, the approved pay offer exceeded this sum and equates to approximately 5.7% with £2,622k being in place to meet this additional uplift in the Council's

workforce expenditure included in the forecast use of the Council's identified earmarked reserve for exceptional inflationary pressures above the Council's approved budget.

22. Provision for use of Earmarked Reserves has been included in this position, with £1,774k support for local priority initiatives, £1,535k release of grant funding to cover brought forward COVID-19 pressures in the Collection Fund, £1,000k further provision for inflationary risks, and £7,096k to fund demand pressures and other costs. Windfall income from the West London Waste Authority's Energy from Waste operations has allowed £1,500k to be allocated to Earmarked Reserves, resulting in a net drawdown of £9,905k to leave a closing balance of £10,155k at 31 March 2024
23. This represents an adverse movement of £209k on Month 10 which relates to a £259k drawdown from the Inflation Earmarked Reserve with the remaining movement coming from a number of minor favourable updates. The reported surplus against the Collection Fund of £4,086k offers an element of offsetting against the use of reserves in 2023/24 when £3,651k of these are realised in the 2024/25 financial year, with a further £435k being available in 2025/26.

Progress on Savings

24. The savings requirement for 2023/24 is £21,197k, which together with £1,565k brought forward from 2022/23, gives an overall total of £22,762k to be managed in the current financial year. The savings being reported as undelivered in 2022/23 (£1,565k) were attributable to the Council managing measures required to contain and offset inflationary pressures as well the ongoing legacy issues associated with the COVID-19 pandemic. This value has been added to the budgeted savings agreed as part of the 2023/24 budget.

Table 2: Savings Tracker

Cabinet Member Portfolio	Blue Banked £'000	Green Delivery in progress £'000	Amber I Early stages of delivery £'000	Amber II Potential problems in delivery £'000	Red Serious problems in delivery £'000	Total £'000
Cabinet Member for Property, Highways & Transport	(721)	(733)	(100)	(303)	0	(1,857)
Cabinet Member for Finance	(100)	0	(17)	0	0	(117)
Cabinet Member for Corporate Services	(1,037)	(289)	(108)	(50)	0	(1,484)
Cabinet Member for Residents' Services	(4,462)	(5,932)	(289)	(1,841)	0	(12,525)
Cabinet Member for Children, Families & Education	(552)	(338)	(130)	(415)	0	(1,434)
Cabinet Member for Health and Social Care	(2,395)	0	0	0	0	(2,395)
Cross-Cutting	(1,300)	0	(500)	(1,150)	0	(2,950)
Total 2023/24 Savings Programme	(10,567) 46.0%	(7,292) 32.0%	(1,144) 5.0%	(3,759) 17.0%	0 0.0%	(22,762) 100.0%
Month on Month Movement	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%

25. As of Month 11, £10,567k (46%) of the savings programme has already been banked, with a further £7,292k (32%) being reported as delivery in progress and £4,903k (22%) in the early stages of delivery which are ultimately expected to be delivered in full. Where challenges are reported with the delivering of savings (Amber II), these primarily relate to the phasing of delivery and are ultimately expected to either be delivered in full or replaced with alternative proposals.
26. Where savings are at risk of not being delivered in full during 2023/24, the associated pressures have been factored into the monitoring position with compensating actions bringing the overall position back to breakeven. At this time, it is expected that the full £22,762k will ultimately be delivered in full or replaced with alternative measures in the event of any ongoing shortfall.
27. The Council is permitted to finance the costs associated with the delivery of this savings programme through Capital Receipts, with both one-off implementation costs and the support for service transformation being funded from this resource. Current projections include £7,765k for such costs, with all such costs subject to a specific funding strategy. It is anticipated that these pump priming costs will be financed from a combination of the £3,000k budget established for this purpose in 2023/24, alongside a release of additional Capital Receipts secured during 2022/23.

Service Operating Budgets

28. Service Operating Budgets represent the majority of the Council's investment in day-to-day services for residents. With the Council continuing to operate in a high inflation environment

driven by global and national influences, these budgets were supplemented with £21,691k of funding to meet forecast inflationary pressures and £12,753k for demographic and other drivers impacting on demand for services going into the 2023/24.

29. Table 3 represents the position reported against normal activities for the Service Operating Budgets, the salient risks and variances within this position are summarised in the following paragraphs.

Table 3: Service Operating Budgets

Cabinet Member Portfolio		Approved Budget	Forecast Outturn	Variance (As at Month 11)	Variance (As at Month 10)	Movement from Month 10
		£'000	£'000	£'000	£'000	£'000
Property, Highways & Transport	Expenditure	20,616	20,355	(261)	239	(500)
	Income	(10,418)	(10,861)	(443)	(699)	256
	Subtotal	10,198	9,494	(704)	(460)	(244)
Finance	Expenditure	141,320	141,320	0	(154)	154
	Income	(106,809)	(107,514)	(705)	(550)	(155)
	Subtotal	34,511	33,806	(705)	(704)	(1)
Corporate Services	Expenditure	27,663	27,689	26	101	(75)
	Income	(2,053)	(2,258)	(205)	(238)	33
	Subtotal	25,610	25,431	(179)	(137)	(42)
Residents' Services	Expenditure	71,290	73,406	2,116	928	1,188
	Income	(47,040)	(46,052)	988	1,795	(807)
	Subtotal	24,250	27,354	3,104	2,723	381
Children, Families & Education	Expenditure	98,999	99,578	579	666	(87)
	Income	(24,435)	(25,868)	(1,433)	(1,352)	(81)
	Subtotal	74,564	73,710	(854)	(686)	(168)
Health & Social Care	Expenditure	145,861	146,866	1,005	641	364
	Income	(47,024)	(48,693)	(1,669)	(1,379)	(290)
	Subtotal	98,837	98,173	(664)	(738)	74
Total Service Operating Budgets		267,970	267,968	(2)	(2)	0

30. As can be seen from the table above, Service Operating Budgets are forecasting a marginal underspend of £2k which is the cumulative effect of a number of variances which are briefly outlined below by Cabinet Portfolio:

- i. **Property, Highways & Transport** – An underspend of £704k is forecast, representing a favourable movement of £244k from Month 10. The movements in this area relate to a review of property related expenditure and transferring qualifying spend to the capital programme budgets, offset by a reduction in recharge income from the capital programme due to the intrinsic link between the property team and the delivery of the Council's capital programme. The overall variance in this area is

driven by that connection between the properties service and the capital programme, plus a favourable variance reported against the Council's Business Rates liability following an update to from the Valuation Office Agency (VOA).

- ii. **Finance** – A net underspend of £705k is reported at Month 11, representing a £1k favourable movement from Month 10, with this position being driven by a reduction in the Council's energy requirements, this is being compounded by a number of small overachievements against income targets, with additional grant funding being provided to support Homes for Ukraine provided in the borough and a favourable variance against investment income as a result of high interest rates. The subjective movements in this portfolio at Month 11 relate to increased staffing expenditure offset by increased recharges to the pension fund from staffing time spent supporting this area.
- iii. **Corporate Services** – a net underspend of £179k is reported, representing a £42k improvement from Month 10, with the underspend being driven by a number of small variances, predominantly across three service areas including Digital, Data & Technology, Legal Services and Democratic Services, with the staffing position forecast to deliver this underspend across the various services within the Corporate Services portfolio, with this position compounded by additional grant funding to support Ukrainian refugees. The majority of the improvement at Month 11 is driven by a reduction in staffing spend within the Digital, Data & Technology service.
- iv. **Residents' Services** – an overspend of £3,104k is forecast for this portfolio, with a gross pressure of £4,704k included within the position offset by £1,600k of measures to reduce the pressure to the reported level, with strong progress being made against these measures. The variance in this portfolio is being driven by three key areas:
 - i. Firstly, the saving programme within the Green Spaces is being impacted by external factors, including exceptional inflationary pressures, leading to approximately a third of the reported pressure.
 - ii. Secondly a third of the pressure is being driven by the Community Safety & Enforcement service, with these pressures being driven by a combination of issues at Heathrow, including Brexit related changes and a cessation of Government funding, as well as pressures against parking income as recovery rates from the pandemic continue to track below budgeted predictions.
 - iii. Finally, pressures within the Planning Service are driving a large quantity of the remaining pressure as a result of income pressures against fees and charges reflecting adverse economic conditions, as well as expenditure pressures from staffing costs and the use of external consultants to carry out planning activities.
 - iv. The above pressures are being managed down by measures aimed at delivering a £1,600k reduction in expenditure, through staffing spend controls, a review of discretionary spend and securing of additional grant funding.

Strong progress is being reported in reducing the outstanding balance of this £1,600k and is expected to be delivered in full by year end.

The movement in this portfolio relates to predominantly to increased expenditure to support continuing homelessness demand offset by a release of homelessness grant income previously held in an earmarked reserve.

Within this portfolio there are two areas that fall within the Council's Demand-Led Growth section of the budget strategy as a result of the impacts of demographics and volatility, with these two areas being Homelessness Prevention and Waste Disposal. Homelessness Prevention is experiencing a substantial uplift in demand with a gross pressure of £2,724k with £1,768k proposed to be funded from earmarked reserves and £956k anticipated to be managed through a review of the alternative funding strategies and management action. Waste Disposal costs are currently forecast in line with budget and the Demand-Led Growth bid included in the budget proposals in February 2023.

- v. **Children, Families & Education** – an underspend of £854k is being forecast at Month 11, which represents a favourable movement of £168k, with education functions including SEND and Adult Education largely breaking even, with additional expenditure being incurred to support Children in Need alongside the running of the Early Years Centres, offset by a reduction in the cost of service delivery for Looked After Children and measures put in place to contain staffing expenditure to deliver a further benefit for the portfolio. The movement in this area relates to a minor reduction in spend associated with Youth Justice and the Court & Specialist Service, compounded by increased income in the same service area from LAC remand funding.

Within this portfolio, there are three services that are reported in the Council's budget strategy under Demand-Led Growth: Children's Placements, Asylum Funding and SEND Transport. There remains inherent volatility in demand for Looked after Children and Asylum services, with Looked After Children reporting an adverse variance, which in part is linked to a lack of General Needs Housing to move 18+ clients into more appropriate settings, with this pressure proposed to be funded from Earmarked Reserves. SEND Transport is currently forecasting a pressure due to higher numbers than anticipated of pupils requiring transport, with this pressure previously being offset by re-routing efficiencies, however, these are being eroded due to push back on the revised routes, leading to increased pressure in this area, with the adverse movement proposed to be funded from earmarked reserves, leaving the previously reporting pressure to be funded through the release of Balance Sheet provisions.

- vi. **Health & Social Care** – an underspend of £664k is reported for this portfolio, with staffing underspends after Social Care activities being driven by recruitment difficulties for the sector impacting both at a local level and nationally. The reported overachievement of income is spread across services within the remit of this portfolio with no material variances, with the largest being additional grant income. The

movement at Month 10 is driven by increased expenditure on direct care provision provided by the Council.

Within this portfolio, Adult Social Care Placements is the only area that falls within the Demand-Led Growth section of the Council's budget strategy, with the Month 11 continuing to report demographics and inflation pressures with the adverse variance proposed to be funded from earmarked reserves, with the remaining previously reported pressure forecast to be funded in-year by a further release of Balance Sheet provisions.

Collection Fund

31. A surplus of £4,086k is reported within the Collection Fund at Month 11. Within the Collection Fund, an adverse position is reported within Council Tax of £1,379k, offset by a favourable position within Business Rates of £5,465k. This position is driven by 3 key factors:
- i. The pressure in Council Tax is predominantly driven by a reduction in the forecast growth of the taxbase as construction continues to slow down, due to inflationary pressures in the sector, with the slippage equating to 1,311 Band D properties.
 - ii. This position is then compounded by an adverse position within Council Tax Support due to a short period of increased demand driven by the cost-of-living crisis, with demand returning to a declining rate, with the short-term increase accounting for a pressure of 505 Band D properties.
 - iii. The favourable position within Business Rates is being driven by the Month 11 refresh continuing to suggest that benefits of the increased revenue from the national revaluation of commercial property can be released into the Council's financial position, with a favourable movement of £284k being driven by a number of small movements.
32. Any deficits within the Collection Fund impact on the Council's future year budgets, with the position reported up to Month 9 impacting on the 2024/25 saving requirement, leading to £3,651k being included in the Council's refresh of the budget strategy presented to Cabinet in February 2024, with any further updates between Month 10 and outturn impacting on 2025/26, with this sum equating to £435k at Month 11. This position therefore reduced the Council's gross saving requirement by £3,651k for 2024/25, with £435k to be factored in the next update to the Council's Budget Strategy for 2025/26.

General Fund Capital Programme

33. As at Month 11 the General Fund forecasts are reporting an in-year underspend of £38,366k, an increase of £5,047k from Month 10 with the 5-year programme forecast remaining in line with budgeted expectations. At Month 11, no further slippage is reported across the Council's asset disposal programme, the forecast remains sufficient to fund the financing strategy for the DSG Safety Valve and broader transformation programme. Key movements within the overall £5,074k include £2,771k on the new Yiewsley Leisure Centre and £2,771k on the Civic Centre Transformation project.

Capital Programme Overview

34. Table 5 below sets out the latest forecast outturn on General Fund capital projects. Forecasts for future years include capital projects and programmes of work approved by Cabinet and Council in February 2023. Projected variance against budget for the 2023/24 financial year are analysed between cost and rephasing, in the case of the latter, budget will only be rolled forward for use in future financial years with the explicit approval of Cabinet. As of Month 11, a total favourable variance of £33,366k is projected against the rephasing variance.

Table 5: General Fund Capital Programme Summary

	Approved Budget 2023/24	Forecast 2023/24	Cost Variance 2023/24	Project Re-phasing 2023/24	Total Project Budget 2023-2028	Total Project Forecast 2023-2028	Total Project Variance 2023-2028	5-year Movement
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Cabinet Member Portfolio								
Finance	9,779	7,049	0	(2,730)	22,724	22,724	0	0
Residents	3,887	3,107	0	(780)	9,219	9,219	0	0
Corporate Services	2,373	1,221	0	(1,152)	5,105	5,105	0	0
Children, Families and Education	21,425	12,856	0	(8,569)	25,499	25,499	0	0
Health and Social Care	2,850	2,850	0	0	14,250	14,250	0	0
Property, Highways and Transport	78,583	53,448	0	(25,135)	217,284	217,284	0	0
Contingency	10,701	10,701	0	0	26,701	26,701	0	0
Total Capital Programme	129,598	91,232	0	(38,366)	320,782	320,782	0	0
Major Projects								
Major Projects	81,673	55,839	0	(25,834)	170,522	170,522	0	0
Programme of Works	37,224	24,692	0	(12,532)	123,559	123,559	0	0
General Contingency	10,701	10,701	0	0	26,701	26,701	0	0
Total Capital Programme	129,598	91,232	0	(38,366)	320,782	320,782	0	0
Movement	0	(5,074)	0	(5,074)	0	0	0	0

35. **Finance:** At Month 11, the use of Capitalisation powers to fund Transformation Capitalisation and the DSG Safety Valve agreement commitments are on track for delivery. A review of the electric vehicle charging structure is underway to ensure there is sufficient capacity for the rollout of electric fleet, with the rollout of electric fleet is expected to start next year.
36. **Residents:** The Residents portfolio includes a proposed rephasing variance of £780k at Month 11, as reported at Month 10. The Town Centre improvements and Shopping Parade investments are forecasting to come in on budget, with these two schemes accounting for £1,927k of the budget. Other Capital Programme activity within this portfolio includes expenditure on the Council's green spaces, environmental and recreational initiatives, and the playground replacement programme forecasting £283k rephasing into future years as reported at Month 10, alongside the Chrysalis programme which is forecasting £497k rephasing, as reported at Month 10.
37. **Corporate Services:** The Corporate Technology and Innovation programme budget of £2,373k includes rephasing of £333k from 2022/23 and was increased by a £300k release from the general capital contingency budget and is forecasting an in-year underspend of £1,152k, as reported at Month 10, which is proposed to be rephased into 2024/25. Projects this year include telephone improvements and the Laptop and Desktop Refresh programme, which is expected to roll out new hardware next year and will result in rephasing of £952k, as

reported at Month 10. The Older Peoples Initiative driving the in-year forecast underspend and proposed rephasing of £200k, as reported at Month 10.

38. **Children, Families & Education:** The Schools SEND programme is underway with several projects set to provide additional special needs places. Work is progressing on site at Wood End Primary, and complete at Ruislip and Charville Primary. The pre-construction service agreement for the Harefield Academy site to be used as a satellite school to be managed by Meadow High School has changed to a demolition and rebuild scheme. A revised planning application is pending, and it is expected that approval to appoint the main works contractor will be requested shortly for an expected start on site in April 2024. The main works contractor has been appointed for the Meadow Site expansion and work commenced on site in December 2023 and is expected to complete in December 2024 and is forecasting rephasing of £7,794k, as reported at Month 10, and is required to be rephased into 2024/25. Revised cost estimates remain significantly above confirmed DfE grant funding. There is an estimated funding gap on the Harefield site, with specific capital contingency having been set aside to fund this risk in the capital programme, with a recommendation in Part B requesting release of this contingency to fund these works.
39. The Youth Provision budget is forecasting rephasing of £775k as reported at Month 10, work is expected to commence this year, with this update alongside the £7,794k for the Schools SEND Programme taking the total proposed rephasing to £8,569k for the portfolio, as previously reported.
40. **Health and Social Care:** The capitalisation of social care equipment is forecast in line with budget, as reported at Month 10. The Disabled Facilities Grant adaptations includes rephasing from 2022/23 of £279k with this area now forecasting rephasing into 2024/25 of £2,159k, as previously reported. Adaptation works approved at this point in the year will be for work undertaken next financial year. Both budgets are financed by the Disabled Facilities Grant, and the Council have been allocated a further £445k grant for 2023/24.
41. **Property, Highways & Transport:** The single largest project within this portfolio is the new West Drayton Leisure Centre, with the Capital Programme approved budget for this project being a total investment of over £36m over 3 years. Construction works were halted when the contractor entered administration at the beginning of September 2023. In the interim, the Council will continue with weather-tight works to keep the structure safe. Approval to appointment interim contractor to undertake mechanical and electrical work is expected shortly along with proposals for delivering the project through to completion, now expected to be in May 2025. The budget was reprofiled at Month 6 from 2023/24 to 2024/25 by £15,000k. Further rephasing of £2,771k at Month 11 is now forecast into 2024/25.
42. Planning for the Hillingdon Water Sports Facility has been submitted and a decision is expected imminently. Procurement of a contractor was progressing through a Pre-Construction Services Agreement route; however, the process has had to be restarted as the contractor has entered into administration. While some enabling works can still take place as planned, the main works contract is now expected to commence next year. Rephasing of £10,843k was proposed and approved at Month 6. The forecast at Month 11 is a further £1,200k, as reported at Month 10.

43. Northwood Hills Library Buyback is forecasting rephasing of £2,392k as reported at Month 10. Planning, designs and surveys for the New Years Green Lane proposed extension, started later than planned and rephasing of £416k is forecast, as reported at Month 10. Design and survey work has commenced on Uxbridge Cemetery Gatehouse and Botwell Leisure Centre adaptations, however works are not now expected to be commenced until the next financial year and rephasing of £400k and £200k is forecast respectively, as reported at Month 10. The Battle of Britain Underground Bunker will complete in March, forecast rephasing of £130k is expect for retention, not previously reported.
44. The Carbon Zero Initiatives programme budget stands at £18,855k and is partially funded from a grant of £13,751k from the Department for Business, Energy and Industrial Strategy which has been fully earmarked for the Park Farm Solar Farm and the installation of PV panels at the Civic Centre, Winston Churchill Hall, Hillingdon Sports and Leisure Centre, and Highgrove swimming pool. The forecast at Month 11 is £15,120k as reported at Month 10.
45. As of Month 10, the Transport for London (TfL) programme confirmed grant award is £2,527k, and is based on the 2023/24 Local Implementation Plan award and is significantly lower than pre-pandemic funding levels, with the forecast being in line with the approved budget, as reported at Month 10.
46. The Civic Centre transformation project has commenced with a number of workstreams already underway. The main works contractor for the refurbishment was appointed in June and work started in September on the pilot phase, which is now complete. The contractor for the remaining quadrants was awarded in January and work commenced immediately. The project is making good progress and is forecast to come in on budget over the life of the programme, with a review of the timing of cashflows leading to a forecast in-year underspend of £10,303k, an increase from Month 10 of £2,303k, with this amount being proposed for rephasing into later years to provide funding to see the project through to completion.
47. The Schools Building Condition Works programme has been agreed and is forecasting rephasing into 2024/25 of £2,663k, as reported at Month 10. Survey and design work is in progress and works planned for next summer to coincide with the summer break.

Capital Financing - General Fund

Table 6: Capital Financing

	Approved Budget 2023/24 £'000	Forecast 2023/24 £'000	Cost Variance £'000	Phasing Variance £'000	Total Financing Budget 2023-2028 £'000	Total Financing Forecast 2023-2028 £'000	Total Variance £'000	5-year Movement
Source of Finance								
Capital Receipts	28,734	11,697	0	(17,037)	93,617	93,617	0	0
CIL	2,463	2,166	0	(297)	18,963	18,963	0	0
Prudential Borrowing	41,780	33,260	0	(8,520)	75,848	75,848	0	0
Total Council Resources	72,977	47,123	0	(25,854)	188,428	188,428	0	0
Grants & Contributions	56,621	44,109	0	(12,512)	132,354	132,354	0	0
Capital Programme	129,598	91,232	0	(38,366)	320,782	320,782	0	0
Movement	0	(5,074)	0	(5,074)	0	0	0	0

48. The MTFF disposals programme 2023-28 forecasts total capital receipts of £93,617k and includes £39,888k of further specific capital receipts to be identified. In 2023/24 forecast capital receipts are £11,697k resulting in slippage of £17,037k. Progress is being made identifying and progressing potential asset disposals with £20,756k remaining to be identified. These receipts will form a key strand to financing the Council's DSG Safety Valve and broader transformation programme, and therefore this activity remains a key corporate priority.

Schools Budget

49. The Dedicated Schools Grant (DSG) monitoring position being reported for Month 11 is an in-year overspend of £12,820k when compared to the budgeted position, in line with the position at Month 10 which continues to be driven by High Needs placement demand and cost pressures. This position reflects ongoing pressures in the cost of High Needs placements, which are largely being driven by inflationary factors which are not reflected in the funding which the Council is receiving from the DfE. The forecast for the cumulative deficit carried forward to 2024/25 shows an increase of £2.5m which reflects the withdrawal of funding following the recent decision by DfE to suspend the Safety Valve agreement pending review.

Table 7: DSG Income and Expenditure Summary

Funding Block	Month 11		Variance (As at Month 11) £'000	Variance (As at Month 10) £'000	Change from Month 10 £'000
	Approved Budget £'000	Forecast Outturn £'000			
Dedicated Schools Grant Income	(348,931)	(348,931)	0	0	0
Schools Block	266,069	266,069	0	0	0
Early Years Block	26,511	26,511	0	0	0
Central Schools Services Block	2,938	2,938	0	0	0
High Needs Block	55,693	68,513	12,820	12,820	0
Total Funding Blocks	2,280	15,100	12,820	12,820	0
Balance Brought Forward 1 April 2023	21,887	21,887			
Safety Valve Funding	(7,750)	(8,000)	2,500		2,500
Balance Carried Forward 31 March 2024	16,417	28,987	2,500		2,500

50. The Council submitted an updated DSG Management Plan to the DfE in December 2023 as part of the DfE's Safety Valve programme. As highlighted above the outcome DfE have suspended the Safety Valve agreement pending a review of the plan. The service is currently in the process of completing arrangements to progress discussions with the DfE to move the review forward. Progress with the review and the outcome together with the financial and service implications will be the subject of further reports going forward.
51. In respect of the year-on-year increase in cost approximately £6m is due to a 10% growth in the number of EHCPs and the remainder of the total cost increase (around £5.3m) is due to a 9% increase in the average cost of an EHCP placement, although there remains a significant and inherent level of variability in such financial commitments and therefore the forecast position, due to market forces and evolving support requirements. The Council has already identified that under-capacity in borough has driven increases in the number and cost of independent placements significantly and is a key area of management action within the High Needs Block.
52. Inflationary pressures across the sector have continued to increase and are impacting on the costs of High Needs placements within each type of school setting as we continue to preserve these services to pupils with High Needs. Measures are in place to reduce the number of high cost Out of Borough Independent placements which present the largest unit cost within the High Needs Block, costing 58% more on average than In Borough Independent

placements. However, these improvements will take time to deliver as there is a significant time lag between implementing new policies and the impact on costs.

53. The challenge of mounting DSG deficits is a national issue with London Councils estimating that deficits could rise across London to almost £300m by the end of 2023/24. The number of students with Education, Health and Care Plans (EHCPs) and those requiring SEN support has risen substantially over the past year and is expected to continue to rise through to 2025/26 with no changes in either statutory responsibilities or the funding regime expected in the near future.

Housing Revenue Account

54. The Housing Revenue Account (HRA) is currently forecasting a breakeven position, with ongoing inflationary risk being closely monitored for the remaining month of the year. The 2023/24 closing HRA General Balance is forecast to be £15,101k, marginally higher than the £15,000k target level. The table below presents key variances by service area, with a reduced requirement on capital financing offsetting additional investment being undertaken through the revenue account in year.

Table 8: Housing Revenue Account

Service	Month 11		Variance (+ adv / - fav)		
	Budget	Forecast Outturn	Variance (As at Month 11)	Variance (As at Month 10)	Movement from Month 10
	£'000	£'000	£'000	£'000	£'000
Rent & Other Income	(73,542)	(73,409)	133	133	0
Net Income	(73,542)	(73,409)	133	133	0
Operational Assets	11,838	13,524	1,686	1,725	(39)
Director of Housing	10,997	11,004	6	33	(27)
Other Service Areas	1,027	988	(39)	(39)	0
Contribution to Shared Services	12,035	12,388	353	353	(0)
HRA Operating Costs	35,897	37,904	2,007	2,072	(66)
Capital Programme Financing	21,597	20,071	(1,526)	(1,526)	0
Interest and Investment Income	16,133	15,518	(615)	(681)	66
Capital Programme Financing	37,730	35,589	(2,141)	(2,207)	66
(Surplus) / Deficit	85	85	0	0	0
General Balance 01/04/2023	(15,186)	(15,186)	0	0	0
General Balance 31/03/2024	(15,101)	(15,101)	0	0	0

55. At Month 11, rental income and other income is forecasting an under-recovery position of £133k, as reported at Month 10. The outlook has remained steady and the expected handover of buyback acquisitions to the lettings team has been skewed towards the end of the financial year and the first part of next year. Other stock movements, such as voids and the regeneration programme will continue to be monitored closely. The budgets are based on a void rate of 1.35%, with any material variation from this level feeding into rental projections as appropriate.
56. The number of RTB applications received in the eleven months of 2023/24 was 114 compared to 118 for the same period in 2022/23. There has been 47 RTB completions in the eleven months of 2023/24 compared to 56 for the same period in 2022/23. The RTB applications and sales forecasts are on target for the year. As at Month 11, the 2023/24 RTB sales forecast is 48 in line with budgeted expectations.
57. The HRA Operating Costs Budget is £35,897k and at Month 11 is forecast to overspend by £2,007k, a favourable movement of £66k from Month 10. In line with experience elsewhere

in the Council, the risk of significant inflationary pressures is being closely monitored for the final month of the year with a view to the impact of uplifts going into 2024/25. Within this position, several variances are reported:

- i. Operation Assets budget is £11,838k and includes services for repairs and maintenance, void repairs, compliance and inspections. The forecast is a net overspend of £1,686k compared to £1,725k at Month 10, a favourable movement of £39k, attributable to material spend forecast. The pressure arising from disrepair claims is being closely monitored.
- ii. The Director of Housing budget is £10,977k and includes tenancy management and tenants' services. The forecast is a net overspend position of £6k compared to an overspend of £33k reported at Month 10. This will be kept under review for the final month of the year. The budgets include utility costs, and these will continue to be monitored given the budgeted increase in costs for electricity and gas, and new pressures on council tax and B&B costs.
- iii. The Other Service Areas budget is £1,027k and includes the Careline contract, HRA specific ICT costs and the revenue regeneration costs with spend expected to be £39k less than budget, as reported at Month 10.
- iv. The Contribution to Shared Services budget is £12,035k and is forecast to overspend by £353k, as reported at Month 10. The budgets include development and risk contingency, overheads and corporate and democratic core, and bad debt provision. There are signs arrears are increasing and additional resource has been seconded to the income recovery team due to the increased caseload.

58. The MTFE savings target is £690k and as reported at Month 10, £284k is yet to be fully identified and is being covered from underspends elsewhere in the service.

59. As at Month 11 the capital programme financing budget of £37,730k is forecast to underspend, as previously reported. This budget forecast includes £20,071k (depreciation and revenue contributions) to fund the HRA capital programme, an underspend against budget of £1,526k, the position also includes £15,452k for repayments of loans and interest on borrowing, an underspend against budget of £681k due to £30,531m rephasing on the Hayes Estate Regeneration Programme resulting in lower-than-expected borrowing costs this year.

HRA Capital Expenditure

60. The HRA capital programme is set out in the table below. The 2023/24 revised budget is £84,460k, a movement of £33,678k following the rephasing approved at Month 6. The Month 11 update is forecasting rephasing of £11,505k as reported at Month 10. A small cost variance of £529k is forecast, as reported at Month 10. The five-year projections are forecast to deliver the £529k cost underspend reported for 2023/24, in line with the Month 10.

Table 9: HRA Capital Expenditure

	Revised Budget 2023/24	Forecast 2023/24	Cost Variance 2023/24	Project Re-Phasing 2023/24	Total Project Budget 2023-28	Total Project Forecast 2023-28	Total Project Variance 2023-28	Movement 2023-28
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
HRA Capital Programme								
Major Projects	56,683	44,649	(529)	(11,505)	316,034	315,505	(529)	0
Works to Stock programme	22,437	22,437	0	0	132,813	132,813	0	0
Green Homes Initiatives	3,000	3,000	0	0	33,141	33,141	0	0
Major Adaptations to Property	2,340	2,340	0	0	13,317	13,317	0	0
Total HRA Capital	84,460	72,426	(529)	(11,505)	495,305	494,776	(529)	0
Movement	0	0	0	0	0	0	0	0

61. As reported at Month 10 there is a small favourable cost variance of £529k on Major Projects. The Council acquired a property from a Registered Provider providing accommodation to vulnerable adults. The HRA will provide landlord services and Adults will continue to provide care.
62. At Month 11 no further slippage is forecast on the Hayes Estates Regeneration scheme, piling work is now complete and progress is weather dependent. The rephasing of expenditure from the current financial year reflects the latest project programming from the developer. As a result of this revised profiling, vacant possession of Wellings House is not needed now until December 2024 and the block is being utilised for temporary accommodation until then, and all leaseholder interest vested to the Council as planned on 31 October 2023. The compulsory purchase negotiations on the remaining phases will complete as planned by the 31 March 2025 with expenditure forecasts aligned accordingly. Handover of Hayes Town Centre Phase 1 is expected around September 2025.
63. The annual acquisitions cap for 1-4-1 receipts funded buybacks has increased from 20 units to 37, due to the commencement on site for the Maple and Poplar North Block redevelopment. Over the summer the Council was successful in securing GLA and DLUCH grant to purchase 27 properties. Total new supply this year from acquisitions is therefore expected to be 64 units. The MTFP has set aside funding for 100 new units, and it is assumed that external grant funding would be secured towards financing the new supply together with the 1-4-1 replacement RTB receipts. The Council share of the new GLA grant funded schemes being funded from the HRA Unallocated Acquisition budget. At Month 11, 43 properties have been identified and approved for capital release, of which, 40 have been acquired. A further 20 properties have been identified for acquisition and are progressing through the approval process. Acquisition of three new build 4-bedroom houses is also forecast this year, bring the total number of forecast confirmed acquisitions to 60, with four properties remaining to be identified, the forecast is in line with budget, as reported at Month 10.
64. Construction works have progressing on site at Petworth Gardens, Sullivan Crescent and Rowan Road, to provide a total of ten 2-, 3- and 4-bedroom houses. The forecast for Month 11 is £1,161k rephasing on Sullivan Crescent in line with Month 10. Petworth Gardens is

expected to be ready for occupation by the summer. The development at Maple and Poplar of 34 2-bedroom flats is units is expected to be complete by Summer 2024. Delays have been incurred connecting utilities to the plant room, which is required before the homes can be let, rephasing of £1,337k is forecast as reported at Month 11. The proposed acquisition of 24 one and two-bedroom flats at Newport Road for temporary accommodation will not take place as planned, as reported at Month 10. Fire safety and compliance issues were identified, and remedial works required to ensure full compliance with latest standards was too intrusive and expensive to undertake. The £8,400k budget will be reallocated to future acquisition and development schemes.

HRA Capital Financing

65. The below table sets out the HRA Capital Financing forecast at Month 11:

Table 10: HRA Capital Financing

	Approved Budget 2023/24 £'000	Forecast 2023/24 £'000	Cost Variance £'000	Phasing Variance £'000	Total Financing Budget 2023-2028 £'000	Total Financing Forecast 2023-2028 £'000	Total Variance £'000	Move-ment
Source of Finance								
Capital Receipts	8,122	7,947	0	(175)	38,109	38,109	0	0
Revenue Contributions	21,597	20,071	0	(1,526)	122,761	121,235	(1,526)	0
Prudential Borrowing	38,415	35,285	(529)	(2,601)	232,918	234,584	1,666	0
Total Council Resources	68,134	63,303	(529)	(4,302)	393,788	393,928	140	0
Grants & Contributions	16,326	9,123	0	(7,203)	101,517	100,848	(669)	0
Capital Programme	84,460	72,426	(529)	(11,505)	495,305	494,776	(529)	0
Movement	0	0	0	0	0	0	0	0

66. Since the approval of rephasing after Month 6, £16,126k has been released from the Unallocated Acquisition and Development budget to fund additional buybacks and development schemes. The unallocated budget assumes an even split between GLA grant and RTB receipt funded schemes, however the recent releases are weighted towards RTB receipt schemes which capital receipt and grants and contribution mix. There has also been a reduction in grant income linked to the Green Homes Initiative programme in 2023/24 of £3,147k, as reported in Month 10. The revenue contribution rephasing relating the reported HRA position which requires a reduction in the revenue contribution capital this year to achieve a balanced position.

Treasury Management Update as at 29 February 2024

Table 10: Outstanding Deposits

Period	Actual (£m)	Actual (%)	Movement from Month 10 (£m)
Call Accounts and MMF's*	21.40	49.54	(16.70)
Up to 3 Month Fixed-Term Deposits	6.80	15.74	(18.00)
Total	28.20	65.28	(34.70)
Strategic Pooled Funds	15.00	34.72	0.00
Total	43.20	100.00	(34.70)

*Money Market Funds

67. 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 (MMFs). UK deposits are currently held in NatWest Bank plc and the DMADF. There is also an allocation to Strategic Pooled Funds.
68. The average rate of return on day-to-day operational treasury balances is 4.90%, an increase of 0.01% since Month 10. As part of the Council's investment strategy for 2023/24, 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 long-term investment horizon with dividends being distributed periodically. When including projected dividend income on these strategic pooled funds, the overall rate of return decreases to 4.76% based on the previous six months income average. With rising market interest rates there is a lag in terms of dividend yield whilst the underlying assets mature and are refinanced, however it is anticipated that income on these funds should increase over the investment horizon. As the fair value of these strategic pooled funds are currently lower than the sum initially invested it is not feasible to disinvest at this time.
69. 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 February, 76% of the Council's day-to-day operational treasury investments had exposure to bail-in risk compared to a December benchmark average of 60% in the Local Authority sector (latest benchmark provided quarterly by the Council's treasury advisors). This is a temporary percentage increase compared to last month due to the lower balances held with the DMADF at end of February. The Council's exposure is eliminated once instant access facilities are excluded from the total bail-in percentage.
70. Liquidity was maintained throughout February by placing surplus funds in instant access accounts and making short-term deposits, including overnight deposits, in the DMADF. Cash flow was managed by ensuring maturities of any short-term deposits with the DMADF were matched to outflows. Cash balances decreased over the month, with overall balances ending £34.7m lower. This large decrease in cash balances is in line with normal annual cash flow patterns and in March 2024 £40m of new borrowing was undertaken to maintain liquidity.

Table 11: Outstanding Debt

Average Interest Rate on Total Debt: 3.60% (3.54% in Month 9)

Average Interest Rate on Debt Excluding Temporary Borrowing: 3.18% (3.18% in Month 10)

Average Interest Rate on Temporary Borrowing: 5.25% (4.74% in Month 10)

	Actual (£m)	Actual (%)	Movement from Previous Month (£m)
General Fund			
PWLB	75.60	24.08	
Long-Term Market	15.00	4.78	
Temporary	64.00	20.39	(10.0)
HRA			
PWLB	126.32	40.24	
Long-Term Market	33.00	10.51	
Total	313.92	100.00	(10.00)

71. Three temporary Local Authority (LA) loans (totalling £15m) matured in February and were partly replaced with one new Local authority loan (of £5m), resulting in a net decrease of £10m in month. Rates on the new loan are higher than the recently matured loans which were taken a year ago, in part due to a year-end liquidity squeeze in the LA to LA market and also interest rate movements since last year, resulting in an increase in average rates for temporary borrowing.
72. As noted previously further borrowing totalling £40m was undertaken in early March to manage cash flow requirements, with the opportunity taken to access the PWLB concessionary rate available for financing eligible HRA projects included in the HRA capital programme. These are not included in the above table which is the position at the end of February.
73. PWLB rates rose gradually during February, with the 25yr rate 0.35% higher than at the beginning of the month. At its meeting ending on 20 March 2024, the Bank of England Monetary Policy Committee voted by a majority of 8-1 to maintain Bank Rate at 5.25%.

PART B: FINANCIAL RECOMMENDATIONS

That the Cabinet:

- a. **Accepts of £140k grant funding from the Department for Environment, Food, and Rural Affairs (Defra) for costs associated with the delivery of new post-Brexit port health authority functions at the Heathrow Imported Food Office.**
- b. **Accepts a grant of £1,079k from the Department of Health and Social Care (DHSC) to fund further Public Health investment into substance misuse treatment & recovery.**
- c. **Agree to the release of the specific General Contingency created to fund the SEND Projects, with the following releases being requested totalling £10,000k:**
 - a. **Meadow High School Expansion - £9,263k**
 - b. **Pinkwell Primary School Expansion - £413k**
 - c. **Establishing 24 ASD places at Wood End Park Academy - £324k.**
- d. **Note the acceptance of £90k grant funding from the Department for Transport for costs associated with progressing the Council's local Electric Vehicle infrastructure strategy.**
- e. **Approve acceptance of the GLA Good Growth Fund grant of £450k to fund improvements at Hayes Town Centre.**

Reasons for recommendation

74. **Recommendation 2a** seeks approval to accept grant funding which has been offered by Defra for the period January-March 2024 which, if accepted by Cabinet, will be utilised to cover the costs of environmental health and veterinary resources required at the Heathrow Imported Food Office associated with the implementation of the "Target Operating Model" (new port health authority requirements for EU imports) and supporting agencies managing biosecurity risks at the border until new controls are in place.
75. **Recommendation 2b** seeks approval to accept ringfenced grant funding of £1,079k. This is the continuation of funding where the Department of Health & Social Care (DHSC) is working alongside other Government departments to support a process of investment in a whole system approach to tackling illicit drug use, including enforcement, diversion, and treatment and recovery interventions.
76. **Recommendation 2c** requests release from approved General Contingency Capital Programme budget from the £10,000k specifically set aside for SEND projects within the capital programme, with these projects aimed at reducing the Schools Budget deficit and enabling the Council to deliver against the Dedicated Schools Grant (DSG) Safety Valve agreement with the Department for Education (DfE).
77. **Recommendation 2d** notes the acceptance of grant income allocated from the Local Electric Vehicle Infrastructure (LEVI) Capability Fund has been offered by the Department of Transport for 2024/25 which, if accepted by Cabinet, will be utilised to cover the costs of a specialist Project Engineer and legal and procurement support, required to help implement the Council's Electric Vehicle Infrastructure Strategy.

78. **Recommendation 2e** seeks approval to accept a £450k grant from the GLA's Good Growth Fund to fund improvements, interventions and activities in and around Hayes Station and town centre, focusing on improving public realm and commercial units, making these areas more welcoming and inclusive.

PUBLIC PREVIEW:

MATTERS TO BE CONSIDERED LATER IN PRIVATE

Cabinet Member(s)	As appropriate
Cabinet Portfolio(s)	As appropriate
Officer Contact(s)	Mark Braddock – Democratic Services
Papers with report	None

HEADLINES

Summary	<p>A report to Cabinet to provide maximum transparency to residents on the private matters to be considered later in Part 2 of the Cabinet meeting and agenda.</p> <p>This will enable Cabinet Members to openly discuss such matters generally in public, and via the Council’s live broadcast of the meeting, without prejudicing their later consideration in private.</p>
<p>Putting our Residents First</p> <p>Delivering on the Council Strategy 2022-2026</p>	<p>This report supports our ambition for residents / the Council of: An efficient, well-run, digital-enabled council working with partners to deliver services to improve the lives of all our residents</p> <p>This report supports our commitments to residents of: A Digital-Enabled, Modern, Well-Run Council</p>
Financial Cost	As set out in the report.
Relevant Select Committee	As set out in this report under each item – however, this item is not for scrutiny call-in as it is information only.
Ward(s)	As set out in the report

RECOMMENDATION

That Cabinet note the reports to be considered later in private and Part 2 of the Cabinet agenda and comment on them as appropriate for public information purposes.

Reasons for recommendation

Why are certain reports considered in private?

As a transparent, democratic organisation, the Council's Cabinet will consider matters in public on Part 1 of this Cabinet agenda. However, there will inevitably be some reports that will need to be considered in private. These would generally relate to contracts, property transactions or commercially sensitive information, for example, tender bids from commercial organisations, which if made public, could prejudice the Council's ability secure value-for-money for resident taxpayers.

This information is also called 'exempt' information and is considered in Part 2 of any Cabinet agenda by applying the relevant section of the Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended), in that the report contains certain information and that the public interest in withholding that information outweighs the public interest in disclosing it.

How can the public find out more about the private reports?

To ensure maximum transparency when the Cabinet considers such private reports:

- 1) They are first given advance notice on the Cabinet's Forward Plan in summary form setting out the reason why they will be considered in private. The [Forward Plan](#) is a public document setting out all the expected decisions the Cabinet will make over the coming year, except those that are urgent, and is available on the Council's website to view;
- 2) This report provides a fuller public preview of the matters to be discussed in Part 2 of this Cabinet meeting and gives an opportunity for Cabinet Members to highlight issues of significance within and for public information purposes, without prejudicing their later fuller consideration in private. It also sets out the recommendations in general terms that are being proposed for a decision on.
- 3) Consideration of this report will also be broadcast live on the Council's YouTube channel: Hillingdon London, and available for viewing afterwards, for wider democratic engagement.
- 4) After these private reports are considered in Part 2 of this Cabinet meeting, Cabinet's full decisions on them will then be published on the Council's website the day after the Cabinet meeting, along with the decisions on the other matters already considered in public.

Alternative options considered

Cabinet could resolve to release any private report into the public domain in extraordinary or highly exceptional cases, where it considers the public interest in disclosing the information outweighs the public interest in withholding it. However, to ensure greater transparency on all private matters considered, this public preview item is advised as the most suitable way forward.

Legal comments

Such private matters are considered in accordance with Local Government Act 1972 (as amended) Access to Information provisions and also The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. This report enables such matters to be discussed in public as far as is possible under the relevant legislation.

SUPPORTING INFORMATION

ITEM 10 - FIRE SAFETY WORK-STREAM - FIRE DOOR REPLACEMENT PROGRAMME & ASSOCIATED WORKS

Relevant Cabinet Portfolio(s)	Property, Highways and Transport
Relevant Ward(s)	N/A
Relevant Select Committee	Property, Highways and Transport

Information

This report seeks Cabinet's approval to award a longer-term strategic contract to continue the Council's established programme of installing high standard fire door sets and associated products in across the housing stock.

Fire doors are a legal requirement for all UK landlords and Hillingdon Council have delivered a substantial programme of brand new fire door installations over the past 6 years, focussed initially for high-rise buildings, sheltered housing schemes and medium and low-rise housing blocks, procured individually across 22 phases.

All fire door sets used across the Council housing stock have been independently evaluated and certified by relevant national bodies and protect residents, so they are safe in the event of a fire for the longest possible period and also secure when they close their doors. Additional benefits are that crime and ASB related issues in housing blocks have decreased after the installation of such doors and notable noise and thermal performance improvements have been also achieved. Residents will be consulted on the installation programme.

ITEM 11 - VOID [EMPTY] PROPERTY REPAIR SERVICE

Relevant Cabinet Portfolio(s)	Property, Highways and Transport
Relevant Ward(s)	N/A
Relevant Select Committee	Property, Highways and Transport

Information

Cabinet will consider a report to appoint contractors for the Void (or Empty Homes) Repair Service for Council housing properties, in order to quickly turn such properties back into use after people leave.

The Council seeks to maximise the utilisation of the existing housing stock and the proposed new contractual arrangements going forward, will minimising the time required to bring vacated or unoccupied properties back to the Lettable Standard for use, thereby reducing the reliance on costly temporary or bed and breakfast accommodation.

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