

Central Bedfordshire
Council
Priory House
Monks Walk
Chicksands,
Shefford SG17 5TQ



please ask for Sandra Hobbs
direct line 0300 300 5257
date 25 October 2012

NOTICE OF MEETING

EXECUTIVE

Date & Time

Tuesday, 6 November 2012 at 9.30 a.m.

Venue

Council Chamber, Priory House, Monks Walk, Shefford

Richard Carr
Chief Executive

To: The Chairman and Members of the EXECUTIVE:

Cllrs	J Jamieson	– Chairman and Leader of the Council
	M Jones	– Deputy Leader and Executive Member for Corporate Resources
	M Versallion	– Executive Member for Children's Services
	Mrs C Hegley	– Executive Member for Social Care, Health and Housing
	N Young	– Executive Member for Sustainable Communities – Strategic Planning and Economic Development
	B Spurr	– Executive Member for Sustainable Communities – Services
	Mrs P Turner MBE	– Executive Member – Economic Partnerships
	R Stay	– Executive Member – External Affairs

All other Members of the Council - on request

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THIS MEETING

Please will all Members keep hold of this Agenda and the Development Strategy for Central Bedfordshire and bring them to the Council meeting on 29 November 2012.

AGENDA

1. **Apologies for Absence**

To receive apologies for absence.

2. **Minutes**

To approve as a correct record, the Minutes of the meeting of the Executive held on 2 October 2012.

3. **Members' Interests**

To receive from Members any declarations of interest.

4. **Chairman's Announcements**

To receive any matters of communication from the Chairman.

5. **Petitions**

To consider petitions received in accordance with the Scheme of Public Participation set out in Annex 2 of Part A4 of the Constitution.

- 1) Paper Petition to close an Urban Footway running between St Neots Road and Belam Way, Sandy – 18 signatures.

6. **Public Participation**

To respond to general questions and statements from members of the public in accordance with the Scheme of Public Participation set out in Appendix A of Part A4 of the Constitution.

7. **Forward Plan of Key Decisions**

To receive the Forward Plan of Key Decisions for the period 1 December 2012 to 30 November 2013 (To follow).

Decisions

Item	Subject	Page Nos.
8.	Capital Programme Review	15 - 32

The report outlines amendments to the revised General Fund capital programme for 2012/13 onwards following the completion of a review of the programme approved by Council in February 2012.

9. **Development Strategy for Central Bedfordshire** 33 - 40
- The Executive will be requested to consider and recommend to Council the Central Bedfordshire Development Strategy for the purposes of Publication and subsequent Submission to the Secretary of State. **Please note that Appendix A has been circulated separately to the Agenda.**
10. **Commissioning for Outcomes : Development of a Framework Agreement for Domiciliary Care** 41 - 54
- The report updates the Executive of the retendering of the current domiciliary care block contracts and the proposed contractual arrangements to be adopted.
11. **Commissioning for Outcomes: Approach to Standards and Quality of Dementia Care, Fee Levels for Care Homes, and Planned Withdrawal from Existing Block Contract Arrangements** 55 - 64
- This report describes the strategic approach to raising standards and quality of dementia care and linking this to fee levels for care homes. This will be achieved through the linking of the quality accreditation systems and the fee levels paid for local authority funded customers.
12. **Determination of admission arrangements to Greenleas Lower School (Sandhills) for September 2013** To follow
- The Council's Executive determined on the 21 August 2012, to expand Greenleas Lower School and to change its admission number.
13. **Assets Disposals List** 65 - 68
- The report proposes that Executive delegate authority to Alan Fleming, Service Director Business Services, in consultation with Cllr Maurice Jones, to dispose of all of the properties on the Assets Disposals List at the best values obtainable.
14. **Food Waste Disposal & Collection Contracts** 69 - 74
- To seek approval to retender two contracts, the Food Waste Disposal Contract and the Food Waste Collection contract which currently operate in the north of the area.

Consultation Matters

Item	Subject	Page Nos.
15.	Consultation on Admission Arrangements 2014/15 The report seeks Executive approval to commence consultation on Admission Arrangements for 2014/15, specifically the local authority's co-ordinated admissions scheme and the local authority's admission arrangements for Community and Voluntary Controlled Schools.	75 - 120
16.	Exclusion of the Press and Public To consider whether to pass a resolution under section 100A of the Local Government Act 1972 to exclude the Press and Public from the meeting for the following item of business on the grounds that the consideration of the item is likely to involve the disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Act.	

Exempt Decisions

Item	Subject	Exempt Para.	Page Nos.
17.	Former Barton Training Centre (Orchard School), Higham Road, Barton-Le-Clay To seek consent to dispose of the above property, previously used by Bedfordshire County Council as a Training Centre, but leased to Orchard Independent School since November 2001.	3	121 - 124
18.	Capital Programme Review To receive the exempt appendices C and D relating to the relating to the business and financial affairs of the Council in relation to the Capital Programme Review.	3	125 - 138

19. **Commissioning for Outcomes:
Approach to Standards and Quality of
Dementia Care, Fee Levels for Care
Homes, and Planned Withdrawal from
Existing Block Contract Arrangements** 3 139 - 150

To receive appendices C – D that deal with the business affairs of the Council in relation to the approach to standards and quality of dementia care, fee levels for care homes, and planned withdrawal from existing block contract arrangements.

20. **Assets Disposals List** 3 151 - 156

To receive Appendix A to the Assets Disposals List.

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CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **EXECUTIVE** held in the Council Chamber, Priory House, Monks Walk, Shefford on Tuesday, 2 October 2012.

PRESENT

Cllr J G Jamieson (Chairman)
Cllr M R Jones (Vice-Chairman)

Executive Members:	Cllrs	Mrs C Hegley B J Spurr R C Stay	Cllrs	Mrs P E Turner MBE M A G Versallion J N Young
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Deputy Executive Members:	Cllrs	A D Brown Mrs S Clark I Dalgarno A L Dodwell	Cllrs	D J Hopkin A M Turner B Wells R D Wenham
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Members in Attendance:	Cllrs	P N Aldis Mrs A Barker A R Bastable Mrs R J Drinkwater C C Gomm P Hollick Mrs J G Lawrence	Cllrs	D J Lawrence K C Matthews D McVicar J Murray T Nicols A Zerny
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Officers in Attendance	Mr G Alderson Mr J Atkinson Mr D Bowie Mr R Carr Ms D Clarke Mr P Dudley Mrs S Hobbs Mr D Pywell Mr S Rees Mr L Robertson Mr C Warboys	Director of Sustainable Communities Head of Legal and Democratic Services Head of Traffic and Safety Chief Executive Interim Assistant Chief Executive (People & Organisation) Assistant Director Children's Services (Learning & Strategic Commissioning) Committee Services Officer Regeneration Lead Assistant Director Adult Social Care Consultant Project Manager for Central Bedfordshire Council Chief Finance Officer & Section 151 Officer
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E/12/45 **Minutes**

RESOLVED

that the minutes of the meeting held on 21 August 2012 be confirmed as a correct record and signed by the Chairman.

E/12/46 **Members' Interests**

None were declared.

E/12/47 **Chairman's Announcements**

The Chairman advised Members that Agenda item 14 'Adoption of Neighbourhood Plans' would be taken after Agenda item 11 'Statement of Community Involvement'.

The Chairman acknowledged the recent success of Central Bedfordshire pupils in Key Stage 1 and 2, which meant that the area's lower and primary schools were among the best performing in the country. The Key Stage 2 results indicated that 94% of schools in Central Bedfordshire had improved.

The Chairman was pleased to announce that Flitton Moor had won the overall trophy at the Biffa Awards 2012 for their action on biodiversity, reflecting the involvement of the local community as well as their environmental efforts.

The Children in Care Awards took place on Friday 28 September 2012 where 90 awards were presented to the children who were in the care of the Council. The evening had been a great success and the Chairman thanked the children, foster carers and social workers.

E/12/48 **Petitions**

No petitions were received.

E/12/49 **Public Participation**

No members of the public had registered to speak.

E/12/50 **Forward Plan of Key Decisions**

RESOLVED

that the Forward Plan of Key Decisions for the period 1 October 2012 to 30 September 2013 be noted.

E/12/51 **Houghton Regis North Framework Plan**

The Executive considered a report from the Executive Member for Sustainable Communities – Strategic Planning and Economic Development that set out the framework plan which would be used to guide development in the north of Houghton Regis. The Plan set out the vision and the aims which the urban extension was intended to deliver. The recommendation from the Sustainable Communities Overview and Scrutiny Committee held on 26 September 2012 that was tabled; the Committee had endorsed the framework plan unanimously.

The Executive Member highlighted the economic benefits that the development in Houghton Regis, the Woodside Link and the A5-M1 Link road would provide to residents in the south of Central Bedfordshire.

In response to queries about the density of development it was explained that this would be addressed within the individual planning applications and would take account of the Local Development Framework (LDF). Also new developments would have to comply with the Council's Design Guide.

Reason for decision: To provide planning guidance to the development of the Houghton Regis Strategic Allocation, proposed to be allocated in the Development Strategy for Central Bedfordshire.

RESOLVED

that the Houghton Regis North Framework Plan be adopted as technical guidance for development management purposes.

E/12/52 **Woodside Link**

The Executive considered a report from the Executive Member for Sustainable Communities – Sustainable Planning and Economic Development that set out progress in delivering a new road from Houghton Regis to the proposed new Junction 11a of the M1. The report examined the costs and benefits of delivering such a scheme and sought the Executive's approval to progress it.

The Executive Member advised that dialogue was taking place with the Planning Inspectorate to establish whether the scheme would qualify as a Nationally Significant Infrastructure Project.

Reason for decision: The detailed design for the Woodside Link road and consultation on the proposals was required to meet with the timescales of the Highways Agency and developers of the land to the north of Houghton Regis.

RESOLVED

- 1. that the submission of an application for the construction of the Woodside Link road be agreed and consultation on the proposed scheme commence in November 2012;**

2. that officers continue preparatory work on the acquisition of the land required for the scheme, including compulsory purchase if that proved necessary;
3. that the addition of £450,000 to the 2012/13 capital programme be agreed, to cover the costs of design and planning application development for the scheme;
4. that the scheme be included in the review of the capital programme which is currently taking place and which will be recommended to Council; and
5. to instruct officers to do all they can to secure funding for the scheme.

E/12/53

Site Allocations Policy MA5 - Development Brief for land at Biggleswade Road, Potton

The Executive considered a report from the Executive Member for Sustainable Communities – Strategic Planning and Economic Development that set out the development brief for land at Biggleswade Road, Potton. The development brief provided the background and policy context for the site and its allocation for residential development. The brief also set out the aims for the development identifying the particular constraints and opportunities of the site and confirmed the range of technical work which any planning application would need to address, including a Section 106 Agreement covering community facilities.

The recommendations from the Sustainable Communities Overview and Scrutiny Committee held on 26 September 2012 that were tabled at the meeting.

The Executive Member responded to questions regarding traffic congestion, parking issues, a new community hall and the percentage of properties being allocated as affordable dwellings. It was noted that the brief would be updated to include reference to adequate parking space in accordance with Policy CS4, the Central Bedfordshire Parking Strategy and the Design Guide.

Reason for decision: To meet the housing requirements for Central Bedfordshire (North) for the period up to 2026 as set out in the Core Strategy and Development Management Development Plan Document (adopted November 2009).

RESOLVED

that the development brief for land at Biggleswade Road, Potton be adopted as technical guidance for development management purposes.

E/12/54 **Statement of Community Involvement**

The Executive considered a report from the Executive Member for Sustainable Communities – Strategic Planning and Economic Development that set out the Statement of Community Involvement (SCI).

The recommendations from the Sustainable Communities Overview and Scrutiny Committee held on 26 September 2012 that were tabled at the meeting. The Executive Member confirmed that he would remove the reference to asylum seekers in the Statement and insert a table displaying the stages in determining applications.

The Executive Members for Sustainable Communities – Strategic Planning and Economic Development moved an amended recommendation, which was duly seconded:-

“the Executive is asked to adopt the Statement of Community Involvement, subject to minor amendments being approved prior to publication by the Director of Sustainable Communities in consultation with the Executive Member for Sustainable Communities – Strategic Planning and Economic Development.”

Reason for decision: To ensure that the community were involved in planning matters as set out in the document produced in accordance with the Planning and Compulsory Purchase Act 2004.

RESOLVED

that the Statement of Community Involvement be adopted, subject to minor amendments being approved prior to publication by the Director of Sustainable Communities in consultation with the Executive Member for Sustainable Communities – Strategic Planning and Economic Development.

E/12/55 **Adoption of Neighbourhood Plans**

The Executive considered a report from the Executive Member for Sustainable Communities – Strategic Planning and Economic Development that set out the process by which Central Bedfordshire Council would adopt Neighbourhood Plans to be part of the Development Plan for Central Bedfordshire.

Reason for decision: To ensure that Neighbourhood Plans would be adopted as part of the Development Plan in accordance with the Localism Act 2012.

RESOLVED

- 1. that the process for adopting Neighbourhood Plans as part of the Development Plan be endorsed; and**

2. **to delegate the designation of a Neighbourhood Area to the Director of Sustainable Communities in consultation with the Executive Member for Sustainable Communities – Strategic Planning and Economic Development.**

E/12/56

Priorities for Leisure Facility Capital Programme Investment

The Executive considered a report from the Executive Member for Sustainable Communities – Services that sought the Executive’s approval of expenditure of capital programme funds to commence implementation of improvements at Saxon Pool and Leisure Centre and Tiddenfoot Leisure Centre in 2012/13.

In a response to a question about the funding for the planned works at Saxon Pool and Leisure Centre, the Executive Member explained that the original figure £650,000 had been an estimate, but he would provide a fuller written response to the relevant Member.

The Executive Member for Sustainable Communities – Strategic Planning and Economic Development acknowledged the request to open up the access road to Tiddenfoot Leisure Centre to enable a direct route to the Leisure Centre from the bypass. The suggestion would be considered as part of the Local Area Transport Plan.

Reason for decision: To enable priorities for investment to commence from 2012/13

RESOLVED

1. **that the expenditure in the approved capital programme to the new profile, set out in the exempt Appendix 1 to the report – Tables 2 and 3, be approved and be reflected in the next version of the capital programme; and**
2. **to delegate to the Director of Sustainable Communities in consultation with the Executive Member for Sustainable Communities – Services and the Deputy Leader and Executive Member for Corporate Resources, the award of the building contract for Tiddenfoot Leisure Centre and Saxon Pool and Leisure Centre in 2012/13.**

E/12/57

Publication of Parking Strategy

The Executive considered a report from the Executive Member for Sustainable Communities – Services that sought the approval for the Council’s Parking Strategy.

The Executive Members for Sustainable Communities – Services moved an additional recommendation, which was duly seconded:-

“that the Executive endorse the parking standards set out in the Parking Strategy as interim technical guidance for Development Management purposes.”

The Executive Member responded to questions relating to parking on pavements, the dimensions of new garages, enforcing penalty notices and the number of parking spaces in Biggleswade. The Executive congratulated the Members and Officers involved in compiling the Strategy.

Reason for decision: To ensure that the adopted Parking Strategy would be considered in decisions on planning applications while work is undertaken to formally incorporate it into the planning system as a Supplementary Planning Document.

RESOLVED

1. **that the Parking Strategy be endorsed, as amended to include the recommendations from the Sustainable Communities Overview and Scrutiny Committee, with the exception of the Overview and Scrutiny Committee’s recommendation 2 that parking on grass verges not be permitted, as the published approach to parking in Central Bedfordshire; and**
2. **that the parking standards set out in the Parking Strategy be endorsed as interim technical guidance for development management purposes.**

E/12/58

Annual Report of the Bedford Borough and Central Bedfordshire Adult Safeguarding Board

The Executive considered a report from the Executive Member for Social Care, Health and Housing that set out the annual report of the Bedford Borough and Central Bedfordshire Adult Safeguarding Board.

Reason for decision: To note the contribution of the Safeguarding Board towards the Council’s priority of promoting health and wellbeing and protecting the vulnerable.

RESOLVED

that the Annual Report of Bedford and Central Bedfordshire Adult Safeguarding Board as attached in Appendix A be noted.

E/12/59 **Priorities for Leisure Facility Capital Programme Investment**

See minute E/12/56 for details.

(Note: The meeting commenced at 9.30 a.m. and concluded at 11.15 a.m.)

Chairman

Dated

Meeting: Executive
Date: 6 November 2012
Subject: Capital Programme Review
Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources

Summary: The report outlines amendments to the revised General Fund Capital Programme for 2012/13 onwards following the completion of a review of the programme approved by Council in February 2012. The financial implications of the proposals made through the review as well as the Woodside Link and Bedfordshire Energy and Recycling project are outlined. Proposals are made to progress the development of a Capital Programme for inclusion within the Medium Term Financial Plan 2013 - 2017.

Advising Officer: Charles Warboys, Chief Finance Officer and Section 151 Officer
Contact Officer: Charles Warboys, Chief Finance Officer and Section 151 Officer
Public/Exempt: Public
Exempt Appendices B and C under category number 3.
Wards Affected: All
Function of: Council
Key Decision No
Reason for urgency/ exemption from call-in (if appropriate) N/A

CORPORATE IMPLICATIONS

Council Priorities:

As a key part of the Council's overall financial plan the Capital Programme supports the delivery of all the organisation's priorities.

Financial:

1. As a component of the Council's Medium Term Financial Plan (MTFP) the financial implications of the proposed changes to the Capital Programme are set out within the body of the report.

Legal:

2. The Capital Programme forms part of the Council's budget as defined in the Constitution. It includes funding that is required to enable the authority to discharge its statutory obligations and failure to approve the Capital Programme may therefore have implications on the Council's ability to comply with these obligations.
3. The Local Government Act 2003 (as amended) emphasises the importance of sound and effective financial management. In relation to capital financing, there is a statutory requirement for each local authority to set and arrange their affairs to remain within prudential limits for borrowing and capital investment. There is a statutory duty on the Chief Finance Officer to report to the Council, at the time the budget is considered and the council tax set, on the robustness of the budget estimates and the adequacy of financial reserves.

Risk Management:

4. The affordability and sustainability of the proposed Capital Programme is particularly dependent on the generation of capital receipts, external grants and contributions, the level of interest rates and the Council's ability to access external borrowing. The Council seeks to manage the various risks associated with funding its capital plans through a number of regularly updated strategies and policies (e.g. the Medium Term Financial Plan, the Treasury Management Strategy and prudential indicators etc). Performance against the capital plan is regularly monitored and reviewed and the Council aims to maintain a prudent level of General Balances and liquidity.

Staffing (including Trades Unions):

5. Not Applicable.

Equalities/Human Rights:

6. Not Applicable.

Public Health:

7. Not Applicable.

Community Safety:

8. Under section 17 of the Crime and Disorder Act 1998 the Council has a duty to consider community safety issues across all of its functions. In developing and implementing the detailed business cases supporting the various Capital Programme projects officers have considered relevant community safety issues.

Sustainability:

9. Schemes include works to promote more sustainable modes of travel and improve the lifespan of assets and reduce energy consumption.

Procurement:

10. The delivery of the programme is reliant on a number of external suppliers to successfully deliver the capital schemes to a sufficient standard whilst ensuring value for money within statutory and legislative requirements.

Overview and Scrutiny:

11. The proposed Capital Programme with all other budget proposals will be considered by Overview and Scrutiny as part of the development of the Medium Term Financial Plan (MTFP) in line with the budget and policy framework requirements of the Constitution.

RECOMMENDATIONS:

The Executive is asked to :

1. **recommend to Council the changes to the Capital Programme 2012/13 to 2015/16 as outlined at paragraphs 33 to 37, tables 3 and 4;**
2. **recommend Council to include in the Capital Programme a maximum of £35m to support the Bedfordshire Energy and Recycling (BEaR) Project from 2013/14 to 2015/16 as outlined in the exempt Appendix B to this report. It is anticipated this will be funded by Prudential Borrowing, with its associated revenue implications as set out in this report;**
3. **note the forecast for capital receipts at paragraphs 48 to 50 and table 7 and recommend to Council that the estimated receipts for the periods 2016/17 and 2017/18, be earmarked to repay any Prudential Borrowing undertaken in respect of the BEaR Project;**
4. **recommend to Council that the Woodside Link scheme be included in the Capital Programme from 2012/13 to 2017/18 with the consequential impact for Prudential Borrowing and associated revenue implications as set out in this report, whilst noting that officers continue working to confirm the extent of external contributions to the scheme;**
5. **note that Officers are preparing a full Capital Programme for the period of the MTFP (2013-2017) as part of the budget setting process in February 2013.**

Reason for Recommendations: To progress the development of a Capital Programme for the Council's MTFP 2013 – 2017 and revise capital budgets for 2012/13.

Executive Summary

12. The Council's Capital Programme and estimated capital receipts have been reviewed for the purposes of revising the 2012/13 capital budgets and influencing the development of a Capital Programme for the Medium Term Financial Plan (MTFP) period April 2012 to March 2017.
13. The estimated financial impact of a change in capital receipt forecasts has been offset by amendments to Minimum Revenue Provision (MRP) methodology and borrowing assumptions.
14. The capital review has proposed the addition of a number of new projects through reductions in existing projects. The review of past performance supports the use of a 20% Capital Programme slippage factor in forecasting for the MTFP period.
15. The Capital Programme under development for the 2013 – 2017 MTFP includes the funding of capital works associated with the BEaR Project and Woodside Link. Various assumptions have been made about the potential funding sources for these projects and further work is ongoing to establish the potential external contributions with greater certainty. As currently modelled, the significant revenue costs associated with the two projects are not incurred until 2015/16 and would peak in 2016/17.
16. The assumption that the Council would not need to incur any new borrowing before the first half of 2014 is based on past experience and any significant adverse changes to cash flows would require external borrowing to take place before that date. The borrowing strategy is based upon maintaining a minimum prudent level of balances and stable interest rates which will need to be monitored closely.

CBC CURRENT CASH POSITION

17. At 31 August 2012, CBC held cash balances of £65.6m. The sum of future commitments including those below exceeds the current cash balance of the Council because funds have been internally borrowed to maximise the benefit from the uncertain timing of payments and to delay external borrowing where possible.
18. These cash balances may at first appear available to partially finance the Capital Programme, as an alternative to external borrowing. However, as a complex organisation the money flows and liquid resources (cash, cash equivalents and investments) of a local authority represent a wide range of internal and external decisions, strategies and future commitments. The Balance Sheet at 31 March 2012 contains a number of balances that, to varying extents, represent the future expenditure of resources. This includes General Fund and Earmarked Reserves, Capital Grants and contributions received in advance and S106 and S278 contributions amongst others.

19. The above list is not exhaustive and timings of payments are uncertain, particularly in relation to earmarked reserves and provisions. The two largest earmarked reserves, Insurance (£4m) and Redundancy costs (£3m) are dependant on the number of insurance claims and redundancies in the organisation.
20. In addition, £38.3m of the Council's General Fund borrowing portfolio (£150.5m at 31 March 2012) matures over the 4 years from 2012 which, in the absence of other liquid resources, will need to be replaced with new borrowing.

21. **Table 1 : General Fund Debt maturity profile**

2012/13	2013/14	2014/15	2015/16
£5m (repaid)	£7.6m	£16.3m	£9.4m

22. It is estimated that by 31 March 2013 the Council's cash balances will have reduced to £30m - £40m reflecting amongst other variables progress on the Capital Programme and the impact of the pattern of Council Tax income. The current strategy is to reduce liquid balances to a minimum prudent level.

CBC CURRENT BORROWING POSITION

23. At 31 August 2012, CBC had external borrowings of £315.5m and £38.3m of this debt will have to be repaid using cash balances or refinanced within the next 5 years.
24. Borrowing is split between the General Fund and HRA:
- £150.5m General Fund
 - £165m HRA
25. No new General Fund debt has been incurred since the inception of the Council and indeed £5m has been repaid in 2012/13.
26. In addition to paying interest on debt, local authorities are required by law to annually set aside cash to repay the principal General Fund debt balance (Minimum Revenue Provision (MRP)). The Council utilises this by ensuring any new borrowing/refinancing is taken out net of any amounts set aside. An authority increases its borrowing requirement when incurring any capital expenditure which is not financed by grants, contributions, capital receipts or revenue contributions. The borrowing requirement is reduced annually by the amount of any in year MRP.
27. Interest payable in 2012/13 is estimated to be £5.9m and for MRP the current forecast for 2012/13 is £5.7m. In total therefore the financing cost of the current Capital Programme is forecast to be £11.6m in 2012/13.

CAPITAL FUNDING AND THE APPROVED CAPITAL PROGRAMME

28. Capital expenditure is financed by external funding, revenue contributions or capital receipts. The Council is allowed to borrow to finance any shortfall in funding, provided the level of borrowing is prudent and sustainable.

29. The Capital Programme approved in February 2012 included capital expenditure of £255m over the four years 2012 – 2016 and anticipated an additional borrowing requirement of £12.9m.
30. Expected levels of capital receipts were reviewed in August 2012 and forecasted receipts have been reduced from £74.2m to £28.2m over the 4 year period April 2012 to March 2016. This follows an updated detailed analysis of timing and value of potential receipts. The £46m reduction in capital receipts, assuming no reduction in the Capital Programme and no other available internal resources, will need to be funded by external borrowing in addition to the £12.9m already assumed.
31. The annual revenue cost of the approved (February 2012) Capital Programme, inclusive of capital expenditure deferred from prior years and adjusting for the change in forecast capital receipts, is estimated to increase from £11.6m in 2012/13 to £14.1m by 2015/16 as set out in table 2 below. The estimated revenue cost at 2015/16 is unchanged from the current MTFP estimate despite the reduction in forecast capital receipts. This is because of revisions to the methodology for calculating the MRP as well as revised assumptions on estimated borrowing costs. Estimated revenue costs are lower in earlier years than the current MTFP estimates.

32. **Table 2 – Capital Expenditure and Financing forecast – adjusted for revised capital receipts**

	2012/13	2013/14	2014/15	2015/16
	£'000	£'000	£'000	£'000
Capital Expenditure*	102,235	61,317	54,603	48,999
Grants/ Contributions	-58,076	-38,869	-32,291	-29,680
Capital Receipts	-8,535	-1,450	-6,308	-11,897
Interest Payable on Borrowing	5,850	5,850	6,163	6,402
Statutory Minimum Revenue Provision (MRP)	5,728	7,145	7,682	7,737
Total Revenue Cost	11,578	12,995	13,845	14,139
Annual Increase in Revenue Impact		1,417	850	294
Existing MTFP Figures	12,582	14,020	14,721	14,125
Variance of Revenue Cost to MTFP	-1,004	-1,025	-876	14

* Includes capital expenditure deferred from prior years

Assumptions

Revenue impact is based on:

- Interest rate 3.87% (20 year (Public Works Loan Board (PWL) maturity rate)
- Interest on new borrowing is calculated as being taken at the mid-point of the year
- MRP 4%
- No new borrowing until 2014/15 (there will be an impact on interest received as cash reduces)

CAPITAL REVIEW 2012

33. The Capital Programme was reviewed in August and September 2012 and included the re-profiling of capital schemes and reductions to the Capital Programme, taking into account the latest position with each scheme. Proposals for additions to the Capital Programme were also put forward, with the associated revenue costs of borrowing to fund these projects.
34. The programme reflects the following reductions, relating to the whole period under review.
35. **Table 3 – Programme reductions resulting from capital review 2012-2016**

Scheme Title	Reduction			Annual		
	Gross Budget	External Funding	Net Budget	MRP	Interest	Revenue Saving
	£'000	£'000	£'000	£'000	£'000	£'000
Customer Relationship Management (CRM)	-507	0	-507	-20	-20	-40
Schools Access Initiative	-550	0	-550	-22	-22	-44
Etonbury Middle School additional places. (New School Places)	-834	834	0	0	0	0
Schools Capital Maintenance (Formerly New Deal for Schools Modernisation)	-7,014	7,014	0	0	0	0
New School Places	-44,401	44,401	0	0	0	0
Replacement of Adult Social Care Case Management System	-800	0	-800	-32	-32	-64
Timberlands and Chiltern View Gypsy and Traveller Sites	-901	679	-222	-9	-9	-18
Dunstable Town Centre Regeneration Phase 1	-1,500	0	-1,500	-60	-60	-120
CBC Corporate Property Rolling Programme	-2,680	0	-2,680	-107	-106	-214
Other Reductions	-2,534	-2,678	-5,212	-208	-207	-415
Total Reduction	-61,721	50,250	-11,471	-459	-455	-914

* Schemes with gross budget reductions in excess of £500k are shown individually, budget reductions below this threshold are shown cumulatively as other reductions. All scheme changes are detailed at Appendix D.

36. The following new schemes and additions to previously approved schemes (excluding BEaR and the Woodside Link, see further below) have been put forward during the recent review as set out in table 4.

37. **Table 4 - List of capital additions proposed 2012-16**

Scheme Title	Addition			Annual		
	Gross Budget	External Funding	Net Budget	MRP	Interest	Revenue Cost
	£'000	£'000	£'000	£'000	£'000	£'000
Highways Fixed Cost Services [Lump Sums]	2,896	0	2,896	116	115	231
Stratton Street Railway Bridge	2,500	0	2,500	100	99	199
West Street Car park Leighton Buzzard	1,500	0	1,500	60	60	120
Section 278 Schemes	7,500	-7,500	0	0	0	0
University Technology College – Children’s Services	6,301	-6,301	0	0	0	0
A1 South Roundabout (Biggleswade)	5,000	-5,000	0	0	0	0
Local Sustainable Transport Fund (LSTF)	1,995	-1,995	0	0	0	0
Local Broadband Infrastructure	1,240	-1,240	0	0	0	0
Ivel Medical Centre (Biggleswade)	1,000	0	1,000	40	40	80
South of High Street Leighton Buzzard- Acquisition of Cattle Market and Parkridge Land.	1,000	0	1,000	40	40	80
Highways Integrated Schemes	1,313	-691	622	25	25	50
Other Increases	3,565	438	4,003	160	159	319
Total Increase	35,810	-22,289	13,521	541	537	1,078

* Schemes with gross budget increases in excess of £500k are shown individually, budget increases below this threshold are shown cumulatively as other increases. All scheme changes are detailed at Appendix D.

The Revenue and borrowing implications of all the proposed changes are summarised in Table 5 overleaf.

38. **Table 5 Draft MTFP Capital Programme as amended following capital review**

The table below is based on the assumptions detailed at Table 2 and includes an additional assumption that 20% of Capital Income and Expenditure will be deferred to the next financial year. This 20% factor for slippage is based on historic performance.

	2012/13	2013/14	2014/15	2015/16	2016/17
	£'000	£'000	£'000	£'000	£000
Capital Expenditure	63,751	74,517	47,083	40,034	35,424
Grants/ Contributions	-34,902	-41,351	-22,963	-20,591	-16,117
Capital Receipts	-8,535	-1,450	-6,308	-11,897	*0
Interest Payable on Borrowing	5,850	5,850	6,201	6,444	6,273
Statutory Minimum Revenue Provision (MRP)	5,728	6,533	7,523	7,656	7,652
Total Revenue Cost	11,578	12,383	13,724	14,100	13,924
Annual Increase in Revenue Cost		805	1,341	375	-176
Existing MTFP Figures	12,582	14,020	14,721	14,125	N/A
Difference between Revenue Cost and existing MTFP	-1,004	-1,637	-997	-25	

- Capital Receipts 2016/17 are shown as nil as they have been earmarked to finance additional schemes (see below).

39. **Major Capital Schemes Proposed**

The financial impact of additions identified in the 2012 Capital Programme Review was largely offset by reductions. To establish a proposed Capital Programme for the MTFP period April 2013 to March 2017 rolling programme schemes have been reflected in 2016/17 and two additional projects as outlined in Appendices B and C have been included. The two new projects are the:

1. BEaR project supported by prudential borrowing (Appendix B exempt);
2. Woodside Link project;

40. The BEaR project has been under development since 2009 and has now reached the stage where detailed tenders will be required. One funding option that is proposed to be available for tenderers is the availability of financial support using the Council's prudential borrowing facilities.

41. The BEaR project will be initially funded from borrowing with the forecast Local Development Framework related capital receipts in the two years 2016/17 and 2017/18 being earmarked for the specific purpose of redeeming the majority of any BEaR related prudential borrowing.

42. The actual borrowing requirement for BEaR, if any, will be determined only when final tenders are received in June 2013.

43. The Woodside Link is a crucial piece of transport infrastructure needed to promote employment, facilitate development and improve the quality of life and the environment in Central Bedfordshire. The road will support the delivery of the improved infrastructure, in particular the M1-A5 link road and de-trunking of the A5, thereby underpinning the regeneration of Dunstable town centre. The Executive agreed on 2 October 2012 to consult on this scheme prior to an application being made for development consent from the Planning Inspectorate, to add £450,000 to the 2012/13 Capital Programme for the costs of design and planning application development, to include the scheme in the review of the Capital Programme and instruct officers to do all they can to secure funding for the scheme.
44. External contributions to the Woodside Link development will be achieved, but it is likely that there will be a lag between expenditure on the project and the receipt of these contributions. The Council will therefore need to forward fund part of the scheme costs before full recovery takes place. There will therefore be an element of funding by prudential borrowing to bridge this gap.
45. The two schemes have been included within the draft Capital Programme summarised in Table 6 based on the estimates and profiles set out in Appendix C (exempt). The financing and funding assumptions are set out in this report.

46. **Table 6 Proposed MTFP Capital Programme as amended following capital review and including BEaR and Woodside Link.**

	2012/13	2013/14	2014/15	2015/16	2016/17
	£'000	£'000	£'000	£'000	£000
Capital Expenditure	64,351	78,437	59,067	75,231	52,064
Grants/ Contributions	-34,902	-41,351	-22,963	-20,591	-22,517
Capital Receipts	-8,535	-1,450	-6,308	-11,897	-14,963
Interest Payable on Borrowing	5,850	5,850	6,430	7,341	7,039
Statutory Minimum Revenue Provision (MRP)	5,728	6,557	7,703	8,308	9,685
Total Revenue Cost	11,578	12,407	14,133	15,649	16,724
Annual Increase in Revenue Cost		829	1,726	1,516	1,075
Existing MTFP Figures	12,582	14,020	14,721	14,125	N/A
Difference between Revenue Cost and existing MTFP	-1,004	-1,613	-588	1,524	

47. The inclusion of the projects in table 6 would increase the annual revenue cost of financing to a total of £16.7m by 2017/18 (i.e. an increase of £4.1m over the 2012/13 budgeted figure).

Capital Receipts

48. Forecasts for Capital Receipts to 2017/18 as at September 2012 are detailed in Appendix A. These are summarised in table 7 below:

49. **Table 7 Capital Receipts Forecast**

	2012-2016	2016/17	2017/18
Capital Receipts	£28.2m	£15m	£16.5

The effect of the capital receipts forecast being revised down from £74.2m in the approved Capital Programme to £28.2m is discussed above.

50. Receipts for 2016/17 and 2017/18 are related to the Local Development Framework (LDF). These are based on desktop valuations of the land and disposals require a Master plan, with input required from a planning specialist and a tax advisor.

Borrowing Strategy implications, options and risks (comments of S151 Officer)

51. Since inception the Council's approved borrowing strategy has been to use balances and reserves to defer the need for new external borrowing. By borrowing internal funds the Council is seeking to minimise borrowing costs and reduce overall treasury risk by reducing the level of the Council's external investment balances. The estimates outlined in the sections above would indicate a need to use new external debt from the first half of 2014 onwards.
52. The forecast that no external borrowing will need to be arranged before 2014 is dependent on a wide range of factors but importantly an assumption that the past pattern of grants and contributions paid in advance of expenditure will be repeated in the future. If the level of grants and contributions paid in advance declines the effect would be to unwind the internal borrowing and consequently bring forward the date at which new external borrowing would be required.
53. The risks of deferring any new external borrowing until 2014 centre on the uncertainty about the interest rates available at that point in time and the degree of availability of sources of finance.
54. Assuming interest rates and finance sources are similar to current levels, then in 2014 the difference between short and long term interest rates will mean that longer term fixed rate borrowing, whilst offering certainty of financing costs, could present significant affordability issues. Shorter term and variable rate borrowing and/or PWLB debt taken on an equal instalment of principal or annuity basis would provide lower interest rates. Such approaches whilst allowing lower costs of interest would increase the Council's refinancing risk by skewing the maturity profile of the Council's debt portfolio to the very short term and increase the financial risk due to movements in interest rates.
55. The proposals in this paper represent a very significant increase in the Council's prudential borrowing with attendant exposure to financial risk.

56. The paper indicates how it is proposed to mitigate these risks and keep borrowing to the lowest level and shortest term possible by allocating future capital receipts to repay borrowing as soon as possible and maximising external contributions to schemes such as the Woodside Link.
57. If Council is minded to pursue all the options contained in this report then it must do so in recognition of the implications for the General Fund revenue account and the continuing commitment to repay any borrowing taken out in support of these schemes.
58. Whilst as set out the Capital Programme appears affordable on the basis of the assumptions made, these may in reality not be delivered as planned e.g. timing and value of capital receipt and external contributions.
59. Therefore the Council should develop an alternative strategy for mitigating the financial impact that may arise. This should include consideration of Council funding streams and additional asset disposals not currently planned.

Conclusion

60. The 2012 review of the Capital Programme has not significantly altered the current overall expenditure or profiling as reductions and deferrals were almost matched by new proposed additions to the programme.
61. The review of projected capital receipts has significantly deferred the phasing of anticipated income although the financial impact has been offset by amendments to MRP methodology and borrowing assumptions.
62. The inclusion of the BEaR Project and the Woodside Link, assuming the earmarking of specific capital receipts and significant external contributions, would significantly impact on revenue costs associated with capital expenditure from 2015/16 (peaking in 2016/17).
63. By extending the forecast period to 2017/18 significant additional capital receipts become likely, and if earmarked specifically to fund the BEaR Project, could almost neutralise the revenue impact of this project, after some initial timing delays.
64. Work is ongoing to ascertain the level of external funding possible for Woodside. It is believed this will significantly reduce the CBC funding required, potentially to zero, if other possible uses of S106 monies are foregone. The level of uncertainty over this makes it very difficult to model the financial impact with any degree of precision.

Appendices:

Appendix A – Capital Receipts Forecasts 12/13 – 17/18

Appendix B – Exempt – Prudential Borrowing Proposal BEaR project

Appendix C – Exempt – BEaR, Woodside Link, Capital Programme profiles

Appendix D – Capital Review 2012 All scheme changes

Background Papers: (open to public inspection) None

Appendix A– Capital Receipts Forecast 12/13 – 17/18

£000	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
Surplus Land	8,535	200	3,000	1,500		
LDF			3,308	9,797	14,963	16,538
Potential for Disposal		1,250		600		
Total	8,535	1,450	6,308	11,897	14,963	16,538
Received	1,821*					

* Year to date

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Appendix D – Capital Review 2012 – All scheme changes

Reductions to the Capital Programme

Scheme Title	Reduction			MRP £'000	Interest £'000	Revenue Saving £'000
	Gross Budget £'000	External Funding £'000	Net Budget £'000			
	Customer Relationship Management (CRM)	-507	0			
Schools Access Initiative	-550	0	-550	-22	-22	-44
Etonbury Middle School additional places. (New School Places)	-834	834	0	0	0	0
Schools Capital Maintenance (Formerly New Deal for Schools Modernisation)	-7,014	7,014	0	0	0	0
New School Places	-44,401	44,401	0	0	0	0
Replacement of Adult Social Care Case Management System	-800	0	-800	-32	-32	-64
Timberlands and Chiltern View Gypsy and Traveller Sites	-901	679	-222	-9	-9	-18
Dunstable Town Centre Regeneration Phase 1	-1,500	0	-1,500	-60	-60	-120
CBC Corporate Property Rolling Programme(R)	-2,680	0	-2,680	-107	-106	-214
Community Safety Initiatives CCTV	-3	0	-3	-0	-0	-0
Web strategy -	-8	0	-8	-0	-0	-1
Sheltered Housing	-20	20	0	0	0	0
Luton Dunstable Busway	-30		-30	-1	-1	-2
Cemetaries Grant to Town & Parish Councils	-48		-48	-2	-2	-4
Luton Dunstable Busway - Church Street	-58		-58	-2	-2	-5
Playbuilder	-75	-11	-86	-3	-3	-7
LPSA & LAA Grant payout	-78	78	0	0	0	0
General Leisure Enhancement Contingency	-87	0	-87	-3	-3	-7
SAP Optimisation- Implementation of Manager & Employee Self Service	-100	0	-100	-4	-4	-8
Luton Northern Bypass Strategic Infrastructure Projects	-100	0	-100	-4	-4	-8
Temporary Accomodation	-150	0	-150	-6	-6	-12
Dunstable Community Football Development Centre	-232	23	-209	-8	-8	-17
Dunstable Community Football Development Centre	0	-82	-82	-3	-3	-7
Dunstable A5/M1 Link Road Strategic Infrastructure	60	-1,534	-1,474	-59	-59	-117
Capital Re-modelling to Facilitate Moves (MTAP) from Technology house.	-165	0	-165	-7	-7	-13
Enterprise Content Management (KEY ECM) Implementation	-180	0	-180	-7	-7	-14
Leisure Faciliites Saxon Pool & Sports Centre Extension	0	50	50	2	2	4
ICT Infrastructure - Professional Services (From Rolling Programme)	-200	0	-200	-8	-8	-16
Review of Accommodation/Day Support, "New Approaches to Outcome"	0	-396	-396	-16	-16	-32
NHS Campus Closure	0	-374	-374	-15	-15	-30

Appendix D – Capital Review 2012 – All scheme changes

Scheme Title	Reduction			MRP	Interest	Revenue Saving
	Gross Budget	External Funding	Net Budget			
	£'000	£'000	£'000			
Alternative Secondary Provision - Free School. Childrens Services s106- For additional pupil places in Dunstable Pupil Referral Unit Phase 2.	0	-175	-175	-7	-7	-14
Astral Park Leighton Buzzard	0	-161	-161	-6	-6	-13
Disabled Facilities Grants Scheme	0	-116	-116	-5	-5	-9
ICT Infrastructure - Software (From Rolling Programme)	-335	0	-335	-13	-13	-27
SAP Optimisation- Financial Forecasting	-355	0	-355	-14	-14	-28
Highways Structural Maintenance Additional Expenditure	-370	0	-370	-15	-15	-29
Total	-61,721	50,250	-11,471	-459	-455	-914

Additions to the Capital Programme

Scheme Title	Addition			MRP	Interest	Revenue Cost
	Gross Budget	External Funding	Net Budget			
	£'000	£'000	£'000			
Highways Fixed Cost Services [Lump Sums] ®	2,896	0	2,896	116	115	231
Stratton Street Railway Bridge	2,500	0	2,500	100	99	199
West street Car park Leighton Buzzard	1,500	0	1,500	60	60	120
Section 278 Schemes	7,500	-7,500	0	0	0	0
University Technology College - Childrens Services	6,301	-6,301	0	0	0	0
A1 South Roundabout (Biggleswade)	5,000	-5,000	0	0	0	0
Local Sustainable Transport Fund (LSTF)	1,995	-1,995	0	0	0	0
Local Broadband Infrastructure	1,240	-1,240	0	0	0	0
Ivel Medical Centre (Biggleswade)	1,000	0	1,000	40	40	80
South of High Street Leighton Buzzard- Acquisition of Cattle Market and Parkridge Land.	1,000	0	1,000	40	40	80
Highways Integrated Schemes	1,313	-691	622	25	25	50
Review of Accommodation/Day Support, "New Approaches to Outcome"	396	0	396	16	16	32
NHS Campus Closure	374	0	374	15	15	30
Channel Shift (NEW)	360	0	360	14	14	29
Medium Term Accomodation Plan ICT Infrastructure	285	0	285	11	11	23
SAP Optimisation - Undertaken by Birchman Group	280	0	280	11	11	22
LDF related costs for land in Arlesey, North of Houghton Regis, North of Luton and Stratton Park Biggleswade.	250	0	250	10	10	20
Data Centre Migration	250	0	250	10	10	20

Appendix D – Capital Review 2012 – All scheme changes

Scheme Title	Addition			MRP £'000	Interest £'000	Revenue Cost £'000
	Gross Budget £'000	External Funding £'000	Net Budget £'000			
	Consolidation of Applications	188	0			
Alternative Secondary Provision - Free School. Childrens Services s106- For additional pupil places in Dunstable Pupil Referral Unit Phase 2.	175	0	175	7	7	14
Astral Park Leighton Buzzard	161	0	161	6	6	13
redborne	150	0	150	6	6	12
The Cedars	150	0	150	6	6	12
Ridgmont Bypass - Residual Costs	144	0	144	6	6	11
Disabled Facilities Grants Scheme	116	0	116	5	5	9
Asbestos / Health & Safety	100	0	100	4	4	8
leisure strategy	100	0	100	4	4	8
Rights of Way Network and Countryside and Heritage Sites - Structural Renewal and Improvement Works Option 1	88	0	88	4	3	7
Incuba Project, Brewers Hill Road.	82	0	82	3	3	7
Luton Dunstable Busway - Court Drive	58	0	58	2	2	5
flitwick survey	30	0	30	1	1	2
Stratton Business Park Phase 4	22	0	22	1	1	2
Optical Character Recognition (OCR)	11	0	11	0	0	1
Woodside Connection Strategic Infrastructure Projects	6	149	155	6	6	12
Outdoor Access and Greenspace Improvement Projects	3	0	3	0	0	0
Swiss Garden Heritage Lottery Fund Project	-214	289	75	3	3	6
Total	35,810	-22,289	13,521	541	537	1,078

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Meeting: Executive
Date: 6 November 2012
Subject: Development Strategy for Central Bedfordshire
Report of: Cllr Nigel Young, Executive Member for Sustainable Communities – Strategic Planning and Economic Development

Summary: The report presents the draft Pre-Submission version of the Development Strategy. This version of the Development Strategy incorporates changes arising from the recent public consultation and, following consideration by Council, is the version that will be published for a further 6-week period of consultation and then submitted to the Secretary of State.

Advising Officer: Gary Alderson, Director of Sustainable Communities
Contact Officer: Simon Andrews, Strategic Planning and Housing Team Leader
Public/Exempt: Public
Wards Affected: All
Function of: Council
Key Decision No
**Reason for urgency/
exemption from call-in
(if appropriate)** N/A

CORPORATE IMPLICATIONS

Council Priorities:

1. The Development Strategy, as an overarching planning policy document, has the potential to contribute to each of the Council priorities. The main focus of the document is “Enhancing Central Bedfordshire” through planning for the new homes, jobs and infrastructure the area needs while protecting the countryside. However, the document can also help contribute to improved educational attainment and promoting health and wellbeing, through securing appropriate contributions from new development. Infrastructure planning and delivery is a key focus of the Strategy and there is a critical link between adoption of the Development Strategy and implementation of the Community Infrastructure Levy (CIL).

Financial:

2. The Executive on 4 October 2011 received a report that included detail on the costs associated with producing a Development Strategy and the costs of not producing one. The Executive resolved that there was a need to produce a Development Strategy, with the associated financial implications.
3. Other than staff costs already built in to the base budget, the main financial cost associated with producing the Development Strategy is consultant's costs in preparing technical studies and the cost of the Public Examination. The latter includes the Planning Inspectorate's costs (around £100,000) and the legal/consultants costs in representing the Council's case (also estimated at around £100,000). Costs at this level can be met from within the Development Planning and Housing Strategy budget. The decision to submit the Development Strategy to the Secretary of State is a function of Council, rather than an Executive function. The decision to incur the above costs is also, therefore, a Council decision. The financial costs associated with producing a Development Strategy were known when Executive committed to the work in October 2011.
4. The scale of the Council's investment should be seen in the context of the scale of new investment (new commercial and retail development as well as residential) into Central Bedfordshire that a Development Strategy will enable. The Development Strategy document will also enable a CIL to be produced that will help lever in funding for new infrastructure to support development. The cost of plan-making should also be seen against the cost of the alternative approach of fighting public inquiries against inappropriate development.

Legal:

5. Once adopted the Development Strategy will be a "local plan" and will form part of the statutory Development Plan and will be the basis for consideration of planning applications. Until this happens the existing adopted documents will continue to set the planning framework.

Risk Management:

6. A risk register is maintained and reviewed on a regular basis as part of the project management of this work.

Staffing (including Trades Unions):

7. Not Applicable.

Equalities/Human Rights:

8. The draft Development Strategy was subject to a specific Equality Impact Assessment prior to the public consultation. The results show that the draft Development Strategy covers a broad range of issues and does so in a way that does not discriminate against particular groups. The overall results were extremely positive in terms of helping to advance equality of opportunity. This Equality Impact Assessment will need to be revised and updated following changes to the Development Strategy. This will be done and the results will be consulted upon as part of the Publication period in January 2013.

Public Health:

9. The Development Strategy could have a number of benefits in terms of public health and wellbeing. There is a specific section of the document that seeks to summarise the interactions between strategic planning and public health. These include promoting healthy lifestyles through enabling walking and cycling and through appropriate leisure and open space provision. Health infrastructure and securing appropriate developer contributions towards such provision are also important aspects, in association with the CIL.

Community Safety:

10. Various policies within the Development Strategy address community safety issues, particularly those relating to standards for new development.

Sustainability:

11. The Development Strategy has as its underlying basis the achievement and delivery of sustainable development. The Development Strategy has been subject to a specific Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA) in order to comply with the relevant regulatory requirements. The results of this work were published for comment alongside the Development Strategy. The SA/SEA work will be revised and updated following any changes to the Development Strategy.

Procurement:

12. Not Applicable.

Overview and Scrutiny:

13. This matter will be considered by the Sustainable Communities Overview and Scrutiny Committee on 18 October 2012. Comments will be provided following this meeting.

RECOMMENDATIONS:

The Executive is asked to:

1. **consider the draft Pre-Submission Development Strategy attached at Appendix A (circulated separately to the Agenda) and recommend that Council agree the document for the purposes of Publication and Submission to the Secretary of State; and**
2. **recommend that Council delegate authority to the Director of Sustainable Communities, in consultation with the Executive Member for Sustainable Communities – Strategic Planning and Economic Development, to make any minor amendments to the Development Strategy:**
 - (i) **prior to Publication;**
 - (ii) **after Publication but before Submission; and**
 - (iii) **during the Examination process.**

Reason for Recommendations: To enable progress on the draft Development Strategy prior to its formal submission to the Secretary of State in May 2013 and during the Examination period.

Executive Summary

14. This report presents the draft Pre-Submission Development Strategy for Central Bedfordshire. The Development Strategy is an overarching planning policy document that will set out the overall approach to new development in Central Bedfordshire for the period to 2031, including new homes, jobs and infrastructure and detailed policies to guide decisions on planning applications.
15. This version of the Development Strategy incorporates changes arising from the recent public consultation and, following consideration by Council, is the version that will be published for a formal 6-week period of consultation and then submitted to the Secretary of State.

Background

16. The Development Strategy is a planning policy document that will set out the overall approach to new development in Central Bedfordshire for the period to 2031. It will contain targets for new development, such as new homes and jobs, needed locally in the period and will identify large-scale new development sites, as well as setting out details of the infrastructure needed to accompany such development. The Strategy will also set out detailed policies against which future planning applications will be determined.
17. In addition to the statutory requirements, there are compelling local reasons for producing a strong and proactive planning policy framework. New development within communities can bring many benefits (new homes, jobs, shops, community facilities etc) and a positive framework can act to enable and encourage this development. Similarly, some development proposals bring harmful impacts and planning policies can help bring about mitigation of these impacts or, where the impact cannot be mitigated, enable the Council to resist inappropriate development proposals.
18. Currently there are separate planning policy frameworks for the north and south of Central Bedfordshire. This Development Strategy seeks to draw together for the first time a comprehensive framework for the whole of Central Bedfordshire. Once adopted, the Development Strategy will largely replace the adopted Local Plan and “endorsed” Joint Core Strategy in the south and the Core Strategy and remaining Local Plan policies in the north. The Site Allocations Development Plan Document (DPD) for the north adopted in 2011 will remain in place.
19. The Council’s Executive approved a Plan-making Programme for Central Bedfordshire in October 2011. This established the principle of a “Development Strategy” for the area for the period 2011 to 2031. It also proposed a Gypsy and Traveller Plan covering the same period, which is being progressed separately.
20. The Council undertook informal consultation in February/March 2012 on the key strategic issues. This fed into the draft Development Strategy that was considered by the Sustainable Communities Overview and Scrutiny Committee on 16 May and 11 June 2012.

Consultation – June to August 2012

21. The draft Development Strategy was published for consultation from 20 June until 8 August 2012. In accordance with the Council's Statement of Community Involvement (SCI), the Strategy was made available on the Council's website and in local libraries and Customer Service Centres. A summary leaflet was also produced to highlight the key issues and outline the process for responding. Emails or Letters were sent to around 4,000 individuals or groups that have commented on previous strategies or that wanted to be kept informed.
22. In total around 3,250 comments were made to the draft Strategy by approximately 330 individuals or groups. The issues arising from these representations have been considered and, where possible, changes to the Strategy recommended. These changes are included in the draft Pre-Submission version of the Strategy attached at Appendix A.
23. Not all issues can be resolved at this stage and inevitably there will be objections that will continue on through the process and will ultimately be considered by the Planning Inspector as part of the Examination process. The objective at this stage is to find as much common ground as possible and narrow down the issues that continue through to Examination.

Next Steps

24. Agreeing the version of the Development Strategy to be formally Submitted to the Secretary of State is a function of Council. This is programmed for the Council meeting on 29 November 2012. There may be changes arising from Executive's consideration of the draft Development Strategy and other changes that emerge that will need to be included in the version that is considered by Council on 29 November.
25. Prior to Submission, the draft document must be published for a 6-week period to enable representations to be made. Although these representations will be summarised by officers, they are ultimately for the attention of the Planning Inspectorate. The format of the 6-week consultation is therefore quite formal as it is effectively the pre-cursor to the Examination process.

26. Representations made during this 6-week period must relate to the “soundness” of the Strategy. To be “sound” the National Planning Policy Framework requires a plan to be:
- Positively prepared – the plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development.
 - Justified – the plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence.
 - Effective – the plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities.
 - Consistent with national policy – the plan should enable the delivery of sustainable development in accordance with the policies in the Framework.

27. The Council will need to be aware of these tests of soundness when producing the revised Strategy. Once the Strategy is submitted to the Secretary of State a Planning Inspector will be appointed to consider the Strategy, together with any representations that have been made to it. Following the Examination process the Inspector will conclude whether the document is sound or not and make recommendations to the Council accordingly.

28. The procedure relating to Inspector’s reports has changed since the LDF documents for the north of Central Bedfordshire were adopted. The detailed implications of these changes are still emerging and there is not yet clarity on how the new arrangements will work. However, it appears that while an Inspector will still determine whether a document is sound or not, the Inspector is only able to recommend changes for Council to consider and not impose binding policy changes as was the case previously. That said, the Inspector’s changes would still carry substantial weight and the Council would need good reason to depart from the Inspector’s recommended changes.

29. The estimated timetable for the next stages of the process is set out below:

18 October	Overview and Scrutiny Committee
6 November	Executive
29 November	Full Council
Early January 2013	“Publication” start date
Mid February 2013	“Publication” end date
May 2013	Submission to the Secretary of State
September 2013	Examination hearing sessions start
December 2013	Inspectors report due
February 2014	Adoption

30. The timetable set out above is a challenging one. In order that we can respond flexibly to issues as they arise, while still maintaining democratic accountability, delegated authority is recommended. This has been carried out for previous Local Development Framework (LDF) documents for the northern part of Central Bedfordshire and has worked successfully.

31. There are three key stages when delegated authority will be important. Firstly, there may be a need for further minor changes to be made to the Strategy following Council and before the Publication period. Secondly, after the Publication period, minor changes can be put forward, in schedule form, for the Inspector's consideration. These changes should not go to the heart of the Strategy but be matters of detail, consistent with the overall thrust of the Strategy. Thirdly, during the Examination itself, issues may arise that need a response within a short period of time. Delegated authority to suggest further minor changes to the Strategy in response to issues arising from the Examination hearing sessions would help keep the timetable on track. This is the approach used previously and successfully for the two LDF documents already adopted.
32. In order to ensure that the timescales are adhered to, it is recommended that authority is delegated to the Director of Sustainable Communities, in consultation with the Executive Member for Sustainable Communities – Strategic Planning and Economic Development, to make any minor amendments to the Development Strategy (i) prior to Publication; (ii) after Publication but before Submission; and (iii) during the Examination process. More substantial changes to the Strategy would not be covered by this delegation and would need to be considered through the normal channels.
33. Members also need to be aware that, following the Localism Act and publication of the National Planning Policy Framework and new Planning Regulations, the terminology has changed. The LDF is no longer a concept that applies to emerging documents. All "development plan documents" such as the Development Strategy are now called "local plans" but more than one local plan can be produced for an area.

Conclusion and Next Steps

34. Members are asked to consider the draft Pre-Submission Development Strategy attached as Appendix A and recommend that Council agree to formally Publish the draft Strategy for a 6-week period and then following the 6-week period to Submit the draft Strategy to the Secretary of State.

Appendices:

Appendix A – Draft Pre-Submission Development Strategy (circulated separately to the Agenda)

Background Papers: (open to public inspection) N/A

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Meeting: Executive

Date: 6 November 2012

Subject: Commissioning for Outcomes : Development of a Framework Agreement for Domiciliary Care

Report of: Cllr Mrs Carole Hegley, Executive Member for Social Care, Health and Housing

Summary: The report updates the Executive of the retendering of the current domiciliary care block contracts and the proposed contractual arrangements to be adopted.

Advising Officer: Julie Ogle, Director of Social Care Health and Housing

Contact Officer: Elizabeth Saunders, Assistant Director, Strategic Commissioning

Public/Exempt: Public

Wards Affected: All wards

Function of: Executive

Key Decision Yes

Reason for urgency/ exemption from call-in (if appropriate) N/A

CORPORATE IMPLICATIONS

Council Priorities:

The recommendations meet the following Council priorities:

- Promote health and wellbeing and protect the vulnerable
- Value for money

Financial:

1. The current annual expenditure on domiciliary care is approximately £8.2m. It is expected that a retendered service based on a framework will achieve wider coverage and higher quality of service at a more competitive price. As the population increases alongside individual's demands and expectations to stay living longer at home, the annual volume and therefore cost is likely to increase year on year.
2. The new contractual approach will require all providers to use an electronic monitoring system for domiciliary care services that the Council commissions which could deliver further efficiency savings through simplification of invoicing and other processes.

3. Efficiencies and value for money are core to the new arrangements.

Legal:

4. It is clear that the current contractual arrangements are reaching their natural end and provision needs to be made for the ongoing provision of Domiciliary Care.

The use of a Framework agreement in these circumstances does not give rise to any legal issues, on the basis of a comprehensive and transparent procurement exercise.

Risk Management:

5. The activities will be delivered through project management arrangements and overseen by the Domiciliary Care Retender Project Board chaired by the Director of Social Care, Health and Housing.
6. All risks, issues and progress against agreed plans will be monitored by the Project Board. Legal and procurement risks will be managed with the support of the Head of Procurement and the Head of Legal Services. These and all other risks, including failing to deliver Council priorities, financial and reputational risks will be managed through the project risk register.
7. One of the main risks to manage is disruption to existing customers receiving domiciliary care and to the provider market. These will be overcome by a managed transition process to the new contract over a period of time, with only new customers being placed with providers on the framework. Existing customers will be able to stay with their current provider or choose from the newly formed list of providers. A gradual transition will also give greater market stability, as providers will have more time to adjust and amend their staffing levels to suit service volumes.

Staffing (including Trades Unions):

8. Not Applicable.

Equalities/Human Rights:

9. Public authorities have a statutory duty to advance equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
10. The strategic approach has considered domiciliary care provision for all customer groups, including people with a range of needs including dementia care, physical and sensory disability, learning disabilities, vulnerability, frailty and temporary illness.
11. The approach has a positive impact on those people who require domiciliary care as it is focused on delivering high quality care to some of the most vulnerable members of society.

12. National research has highlighted that providers can on occasion fail to meet individual needs, sometimes breaching equality and human rights legislation. In addition, employment practices can fail to meet minimum requirements leading to high turnover of staff and poorer outcomes for customers. This indicates that it is important to ensure that procurement processes achieve the right balance between value for money and quality of care, attract high quality providers of care and that potential providers are robustly assessed against a range of equality/quality of life related factors. Ongoing contract monitoring must also include an assessment of the extent to which this criterion is met.
13. The existing Equalities Impact Assessment will be updated throughout the process and will continue to inform the development of the Framework Agreement.

Public Health:

14. Domiciliary care supports people with personal care tasks and medication to enable them to live more independently and safely in their own homes. It provides social interaction, which combats isolation and maintains emotional and mental wellbeing. The Framework Agreement for domiciliary care should provide opportunities to ensure that a preventative approach is taken by providers to support the health and wellbeing of customers.

Community Safety:

15. Not Applicable.

Sustainability:

16. Not Applicable.

Procurement:

17. A procurement strategy and timeline has been prepared supported by the Corporate Procurement Team to ensure that the market engagement and competition is rigorous, impartial and legitimate in accordance with Council policies and procedures. The strategy aims to identify the most suitable providers and evaluate the services offered against value for money criteria, resulting in a framework arrangement which can be used to draw down services as required.

Overview and Scrutiny:

18. A presentation will be considered by Social Care, Health and Housing Overview and Scrutiny Committee on 22 October 2012.

RECOMMENDATION:

The Executive is asked to:

1. **approve the establishment of a Framework Agreement to replace current block and spot contracting arrangements for domiciliary care providers.**

<i>Reason for Recommendation:</i>	<i>A Framework Agreement will enable the Council to shape the domiciliary care market, and give value for money, by commissioning services from a number of high quality domiciliary care providers who are able to meet customer's personalised outcomes, whether customers are publicly or privately funded.</i>
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Executive Summary

19. This report provides an outline of the proposed strategic approach for future commissioning of domiciliary care services. This forms part of the Outcome Based Commissioning approach being delivered by Adult Social Care.
20. A Framework Agreement is being proposed as the preferred contractual vehicle for the future provision of Domiciliary Care services. The Council will seek to establish a Framework Agreement which includes providers who have been assessed for the quality of service and their price, and only providers meeting the high levels of quality will be accepted onto the framework. The framework will run from May 2013 until April 2016.
21. The framework approach will allow the Council to access the widest choice of service from high quality providers and meet commitments to shift the balance of care to more personal, flexible arrangements.

Context

22. The current domiciliary care contract arrangement was inherited from the former Bedfordshire County Council. Block contracts were previously awarded to a small number of providers across 6 geographic areas and guaranteed minimum volumes of work were included in the contracts for each provider. The contracts are due to expire on completion of this retender process.
23. These arrangements need to be reviewed with the move towards more flexible and outcome focussed services. A more appropriate contracting arrangement, that will deliver higher quality, more personalised, domiciliary care, across the whole of Central Bedfordshire, has been planned.

Commissioning for Outcomes

24. Central Bedfordshire Council is committed to shaping the social care market and introducing outcome based commissioning principles. This means focusing on the outcome the person wants to achieve and commissioning services from the open market in direct response to the needs of customers.
25. This work forms part of the Council's new approach to outcome based commissioning, shifting the balance of care away from institutional settings to more flexible and personal arrangements. This complements the approach to standards and quality of dementia care and fee levels for care homes.

26. A complete analysis of the current domiciliary care provision has taken place alongside research into best practice in other areas. This has included comparison of various contracting models as well as how others have dealt with the transition arrangements.
27. The development of a Framework Agreement is the recommended approach to develop this service, ensuring it is fit for purpose. This supporting evidence and data is outlined in Appendix A and B.
28. A full engagement exercise has been initiated involving domiciliary care providers, customers, operational staff and other stakeholders. This has informed the way forward and helped to develop the detail of how the new service will operate.
29. The Council has involved service users and other stakeholders throughout this process. Market sounding has been carried out and the results used to inform the service specification.
30. Existing domiciliary care customers were sent a questionnaire which identified their key priorities for a future domiciliary care service.
31. Following the Executive decision the robust engagement process will continue and existing customers updated via regular newsletters.
32. The engagement process has also identified a number of customers and relatives to be fully involved in the tendering process having learned how valuable this was in the recent extra care tender.
33. This will also include a few customers being trained to enable them to be part of the tender evaluation panel.

Approach to Contracting – Developing a Framework Agreement with Providers

34. If the Executive approve the recommendation then the procurement process will start in November 2012 with an advertisement to all providers to submit their details to join the framework.
35. Providers will be provided with information relating the service requirements and high quality standards expected, and applications will be assessed by a panel in terms of quality and price.
36. Once domiciliary care providers are accepted onto the Framework Agreement customers will have the ability to choose according to known quality and price rankings. This will drive the market to provide high quality services that meet the needs of people across all Central Bedfordshire.
37. It is anticipated that contracts will be awarded in February 2013 to begin in May 2013.
38. The intention is to minimise any disruption to existing customers by only transferring new work through the framework to the new providers. Current customers will remain with their existing providers unless they choose to move.

Conclusion

39. This strategic approach to commissioning domiciliary care will ensure that consistently high quality provision can be delivered across Central Bedfordshire, offering choice and personalisation for customers and a stable and reliable market of providers.

Appendices:

Appendix A: Commissioning for Outcomes: Development of a Framework Agreement for Domiciliary Care

Appendix B: Supporting data analysis of the domiciliary care market

Background Papers: (open to public inspection)
None

Location of papers: (Insert location where papers are held)

Appendix A Commissioning for Outcomes: Development of a Framework Agreement for Domiciliary Care

Introduction

Domiciliary care plays a vital role in enabling people to remain independent, to live in their own homes, avoid admission to residential care and to exercise choice and control. Domiciliary care can be defined as a range of personal care and support delivered by paid carers to individuals in their own homes. It enables independence; supporting individuals and family carers, and can range from 24 hours 'live in' care through to a short call. (Typically calls are at least twice daily). Paid carers help with personal hygiene such as bathing and washing, food preparation getting up or going to bed assistance with medication.

The current contractual arrangement is no longer fit for purpose as it is not future proofed in terms of personalisation and customer choice. It is not delivering sufficient capacity across Central Bedfordshire nor is it delivering consistently high quality services. This paper proposes a new contractual arrangement in order to address these issues, improving quality, choice and capacity, in a way which causes minimal disruption to customers.

This work forms part of the Council's new approach to outcome based commissioning, shifting the balance of care away from institutional settings to more flexible arrangements, and complements the Residential Futures Programme.

Background

Central Bedfordshire Council inherited historic block contract arrangements from the previous legacy authority consisting of 5 block providers who were given a guaranteed volume of work. Over time these have now reduced to 2 due to subsequent acquisitions, and they now account for some 40% of the current provision. The remainder of the provision is delivered by 40 or so other providers who receive work on a spot contract basis.

Current Customer Base and Market Analysis

Over the last 3 years the number of state funded domiciliary care customers has remained fairly constant at around 1000, but the hours delivered have increased slightly. This fairly steady overall picture belies the fact that there is a larger than expected turnover in customers locally, as high as 50 to 60% per annum. This high turnover occurs mainly in older people who represent 840 of the total customer base. In other customer groups the turnover is less and their numbers are increasing steadily. However, as numbers of older people grow, the numbers requiring domiciliary care, both privately and publicly funded, will also increase.

Overall the Council spends about £8.2m per annum on domiciliary care, at an average cost of £14.51 per hour, with each customer receiving 11 hours of care per week. When the market is analysed by looking at clinical commissioning group locality areas, differences in spread of providers, hours commissioned and unit costs emerge. The attached charts give more details of these trends and analysis.

The Council has retained and expanded its own reablement function, which aims to offer every new customer a period of reablement. In 2012 some 800 people went through a period of reablement. The service offers up to six weeks intensive assessment and support to people in their own homes, with the aim of helping them regain their independence and minimising the need for ongoing support from the Council. This has proved successful with 50% of customers no longer requiring domiciliary care services post reablement.

The number of people opting for personal budgets and direct payments has increased steadily to almost 60% and this number is likely to increase further. However, at least in the short term there are likely to be a high number of older customers who will opt for the Council to arrange their care for them.

The area also has a high proportion of private customers. Figures from providers range from 20% to 60%. Based on this information the private domiciliary care market is estimated to be 42%, which is above the national average of 35%.

The current pricing structure is complicated with differing rates paid depending on when and where the care is provided and with ad hoc supplements. Customers currently have little choice over who provides their care as cases are offered to the blocks first then to available providers through the brokerage team.

Desired Outcomes

- Stability and resilience of supply across all of Central Bedfordshire which offers:
 - More choice for all customers
 - High quality personalised care
 - Specialist services
 - An ethos of reablement
- Best value for the Council and individuals
- Access to those self directing their own support
- Simple transparent pricing structures
- A standard quality monitoring framework using outcomes
- More collaborative relationships with providers
- Streamlined processes
- A smooth transition to the new contracting arrangement

Research and Contracting Options

The Project Team have researched other areas of good practice and examined the various contracting models as well as how others have dealt with the transition arrangements. Visits were made to Hertfordshire, Warwickshire and Brent (as lead authority of the 7 borough West London Alliance). These visits were invaluable in discovering how others have retendered, what contracting arrangements were adopted, and to benefit from lessons learned. The team were also able to use the expertise of the Eastern Region Procurement Lead and to learn from the recent experiences of other commissioning leads in Luton and Bedford.

Common themes emerged, such as needing to shape the market in the light of personalisation, thinking carefully about transitional arrangements, ensuring the capacity of supply, needing to find local solutions for gaps, developing back office systems to understand the market and deal with the allocating, recording and payments for care provided, and how to measure quality.

Contracting arrangements varied between traditional models, typically a mixture of block and spot contracts, to newer models such as framework agreements of various types, approved provider lists or no contracts at all. A block contract is where a supplier is guaranteed a certain amount of work at a set price which is paid for whether that work is carried out or not. A spot contract is an individual contract where the price can vary. An approved provider list is where providers have been through a vetting process and work is given to any provider on the list. A Framework Agreement is a general term for agreements with providers who have gone through a full tendering process. It sets out the terms and conditions under which specific purchases can be made (such as price) but places no contractual obligation on the Council in terms of specifying how much work will be given to them. These models are summarised in the table below

Types of Contracts

Contract Type	Contract Length	Ability to only pay for care delivered	Predictable Price	Complete CBC coverage	Market Stability	Shapes Market	Improves Quality	Flexibility and choice for customers	Performance management	Administration
Spot	Any	Yes	No	No	No	No	No	Yes	Difficult	Complex
Block	Any	No	Yes	Yes	Yes	No	Limited	No	Easy	Easy
Preferred Provider List	Any	Yes	No	No	No	No	No	Yes	Difficult	Difficult
Framework Agreement	4 years max	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Easy	Easy

Recommended way forward for Central Bedfordshire

Considering all the options the recommended way forward is to adopt a Framework Agreement for domiciliary care. A Framework Agreement combines many advantages of other models and has the following benefits

- It allows the market to be shaped and developed through having a locality focus, working collaboratively with providers to ensure comprehensive coverage.
- The Council will gain a stable price for the duration of the contract and achieve value for money.
- Providers are given stability as all new work is only awarded to providers who are part of the agreement.

- Customers can be given choice and personalised care.
- It allows the Council and providers to respond flexibly to changing needs.
- It will drive up the quality across the area for all customers, whether they are Council or privately funded, by awarding new work to the best providers.
- It allows the Council to introduce electronic monitoring across the board.

Transition Arrangements

The other key factor is how transitional arrangements are handled, both from customers' and existing providers' standpoints. Current turnover indicates that the Council should allow existing customers to remain with their current providers and only apply the framework to new customers or where customers wish to change provider. This is backed up by recent customer feedback stating that 90% of them wished to keep their current carers. With previous provider changes, the Council had to undertake reviews of every customer before making changes. It would be helpful if this can be avoided because of the cost of undertaking these reviews as well as the potential disruption and upset to customers. The turnover of customers means that new work can be offered to the market which will shape itself gradually allowing new carers to be recruited to where the work is awarded. Other areas who adopted this approach found that it minimised disruption and enabled a smooth transition.

APPENDIX B: Supporting data analysis of domiciliary care market

The data below is taken from a variety of sources

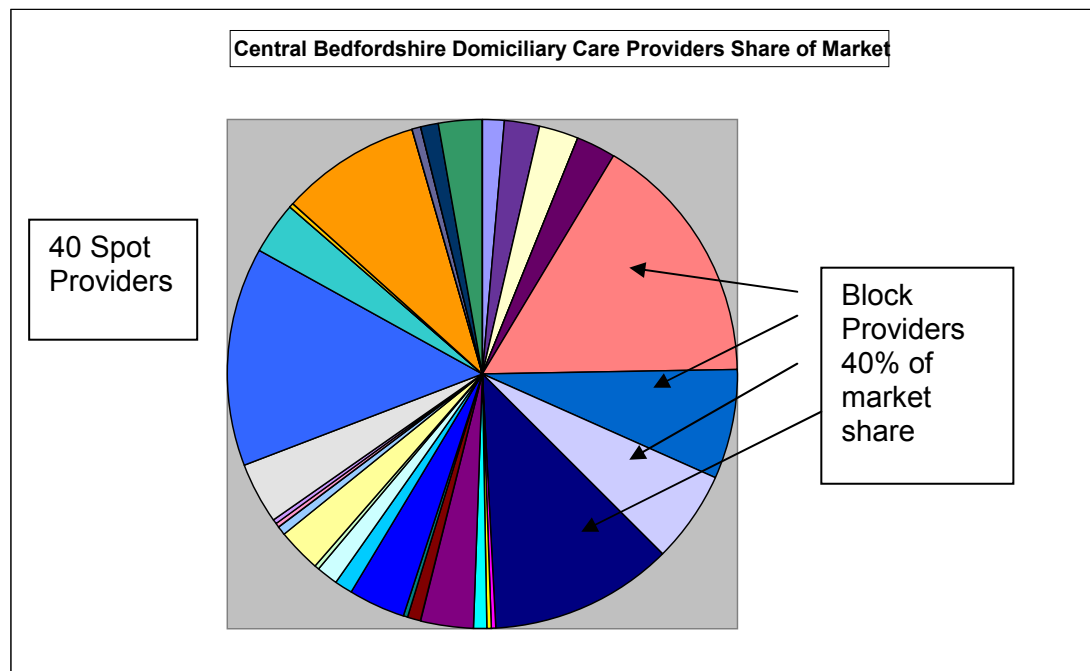
EXTERNAL DOMICILIARY CARE

Description	Current Budget £
Older People Ampthill	1,875,882
Older People Biggleswade	1,653,675
Older People Dunstable	2,235,640
Older People Leighton Buzzard	1,066,092
Physical Disability - Packages	1,328,623
Mental Health Team	39,240
TOTAL EXPENDITURE	8,199,154

Trends in Domiciliary Care Market

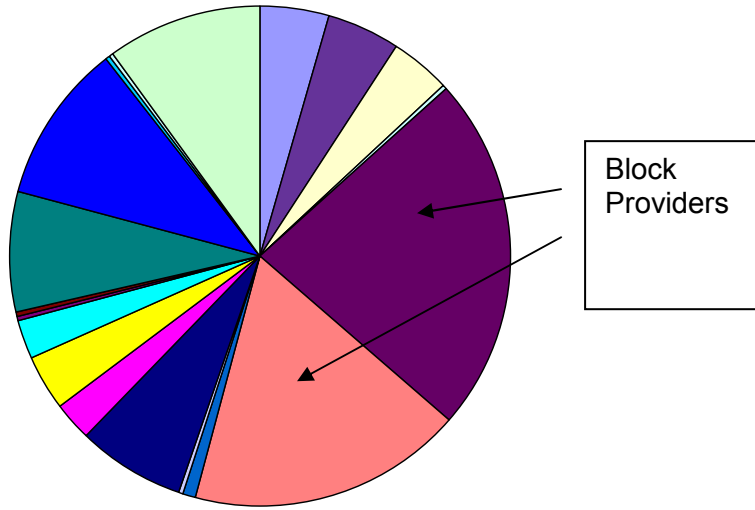
Total no. of customers	2009- 10	2010- 11	2011- 12
Includes extra care and in house services	1,724	1,680	1,714
No. of Hrs per Annum	669,659	685,468	723,664

Charts showing Market Share of Providers across Central Bedfordshire and by CCG Area

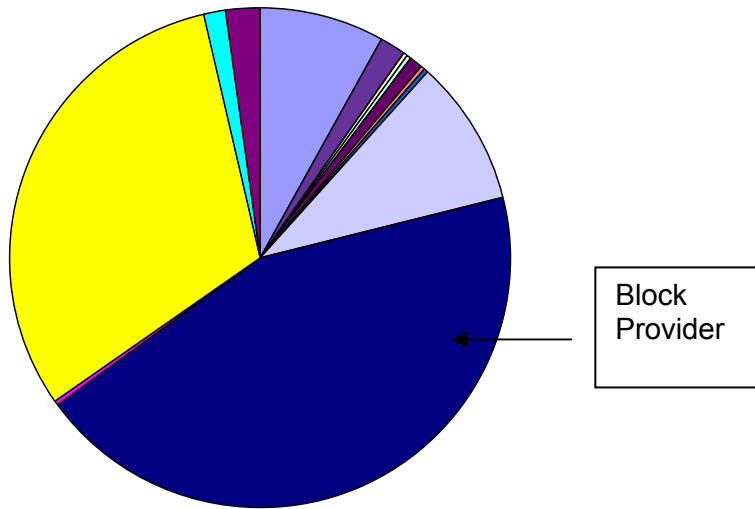


As a whole the market appears quite balanced but when it is broken down by local areas differences occur, showing that the blocks are too dominant. Providers will nominate which of the four areas they wish to service. This will allow for different rates in each area to take into account rural factors.

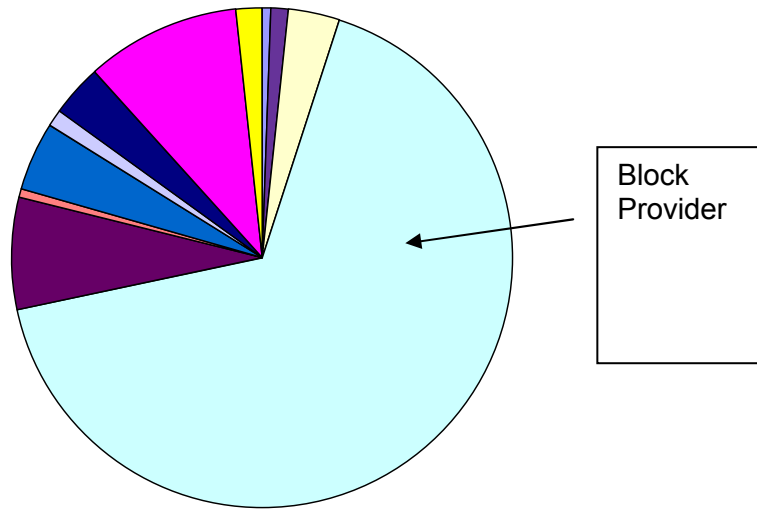
Chiltern Vale PBC Providers Share of Market



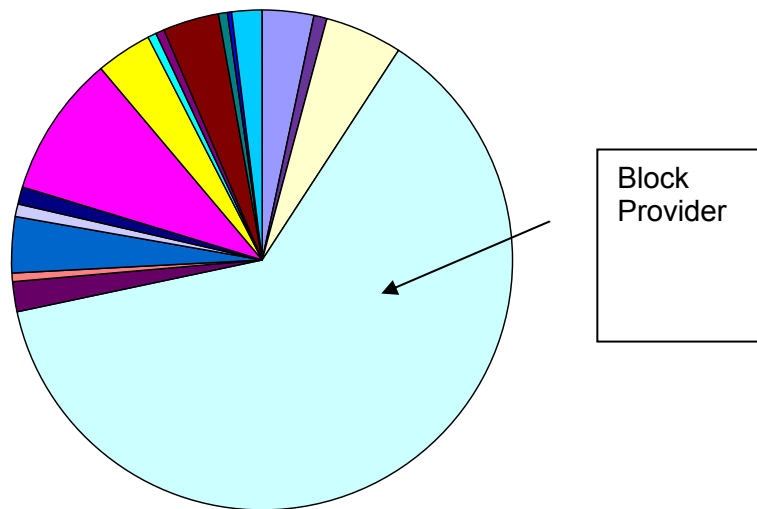
Ivel Valley PBC Providers Share of Market



Leighton Buzzard PBC Providers Share of Market



West Mid Beds PBC Providers Share of Market



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Meeting: Executive
Date: 6 November 2012
Subject: **Commissioning for Outcomes:
Approach to Standards and Quality of Dementia Care, Fee
Levels for Care Homes, and Planned Withdrawal from
Existing Block Contract Arrangements**

Report of: Cllr Mrs Carole Hegley, Executive Member for Social Care, Health and Housing

Summary: This report describes the strategic approach to raising standards and quality of dementia care and linking this to fee levels for care homes. This will be achieved through the linking of the quality accreditation systems and the fee levels paid for local authority funded customers.

This is part of a programme that will create a broader range of options for older people, that bring equity of access across all areas of Central Bedfordshire, through stimulating the market to provide and manage modern extra care housing and higher quality care homes. The local authority will directly contract with providers based on monitored quality and preferences of individual customers. This will create greater choice for people who require this high level of care as has already been developed for people accessing domiciliary and community services.

This report addresses three main areas:

- improving quality of dementia care
- linking quality to care home fee levels
- developing a Framework Agreement for commissioning care home provision.

Advising Officer: Julie Ogley, Director of Social Care, Health and Housing
Contact Officer: Elizabeth Saunders, Assistant Director, Commissioning
Public/Exempt: Public report. Appendices C-E are exempt under paragraph 3 of section 10.4.1 of part G2 of the Council's constitution.
Wards Affected: All
Function of: Executive
Key Decision Yes
**Reason for urgency/
exemption from call-in** N/A

CORPORATE IMPLICATIONS

Council Priorities:

The recommendations meet the following Council priorities:

- Promote health and wellbeing and protect the vulnerable
- Value for money

and support the Council's vision for Central Bedfordshire as a great place to live and work.

Financial:

1. The proposed strategic approach is expected to deliver more cost effective and higher quality accommodation-based care over the long term through a wider variety of extra care housing, high quality residential care home and nursing care home services. In 2011/12 the annual expenditure on residential care for older people was £15.67m. If the current levels of residential care provision keep step with anticipated population increases, the annual cost is estimated to reach £43.5m by 2031.
2. The dementia incentive payment will be covered through use of the 2012/13 inflation provision built into the approved budget.

Legal:

3. It is recognised that a change in contractual arrangements is required for the ongoing provision of residential care home places.
4. The use of a Framework Agreement in these circumstances does not give rise to any legal issues, on the basis of a comprehensive and transparent procurement exercise.

Risk Management:

5. The activities will be delivered through project management arrangements and overseen by the 'Meeting the Accommodation Needs of Older People' Steering Group chaired by the Director Social Care, Health and Housing.
6. All risks, issues and progress against agreed plans will be monitored by the Project Board. Procurement and legal risks will be managed with the support of the Head of Procurement and the Head of Legal Services. These and all other risks, including failing to deliver Council priorities, financial and reputational risks, will be managed through the project risk register.
7. The new Framework Agreement will be the mechanism to develop high quality care and capacity within the local care home market. It will create an environment of collaborative working with providers ensuring a stable market moving forward.

Staffing (including Trades Unions):

8. Not applicable.

Equalities/Human Rights:

9. Public authorities have a statutory duty to advance equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
10. The strategic approach has considered care home provision for older people, over age 65. This includes people with a range of needs including dementia care, physical and sensory disability, vulnerability, frailty and temporary illness.
11. The approach has a positive impact on those people who require care home placement as it is focused on delivering high quality care to some of the most vulnerable members of society. National research has highlighted that care home provision can on occasion fail to meet individual needs, sometimes breaching equality and human rights legislation.
12. This indicates that it is important to:
 - develop a variety of supported living options; and
 - ensure that procurement processes attract high quality providers of care and that potential providers are robustly assessed against a range of equality/quality of life related factors.
13. The existing Equality Impact Assessment will be updated at the start of each phase of the programme to ensure that relevant issues are considered and addressed.

Public Health:

14. The proposed strategic approach is entirely consistent with national policy related to the wellbeing of people over age 65. This gives opportunities to improve and maintain higher levels of independence for all people, providing high quality services to people who are frail and with complex needs, as well as supporting emerging approaches for dementia care.

Community Safety:

15. Not Applicable.

Sustainability:

16. Not Applicable.

Procurement:

17. A procurement strategy and timeline has been developed for adoption of a Framework Agreement as the preferred contractual vehicle for future provision of care home services. The Framework will be open to competition and providers will be asked to submit their proposals which will then be evaluated in terms of quality and price. This approach will allow the Council to access the widest choice of services in future and achieve value for money.

Overview and Scrutiny:

18. Development of the Dementia Quality Mark and introduction of the Framework Agreement linking quality with fee levels were considered by Overview and Scrutiny in September 2012. No additional comments or recommendations were received.
19. The subject of this report was presented to Overview and Scrutiny in October 2012.

RECOMMENDATIONS:

The Executive is asked to:

1. **approve the establishment of a dementia quality accreditation scheme from January 2013;**
2. **approve the introduction of an incentive scheme for all dementia related residential care home payments from January 2013;**
3. **authorise the Director of Social Care, Health and Housing to undertake a procurement exercise and, in consultation with the Executive Member for Social Care, Health and Housing establish a Framework Agreement for engaging with providers of care homes in the future;**
4. **approve the establishment of a quality system for informing general residential and nursing care home fee levels from 2013/14;**
5. **approve the proposals in respect of the Central Bedfordshire Council Procurement Procedure Rules as set out in appendix C;**
6. **approve the proposed arrangements for the current Contract as described in appendix C;**
7. **approve the granting of new leases as described in appendix C.**

Reason for Recommendation(s): For the Executive to approve the proposed strategic approach which will deliver:

- a revised fee level tariff to incentivise provision of dementia care and high quality provision for all care home residents.

- an opening up of the care home market through the introduction of a Framework Agreement open to all residential and nursing care homes.

This will support the Council to deliver services to vulnerable and frail people that shifts the balance of care to more personal, flexible arrangements.

Executive Summary

20. This report provides an overview of the work to be undertaken by the Council to secure good quality care for some of its most vulnerable residents. This requires the Council to address issues relating to quality and access to appropriate care services across Central Bedfordshire and to ensure that the social care market is able to meet current care needs and the growing demands of the future. The Council must address the care needs of the whole care population and not just those who are publicly funded.
21. The focus will be on raising the standards of support and care offered to all older people who live in residential and nursing care homes. This will be achieved by the introduction of two quality systems, the first introduced in January 2013 for provision of specialist dementia care, and the second introduced in 2013/14 covering all other care home services. These will replace the star rating system, which is no longer operated by the Care Quality Commission (CQC).
22. These two quality systems will become the basis for how residential and nursing care homes receive payment for local authority funded customers across Central Bedfordshire. This will be achieved by linking quality ratings to the fee tariff paid.
23. The fee tariff will be part of new contracting arrangements with care home providers. The Council will introduce a Framework Agreement with any qualifying provider that commits them to achieving quality standards in return for a designated tariff. Local authority funded customers will therefore have a much wider choice of care home, meeting the commitment to shift the balance of care to more personal, flexible arrangements.
24. Existing customers will continue to be supported through changes to current arrangements, and will continue to receive the care of their choice, while these new services are put in place.

Context

25. Central Bedfordshire Council has made a commitment to support the most vulnerable and frail members of its population. It is known that people want to be supported to stay at home and the Council is developing domiciliary care and community care services to achieve this aim, including alternatives for frail older residents that prevent the need to enter a care home. However, for those people with needs that exceed what can be supported in this way, such as those with complex needs and dementia, the Council needs to ensure that these are met through high quality care in modern, safe care home environments with staff that have specialist knowledge and skills.

26. Information has been gathered from a wide range of sources to ensure a robust system is established. This has included forecast demand data from the Joint Strategic Needs Assessment (JSNA), audits of current quality in local care homes, and a survey of care providers. Initial feedback from providers is encouraging, with the majority agreeing that there is a need to financially reward high quality services with a specific target on dementia care.
27. In recognition of the added costs of supporting people with advanced signs of dementia, there will be an incentive payment for providers who qualify for the dementia accreditation scheme (appendix A). This additional payment will support on-going high quality care, allowing, for example, improvements to staffing/resident ratios, specialist staff training, and regular maintenance or replacement of high wear and tear items.
28. The general residential and nursing care home fee levels 2012/13 inflationary uplift has been set aside to implement the incentive payment for dementia accreditation scheme (appendix B). While care home providers have welcomed the additional payment, concern remains about the general care home fee levels reflecting rising workforce costs, such as, increases to the national minimum wage and impacts of the working time directive. This will be explored further during 2013/14.

Commissioning for Outcomes

29. Central Bedfordshire Council is introducing outcome based commissioning; actively moving the focus of commissioning onto what the individual person wants to achieve to improve their quality of life and supporting them to make informed choices about their care and how it is provided. This will shift the balance of care towards more personal, flexible arrangements in turn moving away from traditional institutional approaches. This will involve:
 - (a) an accreditation and incentive scheme for dementia care to improve quality, meeting the medium term plan that a minimum 60% of dementia care will be rated as good or excellent;
 - (b) fee levels paid for local authority funded customers to be clearly linked to the quality provided by each care home based on a four level structure of 'excellent', 'good', 'adequate' and 'poor' (appendix A);
 - (c) a Framework Agreement for residential and nursing care homes as the contractual mechanism for allowing customers choice in where they live.

Accreditation System for Dementia Care in Care Homes

30. The Dementia Quality Mark has been developed and will help the Council achieve the medium term plan that by 2014, a minimum 60% of dementia care is rated as good or excellent. It will be the basis of a continuous improvement programme that drives excellence in care home provision across Central Bedfordshire.

31. Standards have been developed that offer transparency of the Council's expectations for what it requires from a provider offering specialist dementia care. Once accredited, Council officers will monitor to ensure quality is maintained and in return the provider will receive an additional incentive payment. The outcome is that residents and their families can be assured of appropriate high quality care. If the Executive approve the recommendation, then implementation will commence in January 2013.

Quality System for Care Homes

32. Following establishment of the Dementia Quality Mark Scheme, the principles will be expanded across all residential and nursing care home provision in Central Bedfordshire. This will ensure transparency of the Council's expectations for delivering high quality care and person-centred outcomes for all people living in care homes. This quality system will be clearly linked to level of remuneration for local authority funded care home customers (appendix A). Implementation will commence in 2013/14.

Approach to Contracting – Developing a Framework Agreement with Providers

33. Providers will be invited to enter onto a Framework Agreement with the Council. This will be the contractual mechanism for joining the quality systems with the remuneration received for local authority funded care home customers. Procurement process will start November 2012.
34. Using the principles of any qualifying provider, the Council will advertise the required quality standards, the fee levels to be paid across the four-band structure, and the accreditation/compliance requirements. This transparency will signal the new approach and our emphasis on achieving quality for vulnerable customers.
35. Once care homes are accepted onto the Framework Agreement, local authority funded customers will be able to exert choice in where they live based on known quality of service and locality preferences. This in turn will drive the market to provide high quality services in locations that meet the wants of people across all Central Bedfordshire.

Fee Level Setting for Care Home Placements

36. The approach to fee levels has been developed from the existing system into a four-band structure based on annual quality monitoring ratings of 'excellent', 'good', 'adequate' and 'poor'. This system will reward high quality provision and incentivise all providers to strive towards and then maintain high quality (appendix A).
37. The Council will consider making inflationary uplifts to the set fee levels from 2013/14.

Conclusion and Next Steps

38. This strategic approach will ensure that consistently high quality residential and nursing care home provision can be delivered by the private and not-for-profit market across Central Bedfordshire for the years to come. It will be achieved through the linking of the quality accreditation systems and the fee levels paid for local authority funded customers. This in turn will provide greater choice for the people who have high levels of care needs which are better provided in a care home setting.
39. The next steps are:
- (a) Agree the proposed incentive payment for the dementia accreditation scheme (appendix A); implement January 2013.
 - (b) Agree the proposed fee levels for the four-band quality structure of 'excellent', 'good', 'adequate' and 'poor' (appendix A); implement 2013/14.
 - (c) Deliver the Framework Agreement contractual arrangements for 2013/14.
 - (d) Engage with existing care home providers to explain the changes and timescales for introducing these new contractual arrangements.

Appendices:

- Appendix A Proposed Care Home Fee Levels for 2013/14
- Appendix B Financial Profile Regarding implementation of Dementia Incentive Fee Payment in Care Homes

Exempt appendices C - E

Background Papers: (open to public inspection)

None

APPENDIX A

**Central Bedfordshire Care Home Rates:
Weekly Fee Levels for 2013/14**

	Band 0 (poor) *	Band 1 (adequate)	Band 2 (good)	Band 3 (excellent)
Residential Care	£438.64	£457.06	£468.48	£480.00
Nursing Care	£456.76	£475.94	£487.83	£500.00

* Placements are not made in 'poor' rated residential or nursing care homes.

**Dementia Accreditation Scheme:
Weekly Incentive Payment for 2013/14**

Dementia Accreditation Scheme Incentive Payment	£15.00 **
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** each eligible resident must have a formal medical diagnosis of dementia

APPENDIX B

Financial Profile: Implementation of Dementia Incentive Fee Payment in Care Homes

a) Central Bedfordshire Council - Care fees 2010/11

Rating	0	1	2	3
Residential Care Home	438.64	457.06	468.48	480.00
Nursing Care Home	456.76	475.94	487.83	500.00

Current Total Spend – £18,337,000 (includes Block Beds)

b) Additional Expenditure as part of Dementia Accreditation Scheme

Year	Dementia Clients	Percentage Increase	Monetary increase per person per week	FYE Annual Cost of Increase (£)	Revised Total Spend (£)
2012	279	3.1%	£15.00	218,000	18,555,000
2015	131 (projected number of extra clients 2013/14 to 2015/16 financial years)	3.1%	£15.00	103,000	18,658,000
Total	410	3.1%	£15.00	321,000	18,658,000

Total Cost of application of 3.1% increase by 2015 - £321,000

NB

1. The £15 per week dementia incentive payment for people diagnosed with dementia through either a memory service assessment (provided by SEPT) or advanced assessment determination (some GP's are able to provide) equates to an uplift of 3.1% on current average fee rates. This average rate is calculated as an average across the residential and nursing gross weekly cost of £478 per week.
2. The calculation of £218K extra cost increase for 2012/13 is based on full year effect if all the current service users who are flagged on the Swift system as experiencing dementia had the incentive payment applied from 01.04.12.
3. On projected new numbers of people with dementia who are likely to be eligible for the incentive payment the additional annual cost breakdown for each of the years up to 2015/16 (based on no increase to the 3.1% applied in these years) is:
 - a. 2013/14: £23K
 - b. 2014/15: £40K
 - c. 2015/16: £40K

Meeting: Executive
Date: 6 November 2012
Subject: Assets Disposals List
Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Services

Summary: The report proposes that Executive delegate authority to Alan Fleming, Service Director Business Services, in consultation with Councillor Maurice Jones, to dispose of all of the properties on the Assets Disposals List, attached as exempt Appendix A, at the best values obtainable.

Advising Officer: Alan Fleming, Service Director, Business Services
Contact Officer: Peter Burt, Head of Strategic Assets
Public/Exempt: Appendix A exempt under paragraph 3 as it contains sensitive financial information
Wards Affected: All
Function of: Executive
Key Decision Yes
Reason for urgency/ exemption from call-in (if appropriate) N/A

CORPORATE IMPLICATIONS

Council Priorities: The capital receipts will support all of the Council's Priorities

The Capital receipts from the Disposals List will support all of CBC's Priorities:

- Supporting and caring for an ageing population
- Educating, protecting and providing opportunities for children and young people
- Managing growth effectively
- Creating safer communities
- Promoting healthier lifestyles

Financial:

1. The Capital Receipts will support the Medium Term Financial Plan and the Capital Programme.
2. Finance have been provided with a copy of the Disposal List.

Legal:

3. The Council has power under section 123 of the Local Government Act 1972 to dispose of land it holds. Normally, such disposals must take place at the best price that can reasonably be obtained.
4. The conveyancing team are aware of the Disposals List and the work is programmed into their forward plan.

Risk Management:

5. If the disposals do not proceed the following risks have been identified:
 - a. Non delivery of Corporate Asset Management Strategy (CAMS) and Disposal Strategy.
 - b. Failure to realise capital receipts.
 - c. Failure to support the Medium Term Financial Plan and the Capital Programme.
 - d. Consequential failure to deliver Council priorities.

Staffing (including Trades Unions):

6. Not Applicable.

Equalities/Human Rights:

7. Public authorities have a statutory duty to advance equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations.
8. As part of the process of disposal, consideration is given to the potential future use of the property and whether it might be appropriate for transfer as residential accommodation to the Housing Revenue Account (HRA).

Public Health:

9. During the period from becoming surplus to completion of a sale Assets use their endeavours to make the properties secure and safe.

Community Safety:

10. The Council has a duty to consider community safety in all of the functions that it exercises. Whilst the actual disposal of the properties has no immediate community safety issues, the council must ensure that it meets its statutory duties by ensuring that the site remains secure and appropriate interventions are put in place to ensure that the site is not used for criminal or anti social behaviour.

Sustainability:

11. Selling the properties will, with refurbishment and redevelopment, bring them back to use for the community and provide additional housing. S106 agreement and infrastructure requirements will be negotiated by the planning team. When sold, these properties will no longer be counted in the Council's Carbon Reduction Commitment (CRC) burden, reducing the amount payable by the Council in the CRC carbon tax.

Procurement:

12. Where we seek to employ an agent to assist with the sale we carry out a tender process to find the most efficient result.

Overview and Scrutiny:

13. To be considered by Customer and Central Services Overview and Scrutiny Committee on 23 October 2012.

RECOMMENDATIONS:

The Executive is asked to approve:

1. **the disposal of the properties included in the Assets Disposal List as shown in the exempt Appendix A and to authorise the Service Director, Business Services, in consultation with the Executive Member for Corporate Services, to approve the terms of disposal and allow up to a minus of 10% of the estimated value on £250,000 whichever be the greater with no upper limit; and**
2. **the transfer of suitable residential properties to the HRA .**

*Reason for Recommendations: So that completion of the disposals can be effected sooner and more efficiently and to avoid having to come back to Executive every time a sale is likely to exceed £500,000.
To allow the early use of suitable residential property by HRA and to save the General Fund 4% of the value of the properties transferred although eliminating a capital receipt.*

Executive Summary

14. The Assets Disposals List (ADL) covers all current properties surplus to the requirements of services and available for disposal for the period 2012-2017.
15. It is recommended that these properties are disposed of to achieve the best value for money and to realise the capital receipt as soon as possible.
16. Under the Constitution only properties with a value in excess of £500,000 have to be brought to Executive for approval and it is for these properties that the delegation is required and Executive will be asked to give their approval to a disposal at best value but in advance of a sale being agreed.

17. Three properties on the ADL were very suitable for transfer to the HRA and would enhance their property portfolio whilst it was considered would not reduce the capital receipts to the General Fund. It has now been established that whilst HRA is a separate account its balance sheet is amalgamated with CBC's at the year end and is not therefore eligible as a capital receipt to the General Fund.
18. However, other financial benefits will be delivered to the General Fund (GF) as the Capital Financing Requirement (CFR) will be reduced by the certified value of the property. This will result in a reduced requirement for Minimum Revenue Provision (MRP), saving the Council 4% of the certified value annually. In addition the use of these assets by the HRA could deliver savings to the GF as a result of reduced temporary accommodation costs.
19. It is recommended that in circumstances that deliver surplus assets suitable for the HRA that these properties continue to be transferred to HRA despite there being no capital receipt for the General Fund that could be delivered through a sale by private treaty to the community at large.

Appendices:

Appendix A – Assets Disposal List (Exempt)

Meeting: Executive
Date: 6 November 2012
Subject: Food Waste Disposal & Collection Contracts
Report of: Cllr Brian Spurr, Executive Member for Sustainable Communities
Summary: This report seeks approval to retender two contracts, the Food Waste Disposal Contract and the Food Waste Collection contract which currently operate in the north of the area.

The retendering of these contracts will facilitate the continuation of these services to cover the interim period between the end of the current contracts, that end respectively on 30 April 2013 and 3 October 2013 and the commencement of the Central Bedfordshire Energy and Recycling (BEaR) Project solution.

The estimated total contract value for both contracts is based on £820k per annum; that for food waste disposal is £180k p.a, and for food waste collection £640k p.a.

Advising Officer: Gary Alderson, Director of Sustainable Communities
Contact Officer: Jane Moakes, Assistant Director, Community Safety, Public Protection, Waste & Leisure
Public/Exempt: Public
Wards Affected: All north area wards
Function of: Executive
Key Decision No
Reason for urgency/ exemption from call-in (if appropriate) N/A

CORPORATE IMPLICATIONS

Council Priorities:

The action supports the Council priorities of providing:

- Great universal services – bins, leisure and libraries

by providing suitable collection and disposal arrangements for food waste collected by the Council.

Financial:

1. As an ongoing statutory service, finance is provided in base budgets for 2012/13 and within budgets in the Medium Term Financial Plan. The procurement may result in some savings against current spend for both contracts.

Legal:

2. Pursuant to Section 1 of the Refuse Disposal (Amenity) Act (RDA) 1978 and section 51 of the Environmental Protection Act (EPA) 1990 the Council has a statutory duty to provide for places for disposal of household waste and to dispose of the waste it collects, food waste is classed as household waste.
3. The current contracts, run for a 5 year period from 2008, ending on 30 April 2013 (disposal) and 3 October 2013 (collection) respectively. The BEaR project will provide the longer term waste treatment solution for the Council, including food waste and as there are no extension periods within the contracts, interim contracts are required.
4. The EU procurement process applies to both contracts due to their value and OJEU notices need to be placed by the end of November 2012 and end of March 2013.

Risk Management:

5. The council has a statutory duty to collect and provide treatment and disposal of the waste it collects under section 1 of the RDA 1978 and section 51 of the EPA 1990. Food waste collection and disposal would be at risk of suspension if these contracts were not retendered and new contracts let.

Staffing (including Trades Unions):

6. Not Applicable.

Equalities/Human Rights:

7. Not applicable, any issues arising from non provision of the service would impact on all residents in the north of the area.

Public Health:

8. The health and wellbeing of residents would be negatively impacted if food waste collections and disposal were unavailable for an extended period of time.

Community Safety:

9. Not applicable.

Sustainability:

10. The new contracts will ensure that waste is managed in line with the updated waste hierarchy contained within the EU Waste Framework Directive 2008. Waste will be treated to the highest level in the waste hierarchy as is financially and practically feasible.

Procurement:

11. The Council's Code of Procurement Governance provides that the Executive must approve expenditure before commencing any procurement over £500,000 per annum. The annual costs of these contracts exceed that threshold. The procurement team will actively support the tender process and the Council's Procurement Procedures will be followed.

Overview and Scrutiny:

12. The matter has not been considered by Overview and Scrutiny.

RECOMMENDATIONS:

The Executive is asked to:

1. **approve the procurement of the following two waste management contracts in accordance with the Council's Code of Procurement Governance:**
 - (a) **the Disposal of Food Waste; and**
 - (b) **the Collection of Food Waste;**
2. **delegate the award of the two contracts to the Director of Sustainable Communities in consultation with the Executive Member of Sustainable Communities Services subject to successful procurement processes.**

<i>Reason for Recommendations:</i>	<i>To ensure that the disposal and collection of food waste can continue in the interim period to the implementation of the BEaR waste management solution and the subsequent procurement of contracts for the collection of all household waste.</i>
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Executive Summary

13. This report seeks approval for retendering of two contracts:

- (1) the disposal of food waste; and
- (2) collection of food waste

to continue the current service provided in the north of the area to cover the interim period between the end of the current contracts and the start of the BEaR waste management solution.

14. The estimated total contract value, for both of the proposed contracts, based on current costs is £820k per annum; however, this procurement may make savings on the current spend; therefore, the total financial commitment could be lower than current costs.

Food Waste Service

15. The food waste service (collection and disposal) operates in the north of Central Bedfordshire only. It was introduced by Mid Bedfordshire District Council in 2008 for a period of 5 years. The different contract end dates are due to the service being introduced on a phased basis over six months from April to October 2008.
16. The food waste collection contract covers a weekly collection of food waste from residents. This waste is taken to a disposal treatment site north of Bedford, the disposal arrangements being covered by a separate food waste disposal contract.
17. The food waste disposal contract ends 30 April 2013 and arrangements need to be in place to continue this service from 1 May 2013 to the commencement of the BEaR project waste management solution. The BEaR project facility will provide a treatment solution for food waste as well as other organic waste (garden waste) and residual waste.
18. It is proposed that the contract term for food waste disposal is for 2 years to 31 March 2015 with an 18 month flexible extension to 31 October 2016. The procurement process milestones are set out below:

Complete contract documentation	09/11/12
OJEU notice and open tender issue	15/11/12
End of tender period	24/01/13
End of evaluation and intention to award	28/02/13
Formal award and mobilisation period	01/03/13
New contract start date	01/05/13

19. The food waste collection contract ends 3 October 2013, and arrangements need to be in place to continue the collection service from 4 October 2013 to the commencement of the BEaR project waste management solution, as is the case with food waste disposal.
20. It is proposed that in retendering the contract that the opportunity is taken to align the interim contract end dates for collection and disposal, addressing the current anomaly. This will also enable the food waste collection arrangements to be brought into line with all other collection arrangements in the future.
21. The procurement process for the collection contract can start later, due to the current contract end date. The procurement process milestones are set out below:

Complete contract documentation	28/02/13
OJEU notice open tender issue	28/03/13
End of tender period	06/07/13
End of evaluation and intention to award	17/07/13
Formal award and mobilisation period	01/08/13
New contract start date	04/10/13

Conclusions and Next Steps

22. Executive is asked to approve the retendering of the food waste disposal and food waste collection contracts due to the value of each being £180k p.a and £640k p.a, for the interim period, to the commencement of the BEaR waste management solution.

23. The aligning of the end dates for these contracts will enable consideration of food waste collection arrangements with all other waste collection services at the relevant time; to be part of a wider more significant review of waste management contracts, harmonisation of the refuse collection, recycling and street cleansing contracts, as well as securing value for money and contract efficiencies.
24. It is proposed that following the procurement process, that the award of contracts is delegated to the Director of Sustainable Communities in consultation with the Executive Member for Sustainable Communities Services.

Appendices: None

Background Papers: None

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Meeting: Executive
Date: 6 November 2012
Subject: Consultation on Admission Arrangements 2014/15
Report of: Cllr Mark Versallion, Executive Member for Children's Services
Summary: The report seeks Executive approval to commence consultation on Admission Arrangements for 2014/15, specifically the Council's co-ordinated admissions scheme and admission arrangements for Community and Voluntary Controlled Schools.

Advising Officer: Edwina Grant, Deputy Chief Executive / Director of Children's Services
Contact Officer: Pete Dudley, Assistant Director Children's Services (Learning, Commissioning & Partnerships)
Public/Exempt: Public
Wards Affected: All
Function of: Executive
Key Decision Yes

CORPORATE IMPLICATIONS

Council Priorities:

The Council's admission arrangements and co-ordinated admissions scheme supports the Medium Term Plan priority to improve educational standards at key stage 4.

Financial:

1. There are no direct financial implications arising from this proposal, although if approved, the proposal to change admissions criteria from catchment to straight line priority will support the parallel proposal to Executive regarding the provision of transport on a "nearest school" policy as outlined in that report, which could lead to budget savings.

Legal:

2. Regulations contained within the School Admissions Code sets out the requirement for the Local Authority to have a co-ordinated admissions scheme for the area. Admission Authorities must also determine their admissions arrangements by 15 April each year, for implementation in September of the following year. If an Admissions Authority proposes to make amendments to their arrangements they must consult between the 1 November and the 1 March for a minimum of 8 weeks of the year before the arrangements apply.

3. For Community and Voluntary Controlled schools the admissions authority is the Council acting as the Local Authority. Academies, Foundation, Trust and Voluntary Aided schools are their own admission authority and are therefore responsible for their own admission arrangements.
4. Via the consultation as set out in this report, the Council will fulfil its statutory responsibilities by consulting within the timescales set out above and conducting a consultation with the relevant parties on changes to admission arrangements for Community and Voluntary Controlled schools, inviting thoughts and comments from all consultees which will be reported to Executive in February 2013 when the admissions arrangements for September 2014 will be determined.

Risk Management:

5. This report sets out the statutory requirement for the Council to have a co-ordinated admissions scheme in place for the area. The risk of not having a co-ordinated scheme in place for Central Bedfordshire would entail the following key risks:
 - Failure to discharge statutory duty
 - Failure to provide an admissions process which allows parents to state preferences and apply by the national closing dates.
 - Failure to allocate school places for the normal year of entry by the national offer dates

All of the above would incur a negative perception of the Council which would also be a reputational risk.

Staffing (including Trades Unions):

6. Not Applicable.

Equalities/Human Rights:

7. The School Admissions Code sets out the duty on Local Authorities and Admission Authorities to produce admission arrangements which are fair, clear and objective and which can be easily understood by parents. Admission arrangements must comply with regulations and legislation including the Equality Act 2010 and the Human Rights Act 1998.
8. Public authorities have a statutory duty to advance equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. As part of the development of the Admissions Policy the Council will carry out an Equality Impact Assessment to check that the proposed changes do not have a disproportionate or negative impact on vulnerable groups.

Public Health:

9. Not applicable.

Community Safety:

10. Not applicable.

Sustainability:

11. Not applicable.

Procurement:

12. Not applicable.

Overview and Scrutiny:

13. This matter has not been considered by Overview and Scrutiny but comments will be sought from them during the consultation period.

RECOMMENDATIONS:

The Executive is asked to:

- **note the situation regarding Greenleas School referred to in this report as set out in the urgent decision report also on this agenda;**
- **approve the commencement of consultation for Central Bedfordshire's co-ordinated admissions scheme as set out in this paper;**
- **agree the proposed admission arrangements for Community and Voluntary Controlled schools for the academic year 2014/15; and**
- **approve the commencement of the consultation for Central Bedfordshire's admission arrangements for Community and Voluntary Controlled Schools for the academic year 2014/15.**

Reason for Recommendations: To enable the Council to meet its statutory obligations to consult on admission arrangements.

Executive Summary

14. Central Bedfordshire Council, acting as the Local Authority, has a statutory duty to ensure that admissions are co-ordinated for all admission authorities in their area for all children being admitted into the normal year of entry and only one offer of a school place is made. The Co-ordinated Admissions Scheme for the academic year 2014/15 fulfils this requirement, setting out the timeframes for processing admission applications, but must be the subject of consultation before approval by Executive in February 2013.

15. In addition, as the Local Authority is the admission authority for Community and Voluntary-Controlled schools, it must also undertake consultation on its own admission arrangements, where changes are proposed. The admission policy for these schools sets out the criteria in which applications will be considered if the school is oversubscribed. This report explains the rationale for a number of proposed changes to existing admissions criteria for Community and Voluntary Controlled schools.
16. The Local Authority has a standard policy in place which is used for many of the Community and Voluntary Controlled schools. However, 21 Community and Voluntary Controlled schools have additions to these criteria which, agreed historically, include priority given to nurseries and pre-schools, above the criterion of 'Any Other Children'. Schools and Academies may set oversubscription criteria which include 'feeder schools' as long as this criterion is transparent and reasonable.
17. 43 of the 65 Academies and own admission authority schools (Foundation, Trust and Voluntary Aided) within Central Bedfordshire have also set their own admissions criteria which differ from the Local Authority's standard policy. The changes to the Council's admissions arrangements proposed in this report are intended to provide greater clarity for parents and carers on their choices and to make the oversubscription criteria more objective than is currently the case. All Admission Authorities must adhere to the School Admissions Code which is the legislation and guidance issued by the Department for Education under Section 84 of the School Standards and Framework Act 1998. The code states that admission authorities
- 'must ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective. Parents should be able to look at a set of arrangements and understand easily how places for that school will be allocated'*
18. The proposal being made in this paper is to operate what is known as "an open admission policy" for all Community and Voluntary Controlled schools. The proposed policy will promote consistency and will determine applications by the following criteria:
- i) All 'looked after' and previously 'looked after' children
 - ii) Children with siblings attending the school.
 - iii) Remaining applications will be prioritised by straight line distance from an applicant's home to the school.
- The admissions criterion is detailed in the report and Appendix 3. This is a proposed change to the current admission arrangements which uses defined catchment areas for Community and Voluntary Controlled schools. The reasons for these proposed changes are set out in the paper and the paper also explains the rationale to also remove the 'very exceptional' medical grounds criterion.
19. The report also sets out the consultation process which is subject to legislative timescales and describes how the required consultees will be engaged with to ensure consultation is effective and meaningful.

Information: The Council's Co-ordinated Admissions Scheme Academic Year 2014-15

20. Legislation contained within the School Standards and Framework Act 1998, requires Local Authorities to have a co-ordinated admissions scheme for their area where parents can apply on a common application form for a place in the normal year of entry at a school or an academy. The Local Authority is required to co-ordinate the admissions for children in their area so only one offer of a school place is made. The co-ordinated admissions scheme must be formulated by 1 January in the relevant determination year and be consulted on with the relevant bodies.
21. Central Bedfordshire's proposed Co-ordinated Admissions Scheme for the academic year 2014/15 sets out the scheme and timetable in which applications will be processed. The scheme details the processes and procedures the Local Authority and admissions authorities need to work to, in order to process the applications by the offer date for the normal year of entry at a school or academy.
22. Local Authorities must have a co-ordinated admissions scheme in place for all maintained schools and academies in their area. (This includes Free Schools, Studio Schools and University Technical Colleges.)
23. Admissions for the normal year of entry for Upper and Secondary are subject to a national closing date for applications of 31 October and a national offer date of 1 March.
24. Admissions for the normal year of entry for Lower, Primary and Middle are subject to a national closing date of 15 January. For admissions in September 2014 and subsequent years, legislation prescribes that offers must be made on 16 April.

Admission Arrangements for Community and Voluntary Controlled schools Academic Year 2014/15

25. Regulations require Admission Authorities to consult on their admission arrangements annually if changes are proposed and they must do so for a period of 8 weeks, commencing no earlier than 1 November, with consultation concluding by 1 March at the latest. Arrangements then must be determined by 15 April.
26. Admission arrangements are the methods and procedures that determine how children will be admitted to any given school and include the 'admission criteria' which will be applied if more applications are received than there are places available. The majority of Community and Voluntary Controlled schools operate a standard admissions policy which applies if the number of applications received for the school exceeds the number of places available. The current standard admissions policy is as follows:
 - All 'looked after' children or children who were previously 'looked after'.
 - Pupils living in the catchment area with siblings at the school

- Other pupils living in the catchment area
- 'Very exceptional' medical grounds
- Other siblings
- Any other children

Appendix 5 details the Community and Voluntary Controlled schools and the admissions policy they operate.

Children attending the school's nursery or pre-school

27. Of the 66 Community and Voluntary Controlled schools in the area, 45 operate the standard policy and 21 currently have additions to the standard admissions policy, of which 17 include priority given to children attending the school's nursery or pre-school, which are prioritised before the last criterion of 'Any Other Children'.
28. Having additional criteria within some of the Community and Voluntary Controlled admission policies which gives priority to children attending a nursery or pre-school before the criterion of 'Any Other Children', can appear to give parent/carers a false guarantee that their child will eventually be admitted to the school if they attend the nursery or pre-school on site at the school, despite the fact that other oversubscription criteria will take priority in the way that places have been subsequently allocated.
29. There have been cases where a child attending the nursery or pre-school on site at the school which is named in the school's admissions criteria has not been able to gain a place at the school due to oversubscription, much to the frustration of the parent who has felt that attending the nursery or pre-school gave some leverage to their child gaining a place at the school. This issue has been brought up at school admission appeals which have been allowed by way of recognising this apparent inconsistency as some parents do not understand that although a nursery or pre-school is named in the admission criteria, this does not mean the child will get a place. Giving priority to children at nursery and pre-schools in the admissions criteria can also disadvantage those children who do not attend the named provision which could be because they have been unable to gain a place or the provider does not meet the child care needs of the parent. To alleviate this issue and provide a system which is fair for all, it is proposed to remove the nursery and pre-school criteria completely rather than have a policy where some schools give priority and others do not. With the proposed criteria for 2014/15, all Community and Voluntary Controlled schools would therefore operate a standardised policy and remove historically agreed differences.

The proposed removal of catchment areas for Community and Voluntary Controlled schools to an open admissions policy

30. In line with legislation, parent/carer(s) can express a preference for any school or academy they wish their child to attend. Parental preference can be based on a variety of reasons such as locality, child care arrangements and siblings attending the school. Analysis of current data from the “Starting School, Middle and Upper Admission Rounds” have shown that on average 58% of children are admitted to schools and academies within the catchment area where they live, indicating that 42% are opting for non-catchment schools. This indicates that being in the catchment area is not always a compelling reason when choosing a school place for their child.
31. It is proposed that the admissions criteria should be one standardised policy for Community and Voluntary Controlled schools and applications should be determined by straight line distance, which establishes the priority of children for places at the school based on where they live in terms of proximity rather than by catchment area. The straight line distance method or open admission is proposed so as to create for children for whom the historical catchment area system disenfranchises them a fairer system and fairness to those families disenfranchised by not being able to afford to live in a particular catchment area. A straight line distance measurement is easy to ascertain and each school will be asked to determine or reconfirm its point of entry to the school which is the distance to be measured to.
32. The removal of catchment areas so operating an open admissions policy for Community and Voluntary Controlled schools where the Council is the admissions authority would give parents and carers more freedom to express a preference for a school of their choice without feeling constrained to specify a preference for their catchment school. Parents and carers can find the admissions system complex and difficult to navigate through. A clear policy consisting of three criterion breaks down this complexity. It is easy to understand and does not provide a false “catchment” guarantee with named feeder schools or nurseries and most importantly a child’s proximity from the school is the ultimate factor in the admissions process and not an arbitrary catchment area.
33. A further advantage of an open admissions policy is that it provides a fair system based on proximity to a school and the ‘market’ for admissions rather than it being the Local Authority that determines the boundaries of where the children would be drawn from. An open admissions policy can be applied regardless of the other school or academy admission policies. Therefore if an Academy or own admission authority school wishes to define or change its ‘catchment’ area then a child living in the road which is no longer in this defined area is not then disadvantaged by not being in the catchment area of their nearest Community or Voluntary controlled school.

34. Removing catchment areas at Community and Voluntary Controlled schools would provide parents and carers the freedom to express a preference for the school without the restriction of a catchment area boundary and gives priority to pupils living nearest to the school. An analysis using the addresses of current pupil data held by the Local Authority to determine the effects of removing catchment areas for Community and Voluntary Controlled schools and using straight line distance instead has shown that implementing these changes could affect, on average, 16% of lower/primary school aged pupils and 27.9% of middle school aged pupils in terms of their current catchment school not being their nearest school. The biggest shift from a pupil's current catchment school to what would be their nearest school is more prevalent in urban areas where parents have a wider choice of schools and academies to choose from. Section 106 and other planning requests will not be affected as the data from historical parental choice can be used as a planning tool rather than catchment areas.
35. Maintaining catchment areas is currently an administrative burden for the Local Authority, by having to check boundaries and make amendments to these when there is new housing development or new schools are built. An open admissions policy removes this burden and simplifies the administrative process for processing applications providing greater efficiencies. One Community school, Greenleas (Sandhills site) due to open in September 2013 will determine applicants by straight line distance as part of their admissions criteria and will not have a defined catchment area. Members are asked to note this position which is also reported to this Executive meeting as a separate item. Defining a new catchment area would have prompted a review of the lower catchment areas in Leighton Buzzard surrounding the new development. This would have resulted in a subsequent consultation on changing these and proposing a new catchment area for the new school at a time when it would have been known that the Council was intending to consult on new arrangements.
36. An open admissions policy can have its disadvantages, for instance removing catchment areas can create uncertainty for parents and carers as to which school their child is likely to be allocated a place at. A judgement cannot be based on previous years where a parent/carer can assess their chances of gaining a place based on whether all catchment children were offered as the deciding factor would be straight line distance. In some cases, a child could be in the position of travelling a long distance to the nearest available school if they lived beyond the 'cut-off' for admission or those who live between two schools of fairly equal distance to their home where both schools are oversubscribed could find they cannot be accommodated. Applying straight line distance works differently from a catchment area where children are ranked according to whether they live within a school's catchment boundary which is then ordered by distance to determine the allocation of places. Those who do not live within the catchment area would currently be classed as 'Any Other Children' if they didn't meet any other higher criteria. These children would then be considered after all other applicants and would also be ranked in distance order.

37. It needs to be emphasised that it is only in the case of Community and Voluntary Controlled schools that the removal of catchment areas is being suggested. These are schools which the Council is the admissions authority for. Academies and schools which are their own admission authority are responsible for consulting and determining their own admission arrangements and may decide to remain with their current catchment area, determine a revised catchment area or adopt the Council's approach and move to straight line distance to determine how places are allocated.

'Very exceptional' medical grounds

38. The current admissions criterion for Community and Voluntary Controlled schools includes the criterion of 'very exceptional' medical grounds. The definition for this criterion is where the school is the only school locally that can meet the child's needs. Parents or Carers are required to submit a medical report from the child's doctor or medical consultant setting out the valid medical reasons why it is essential for the child to attend the school in question.
39. Very few applications meet the medical criterion as many schools can meet a child's medical needs by having the appropriate resources or training staff to meet a child's needs. The evidence provided does not always set out a strong enough case of why the school is the only school that can meet the child's needs.
40. Medical conditions cannot be validated by members of the School Admissions Team who are not trained medical professionals and it would be a constraint on the timetable for processing admissions if these were referred to an appropriate person in the NHS. Time and resources for the NHS would also be an issue. It is therefore proposed to remove this criterion from the admissions criteria for Community and Voluntary Controlled schools. As children with the most severe medical needs will be subject of a statement of Special Educational Needs, this route provides an acceptable alternative within the policy.

Parental choice in an area of increasing diversity in provision and admissions criteria

41. Added to the differing admissions criteria amongst Community and Voluntary Controlled schools, 43 of the 65 Academies and own admission authority schools (Foundation, Trust and Voluntary Aided) within Central Bedfordshire have set their own admissions criteria which differ from the Local Authority's standard criteria. Of the 43 that have set their own admissions criteria, 3 academies have defined their own catchment area (see Appendix 6).

42. The changing landscape of education provision in Central Bedfordshire has been accelerated in the last 12 months. 36 schools are now Academies with a further 23 forecast to undergo Academy conversion before April 2013. Added to this diversity of provision in the Dunstable and Houghton Regis area are seven lower schools and one middle school due to convert to Primary Schools from September 2013. A further Community lower school and a Voluntary-Aided lower school are currently consulting on becoming a primary and a middle phase academy is currently consulting on changing their age range to secondary. The Dunstable and Houghton Regis area also hosts the Central Bedfordshire University Technical College, which opened in September 2012 and which offers key stage 4 provision.
43. The diversity of provision on offer within the Dunstable and Houghton Regis area provides more choice for parents but also adds complexity to the admissions process. For instance, in the Dunstable and Houghton Regis area, a child starting school for the first time will have the option of either attending a Lower or Primary school, then depending on which phase of education is opted for, if attending a Lower school the child will transfer at the end of Year 4 to a Middle school or could opt to transfer in-year to a Primary school to complete Years 5 and 6, before moving onto their key stage 3 and 4 provision. A child attending a Primary school will transfer at the end of Year 6 to a secondary school or again could transfer in-year to a middle school to undertake Years 7 and 8 before then transferring again to an Upper school or in-year to a Secondary school. This mixed economy of provision with different options available can be difficult to explain to parents/carers. The shift of some schools to a two tier system from a three tier has made the existing catchment areas obsolete. The proposed open admissions system allows for this shift and for more changes of age range that may be implemented, without it adding complication to the system and the admissions process. If the open admission policy is applied for Community and Voluntary Controlled schools, the Local Authority will not have the problem of changing a catchment area to suit the system in operation. For example, the local authority still has lower, middle and upper catchment areas for the area served by the four Houghton Regis Lower Schools and All Saints Academy which have recently changed their age range to Primary and Secondary respectively. Removing catchment areas would eliminate this issue of a catchment area being out of date once a new system is in operation.

Admissions criteria for all Community and Voluntary Controlled Schools for the Academic Year for 2014/15

44. The admissions criteria for all Community and Voluntary Controlled Schools for the Academic Year 2014/15 will be as follows:
1. All 'looked after' children or children who were previously 'looked after'
 2. Pupils with siblings at the school

3. Children who live nearest to the school determined by straight line distance from the school site to the pupil's home address.
45. Legislation requires that 'looked after' children and previously 'looked after' children are given top priority in oversubscription criteria. Any application for a 'looked after' child would be considered under this criterion regardless of the distance they live from the school. Prioritising pupils with siblings at the school as the second criterion provides families with stability and eases the logistical burden by having their children at the same school.
46. To determine the allocations of places for children who meet criterion 3, the pupil's home address will be measured in a straight line to the designated measuring point on the school's site, with those living closer having priority for a place. For example, if a school with 60 places received 80 applications requiring a place and 2 applications were for 'looked after' children and 10 met the sibling criterion, 48 would be ranked according to their distance from the school. This would result in 12 applicants who lived further away being declined a place at the school in order to keep within the admission numbers.

Home to School Transport Entitlement

47. Currently, home to school transport eligibility is assessed on whether the child has applied for their catchment school and if the school is over the statutory walking distance or transport is required on road safety grounds. The current policy defines the eligibility for transport as to whether the child is in the catchment area of the academy/school.
48. With academies and own admission authority schools being able to define their own catchment areas, the implementation of this policy becomes less robust than when eligibility for transport is assessed on the local authority defined catchment areas. The Council will only pay travel expenses to the nearest available school and therefore if Academies take children from other areas, they should make this clear to the parents. There is nothing which would prevent Academies from providing their own transport or working with the Council on a plan for top up of transport costs.
49. Under a separate Executive report, the Home to School Transport policy will be revised in line with the Council's proposed admission arrangements and proposes to operate a policy which complements our policy by providing transport where required to the child's nearest school, in line with the Local Authority's statutory obligations. A separate consultation will take place to convey this and gather people's views.

Method of Consultation

50. Admission authorities are required to consult on their admission arrangements if changes are proposed and to conduct this for a period of 8 weeks commencing no earlier than 1 November, with the consultation concluding by 1 March. It is proposed that the consultation period will commence from 12 November and conclude on 21 January, allowing time to analyse the responses before determining admission arrangements by 15 April. This will include consultation with other Councils in the neighbouring area, Diocesan Education Boards and Ward and Scrutiny Members. “Drop in Sessions” in three geographical locations to cover the Council area will be provided for headteachers and governors.
51. The consultation will also include information on the co-ordinated admissions scheme, the published admission numbers and the proposed admission arrangements for the Community and Voluntary Controlled schools. Consultees will be able to respond to the consultation via an online form asking for their views and opinions.
52. Central Bedfordshire Council is the admission authority for Community and Voluntary Controlled schools and therefore must conduct its consultation in line with regulations, with the following parties:
 - a) Parents of children between the ages of two and eighteen
 - b) Other persons in the relevant area who in the opinion of the admissions authority have an interest in the proposed admissions
 - c) All other admission authorities within the relevant area
 - d) The Governing Bodies of Community and Voluntary Controlled schools
 - e) Adjoining neighbouring local authorities
 - f) The body or person representing religious denomination schools.
53. The Council in its role as the Local Authority will publish the Co-ordinated Admissions Scheme and the proposed admission arrangements for Community and Voluntary Controlled schools on the Central Bedfordshire Council website and advertise the consultation as widely as possible to gather the views of the relevant parties. The Local Authority will contact the Governing Bodies of Community and Voluntary Controlled schools, all other admission authorities in the area, neighbouring local authorities and the Church of England and Catholic diocese with details of the consultation and how they can contribute their opinion.

Conclusion and Next Steps

54. It is a necessary requirement for the Council to consult on its admission arrangements and to formulate a co-ordinated scheme for admission by 1 January in the determination year. The co-ordinated admissions scheme has been drawn up with regard to the national closing dates and the national offer dates for the academic year of 2014/15, taking into account the necessary timescales to process and allocate mass applications working with the schools and academies in Central Bedfordshire to meet the deadlines.

55. The rationale of the proposed admission arrangements for Community and Voluntary Controlled schools in Central Bedfordshire by removing defined catchment areas and operating an open admissions policy has been set out in this paper. This is to simplify the admissions process for parent/carers in the changing landscape of provision with Central Bedfordshire, especially with the change to the three tier system in some areas and the defined catchment areas which were part of this.
56. The next steps are for the Local Authority to undertake the consultation within the statutory timeframes engaging with all the relevant parties to ascertain views on the proposed admission arrangements in particular the arrangements for Community and Voluntary Controlled schools as set out in the report.

Appendices:

Appendix 1 – Lower, Primary and Middle 2014/15 co-ordinated admissions scheme

Appendix 2 – Secondary, Upper, UTC 2014/15 co-ordinated admissions scheme

Appendix 3 – Community and Voluntary Controlled schools proposed admissions policy 2014/15.

Appendix 4 - Community and Voluntary Controlled schools proposed admissions numbers 2014/15.

Appendix 5– Determined admissions criteria Community and Voluntary Controlled schools 2013/14.

Appendix 6 – Academies with own defined catchment areas for 2013/14.

Background Papers:

1. Equality Impact Assessment
2. Allocated school by Pupil Catchment report – (Based on the point of entry admissions for Central Bedfordshire Council September 2012), Children’s Services - Partnership, Performance & Workforce Development Team.
3. Percentage of catchment children allocated their catchment school in the annual admissions rounds September 2012.
4. Straight line distance – Pupil to Nearest School: analysis of current pupil address data.

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**CO-ORDINATED SCHEME FOR ADMISSIONS TO:
LOWER, PRIMARY AND MIDDLE SCHOOLS AND ACADEMIES**

ACADEMIC YEAR 2014/2015

1. Introduction

- 1.1 The School Standards and Framework Act 1998, as amended by the Education Act 2002 and supported by The School Admission (Co-ordination of Admission Arrangements) (England) Regulations 2008, requires Local Authorities to formulate a scheme for co-ordinating admission arrangements for all maintained schools in their area. Academies are required to participate in the co-ordinated scheme.
- 1.2 A school is defined as any maintained community, voluntary controlled, foundation, trust school or voluntary aided school or academy in the Central Bedfordshire Council area.
- 1.3 Central Bedfordshire Council, acting as the Local Authority is the admission authority for all community and voluntary controlled schools. The admission authority for foundation, trust and voluntary aided schools and academies is the governing body.
- 1.4 This scheme will apply to all lower, primary and middle schools and academies admissions in the Central Bedfordshire Council area from September 2014.
- 1.5. Any reference to Central Bedfordshire is a reference to the administrative area of the unitary authority.
- 1.6 Central Bedfordshire Council uses the equal preference system to process admission applications, as outlined below:
 - 1.6.1 Stage 1

All first, second and third preference applications are considered equally against the admissions criteria. At this stage the Council does not distinguish between first, second and third preference applications. For example, if the school has 120 places and there are 150 first, second and third preference applications all are considered equally against the admissions criteria.

1.6.2 Stage 2

If a pupil qualifies for a place at more than one school the parent's highest ranked preference (i.e. first or second preference on the parent's application form) will be offered, and any lower ranking offers will be disregarded. For example a parent's first and third preferences might both qualify for a place, in which case the parent would be offered their first preference, leaving the place at the third preference school available for another pupil.

2. The Scheme

- 2.1. This scheme is for admissions in the normal year of entry for:
 - a) Lower Schools and Academies
 - b) Primary Schools and Academies
 - c) Middle Schools and Academies
- 2.2. There will be a standard form known as the Common Application Form (CAF). Parents of children living in Central Bedfordshire will also be able to apply online for a school or academy place.
- 2.3. The CAF or online application will be used for the purposes of admitting children into the first year of a:
 - Lower or Primary school/academy (Year R), or
 - Middle school/academy (Year 5).
- 2.4. The CAF or online application form will enable parents/carers to:
 - express a preference for up to 3 schools / academies
 - rank their preferences
 - give reasons for their preferences
- 2.5. Information will be provided on the admissions process in the form of the admissions booklet and will contain information on:
 - a) the schools and academies in Central Bedfordshire
 - b) dates of open evenings (where applicable)
 - c) Schools and academies admission numbers and admissions criteria
 - d) how to complete an application
 - e) how places are allocated
 - f) timetable for the application and allocation process
 - g) school transport
 - h) who to contact for advice
- 2.6. **Admissions for the normal year of entry into a Lower or Primary School (Year R):**
 - 2.6.1 Parents of all children born between **01/09/09 and 31/08/10** and living in Central Bedfordshire will be able to apply for a school or academy place online or by using the CAF. The CAF will be available from any local lower

or primary school or academy, from the School Admissions Service or it can be downloaded from the Local Authority website.

2.6.2 Parents of children living in Central Bedfordshire who wish to apply for a primary or lower school or academy place in another Local Authority must apply online or use the CAF.

2.6.3 Parents of children who do not live in Central Bedfordshire but who wish to apply for a place at a Central Bedfordshire school or academy must make their application to their home Local Authority.

2.6.4 Deferred Entry: Parents of children offered a place for admission in September may defer the admission until January or April, provided the child is not of statutory school age. Parents cannot defer admission beyond statutory school age nor beyond the academic year for which the place was offered.

2.7. Admission into the normal year of entry into a Middle School (Year 5)

2.7.1. Parents of all children living in Central Bedfordshire and attending a lower school or academy in the Local Authority area will receive the details about the transfer process and how to apply.

2.7.2. Parents of children attending a lower school or academy, in Central Bedfordshire who do not live in the Local Authority area must make their application to their home Local Authority.

2.7.3. Parents of children living in Central Bedfordshire but not attending a lower school or academy, in the Local Authority area and who wish to apply for a middle school or academy place may make their application online or obtain the CAF and School Admissions booklet from the School Admissions Service. The CAF and booklet are also available to download from the Local Authority website.

3. Timetable for admissions into Lower, Primary and Middle schools

Lower/Primary:

3.1. In **September 2013**, the Local Authority admissions booklet and the CAF will be available to parents of children living in Central Bedfordshire. Parents of children who do not live in Central Bedfordshire must apply to their home Local Authority.

3.2. Completed online applications and CAFs are to be submitted to the School Admissions Service by **15 January 2014**. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

Middle transfer:

3.3. In **September 2013** information is sent to parents of all children attending a lower school or academy in the Local Authority area. Parents of children

who do not live in Central Bedfordshire will be advised to contact their home Local Authority in order to make their application.

- 3.4. Completed online applications are to be submitted and CAFs are to be returned to the School Admissions Team by **15 January 2014**. If the child is attending a lower school in Central Bedfordshire a CAF can be returned via the lower school or academy who will forward it to the School Admissions Team. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

Lower, Primary and Middle admissions

- 3.5. By **17 February 2014** All preferences will be logged on the database and the School Admissions Service will notify the admission authority for each foundation, trust school or voluntary aided school and academy of every nomination that has been made for that school or academy. Applications for places in other Local Authority schools / academies are sent to those authorities.

- 3.6. By **14 March 2014** the admission authority for each foundation, trust or voluntary aided school and academy will consider all applications for their school or academy, apply their oversubscription criteria and provide the School Admissions Service with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.

- 3.7. The School Admissions Service will process the ranked lists against the ranked lists of other schools or academies nominated and:

where the child is eligible for a place at only one of the nominated schools or academies, that school or academy will be allocated to the child

where the child is eligible for a place at two or more of the nominated schools or academies, they will be allocated a place at whichever of these is the highest ranked preference

- 3.8. Between **19 March 2014 and 26 March 2014** information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire school or academy) to determine the allocation of a place at the highest ranked preference.
- 3.9. Where the child is not eligible for a place at any of the nominated schools or academies, the child will be allocated a place at the nearest appropriate school or academy with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the schools or academies that still have vacancies, after the allocation process. Priority will always be given to those parents who have expressed a preference for

a particular school or academy over those who have not.

- 3.10 On **14 April 2014** all middle schools and academies will have access to details of the pupils to be offered places via the web based School Admissions Module.
- 3.11. On **16 April 2014** the School Admissions Service will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, including those who have applied for a place in another Local Authority school or academy. Parents who have applied online will be able to access the decision online. Parents of children who do not live in Central Bedfordshire will be notified by their home Local Authority on the date determined by that Local Authority.
- 3.12 By **30 April 2014** parents are to notify School Admissions Service of their rejection of the place offered if this is no longer required. If parents do not respond by this date it will be assumed that they have accepted the place.
- 3.13 By **30 April 2014** parents not offered a place will be invited to request a place at a school or academy with vacancies.

4. Late Applications

- 4.1 The closing date for applications in the normal admissions round is **15 January 2014**. Applications received after this date will be considered late and will be processed after the initial allocation of places.
- 4.2. Late applications received from 16 January until 16 April will be processed as part of the initial late allocation round and will be logged onto the database by **24 April 2014**.
- 4.3. The School Admissions Team will notify the admission authority for each foundation, trust school and voluntary aided school and academy of every nomination that has been made for that school or academy by **25 April 2014**.
- 4.4. Applications for places in other Local Authority schools / academies will be sent to those authorities by **25 April 2014**.
- 4.5. By **9 May 2014** the admission authority for each foundation, trust and voluntary aided school and academy will consider all their initial late applications for their school or academy, apply their oversubscription criteria and provide the School Admissions Service with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.
- 4.6. The School Admissions Service will process the ranked lists against the ranked lists of other schools or academies nominated and:

where the child is eligible for a place at only one of the nominated schools or academies, that school or academy will be allocated to the child

where the child is eligible for a place at two or more of the nominated schools or academies, they will be allocated a place at whichever of these is the highest ranked preference

- 4.7. Information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire school or academy) to determine the allocation of a place at the highest ranked preference.
- 4.8. Where the child is not eligible for a place at any of the nominated schools or academies, the child will be allocated a place at the nearest appropriate school or academy with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the schools or academies that still have vacancies, after the allocation process. Priority will always be given to those parents who have expressed a preference for a particular school or academy over those who have not.
- 4.9. On **2 June 2014** the School Admissions Service will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, if part of the initial late allocation round, including those who have applied for a place in another Local Authority school or academy where the result of this decision has been received by the timescales outlined above.
- 4.10. Late applications received on or after the 17 April will be processed from **3 June 2014**.

5. Waiting Lists

- 5.1. Pupils not offered a place at their highest preference school or academy or at any of their preferred schools or academies are kept on a waiting list to be re-allocated if places become available. Waiting lists will be maintained until **the end of the academic year for 2014/15** for Community and Voluntary controlled schools. Waiting lists for schools who are their own admission authority (foundation, trust and VA) and academies may operate different waiting list arrangements.

6. In-year Admissions (applications received on or after 1 September)

- 6.1. If a parent wishes to apply for a school or academy place on or after the start of the school year or during the school year, because they have either moved into the area or moved within the area or simply because they wish to transfer their child to another school or academy, they are likely to make

contact with the local school, academy or the Local Authority.

- 6.2. The Local Authority will make an application form available to enable parents to apply for an in-year place at any school or academy within the Local Authority area. All schools and academies will be supplied with copies of the In-Year guidance notes for parents and copies of the In-Year Admissions application form, which will enable parents to express a preference for up to 3 schools or academies and to rank their preferences. The form will be available on the Local Authority website as an e-form or can be downloaded.
- 6.3. The In-Year application form will be returned to the first preference school. If the first preference school is a community or voluntary controlled school, the school will forward the application to the School Admissions Service for determination.
- 6.4. If the first preference school is its own admission authority or an academy, the application will be determined and processed by the school or academy. The form will then be submitted to the School Admissions Service and if a place has not been offered at the first preference school, subsequent preferences will be considered. If any of the subsequent preferences are own admission authority schools or academies, the School Admissions Service will liaise with the school / academy to determine whether a place can be offered.
- 6.5. Pupils not offered a place at a community or voluntary controlled schools will be kept on a waiting list which will be maintained for the academic year of admission. Own admission authority schools and academies will have their own waiting list arrangements. In all cases where a place cannot be offered parents will have the right of appeal.
- 6.6. If all preferred schools or academies are full and the pupil lives in Central Bedfordshire, a place will generally be offered at the nearest school or academy with places available, unless the child is already attending a local school or academy.

**Timetable for Co-ordinated Admissions to:
Lower, Primary and Middle Schools and Academies for academic year 2014/15**

September 2013	Information about the transfer process issued
15 January 2014	Closing date for receipt of applications
17 February 2014	By this date details of applications to be sent to foundation, trust and voluntary aided schools and academies. Applications for places in other Local Authority middle schools and academies sent to those authorities
14 March 2014	By this date foundation, trust and voluntary aided schools and academies provide the School Admissions Service with ranked lists of applicants
19 March 2014 – 26 March 2014	Between these dates information to be exchanged with other Local Authorities on potential offers
14 April 2014	Information on pupils to be offered places will be available to schools and academies via the web based School Admissions Module
16 April 2014	Notification to be posted to parents living in Central Bedfordshire and available online
30 April 2014	Date by which parents reject the offer of a place if not required.
5 May 2014	Late applications received between 16 January and 16 April 2014 will be logged onto the database by this date.
5 May 2014	The School Admissions Team will notify the admission authority for each foundation, trust and voluntary aided school and academy of every nomination that has been made for that school or academy and applications for places in other Local Authority schools / academies will be sent to those authorities
19 May 2014	By this date foundation, trust and voluntary aided schools and academies provide School Admissions Service with ranked lists of applicants in the initial late allocation round.
2 June 2014	Notification to be posted to parents living in Central Bedfordshire who have submitted a late application that qualifies for consideration in the initial late allocation round.
3 June 2014	Late applications received on or after 17 April will be processed from this date.

**CO-ORDINATED SCHEME FOR ADMISSIONS TO:
SECONDARY AND UPPER SCHOOLS AND ACADEMIES AND THE
UNIVERSITY TECHNICAL COLLEGE**

ACADEMIC YEAR 2014/2015

Section 1

Introduction

- 1.1 The School Standards and Framework Act 1998, as amended by the Education Act 2002 and supported by The School Admission (Co-ordination of Admission Arrangements) (England) Regulations 2008, requires Local Authorities to formulate a scheme for co-ordinating admission arrangements for all maintained schools in their area. Academies are required to participate in the co-ordinated scheme.
- 1.2 A school is defined as any maintained community, voluntary controlled, foundation, trust school or voluntary-aided school or academy in the Central Bedfordshire Council area.
- 1.3 Central Bedfordshire Council, acting as the Local Authority is the admission authority for all community and voluntary controlled schools. The admission authority for foundation, trust and voluntary aided schools and academies is the governing body.
- 1.4 This scheme will apply to all secondary and upper schools and academies and the University Technical College in the Central Bedfordshire Council area from September 2014.
- 1.5 Any reference to Central Bedfordshire is a reference to the administrative area of the unitary authority.
- 1.6 Central Bedfordshire Council uses the equal preference system to process admission applications, as outlined below:
 - 1.6.1 Stage 1

All first, second and third preference applications are considered equally against the admissions criteria. At this stage the Council does not distinguish between first, second and third preference applications. For example, if the school has 120 places and there are 150 first, second and third preference applications all are considered equally against the admissions criteria.

1.6.2 Stage 2

If a pupil qualifies for a place at more than one school or academy the parent's highest ranked preference (i.e. first or second preference on the parent's application form) will be offered, and any lower ranking offers will be disregarded. For example a parent's first and third preferences might both qualify for a place, in which case the parent would be offered their first preference, leaving the place at the third preference school or academy available for another pupil.

Section 2

The Scheme

- 2.1. This scheme is for admissions in the normal year of entry for:
 - a) Secondary Schools and Academies
 - b) Upper Schools and Academies
 - c) University Technical College (UTC)
- 2.2. There will be a standard form known as the Common Application Form (CAF). Parents of children living in Central Bedfordshire will also be able to apply online for a school or academy place.
- 2.3. The CAF or online application will be used for the purposes of admitting children into the first year of a:
 - Secondary school/academy (Year 7), or
 - Upper school/academy (Year 9), or
 - University Technical College (Year 10)
- 2.4. The CAF or online application form will enable parents/carers to:
 - express a preference for up to 3 schools / academies
 - rank their preferences
 - give reasons for their preferences
- 2.5. Information will be provided on the admissions process in the form of the admissions booklet and will contain information on:
 - a) the schools and academies in Central Bedfordshire
 - b) dates of open evenings (where applicable)
 - c) Schools and academies admission numbers and admissions criteria
 - d) how to complete an application
 - e) how places are allocated
 - f) timetable for the application and allocation process
 - g) school transport
 - h) who to contact for advice

2.6. Admission into the normal year of entry into a Secondary School/ Academy (Year 7)

- 2.6.1 Parents of all children living in Central Bedfordshire and attending a primary school or academy, in the Local Authority area will receive the details about the transfer process and how to apply.
- 2.6.2 Parents of children attending a primary school or academy, in Central Bedfordshire who do not live in the Local Authority area must make their application to their home Local Authority.
- 2.6.3 Parents of children living in Central Bedfordshire but not attending a primary school or academy, in the Local Authority area and who wish to apply for a secondary school or academy place may make their application online or obtain the CAF and School Admissions booklet from the School Admissions Service. The CAF and booklet are also available to download from the Local Authority website.

2.7. Admission into the normal year of entry into an Upper School (Year 9)

- 2.7.1 Parents of all children living in Central Bedfordshire and attending a middle school or academy, in the Local Authority area will receive the details about the transfer process and how to apply.
- 2.7.2 Parents of children attending a middle school or academy, in Central Bedfordshire who do not live in the Local Authority area must make their application to their home Local Authority.
- 2.7.3 Parents of children living in Central Bedfordshire but not attending a middle school or academy, in the Local Authority area and who wish to apply for an upper school or academy place may make their application online or obtain the CAF and School Admissions booklet from the School Admissions Service. The CAF and booklet are also available to download from the Local Authority website.

2.8. Admission into the normal year of entry into a University Technical College (Year 10)

- 2.8.1 Parents of children living in Central Bedfordshire and who wish to apply for a place at the University Technical College may make their application online or obtain the CAF and School Admissions booklet from the School Admissions Service. The CAF and booklet are also available to download from the Local Authority website.

3. Timetable for admissions into Secondary and Upper schools and academies and the University Technical College

Secondary:

- 3.1. In **September 2013**, information is sent to parents of all children attending a primary school or academy in the Local Authority area. Parents of children who do not live in Central Bedfordshire will be advised to contact their home Local Authority in order to make their application.
- 3.2. Completed online applications and CAFs are to be submitted to the School Admissions Service by **31 October 2013**. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

Upper:

- 3.3. In **September 2013** information is sent to parents of all children attending a middle school or academy in the Local Authority area. Parents of children who do not live in Central Bedfordshire will be advised to contact their home Local Authority in order to make their application.
- 3.4. Completed online applications are to be submitted and CAFs are to be returned to the School Admissions Team by **31 October 2013**. If the child is attending a lower school or academy in Central Bedfordshire a CAF can be returned via the lower school or academy who will forward it to the School Admissions Team. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

University Technical College:

- 3.5. Completed online applications and CAFs are to be submitted to the School Admissions Service by **31 October 2013**. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

Secondary, Upper and University Technical College transfer admissions

- 3.6. By **6 December 2013** all preferences will be logged on the database and the School Admissions Service will notify the admission authority for each foundation, trust school or voluntary aided school and academy of every nomination that has been made for that school or academy. Applications for places in other Local Authority schools / academies are sent to those authorities.
- 3.7. By **17 January 2014** the admission authority for each foundation, trust or voluntary aided school and academy will consider all applications for their school or academy, apply their oversubscription criteria and provide the School Admissions Service with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally

against the admissions criteria.

- 3.8. The School Admissions Service will match the ranked lists against the ranked lists of other schools or academies nominated.

where the child is eligible for a place at only one of the nominated schools or academies, that school or academy will be allocated to the child

where the child is eligible for a place at two or more of the nominated schools or academies, they will be allocated a place at whichever of these is the highest ranked preference

- 3.9. Between **3 February 2014 and 14 February 2014** information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire school or academy) to determine the allocation of a place at the highest ranked preference.
- 3.10. Where the child is not eligible for a place at any of the nominated schools or academies, the child will be allocated a place at the nearest appropriate school or academy with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the schools or academies that still have vacancies. Priority will always be given to those parents who have expressed a preference for a particular school or academy over those who have not.
- 3.11. On **26 February 2014** all Secondary and Upper schools and academies and the University Technical College will have access to details of the pupils to be offered places via the web based School Admissions Module.
- 3.12. On **3 March 2014** the School Admissions Service will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, including those who have applied for a secondary or upper school or academy place or a place at the University Technical College in another Local Authority. Parents who have applied online will be able to access the decision online. Parents of children who do not live in Central Bedfordshire will be notified by their home Local Authority.
- 3.13. By **17 March 2014** parents are to notify the School Admissions Service of their rejection of the place offered if this is no longer required. If parents do not respond by this date it will be assumed that they have accepted the place.
- 3.14. By **17 March 2014** parents not offered a place will be invited to request a place at a school or academy with vacancies.

4. Late Applications

- 4.1 The closing date for applications in the normal admissions round is **31 October 2013**. Applications received after this date will be considered late and will be processed after the initial allocation of places.
- 4.2. Late applications received from 31 October until 3 March will be processed as part of the initial late allocation round and will be logged onto the database by **21 March 2014**.
- 4.3. The School Admissions Team will notify the admission authority for each foundation, voluntary aided, trust school and academy of every nomination that has been made for that school or academy by **21 March 2014**.
- 4.4. Applications for places in other Local Authority schools / academies will also be sent to those authorities by **21 March 2014**.
- 4.5. By **4 April 2014** the admission authority for each foundation, voluntary aided, trust school and academy will consider all their initial late applications for their school or academy, apply their oversubscription criteria and provide the School Admissions Service with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.
- 4.6. The School Admissions Service will process the ranked lists against the ranked lists of other schools or academies nominated and:
 - where the child is eligible for a place at only one of the nominated schools or academies, that school or academy will be allocated to the child
 - where the child is eligible for a place at two or more of the nominated schools or academies, they will be allocated a place at whichever of these is the highest ranked preference
- 4.7. Information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire school or academy) to determine the allocation of a place at the highest ranked preference.
- 4.8. Where the child is not eligible for a place at any of the nominated schools or academies, the child will be allocated a place at the nearest appropriate school or academy with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the schools or academies that still have vacancies, after the allocation process. Priority will always be given to those parents who have expressed a preference for a particular school or academy over those who have not.

- 4.9. On **25 April 2014** the School Admissions Service will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, if part of the initial late allocation round, including those who have applied for a place in another Local Authority school or academy where the result of this decision has been received by the timescales outlined above.
- 4.10. Late applications received on or after the 3 March will be processed from **28 April 2014**.

5. Waiting Lists

- 5.1. Pupils not offered a place at their highest preference school or academy or at any of their preferred schools or academies are kept on a waiting list to be re-allocated if places become available. Waiting lists will be maintained until **the end of the academic year for 2014/15** for Community and Voluntary controlled schools. Waiting lists for foundation, trust and VA schools and academies may operate different waiting list arrangements.

6. In-year Admissions (applications received on or after 1 September)

- 6.1. If a parent wishes to apply for a school or academy place on or after the start of the school year or during the school year, because they have either moved into the area or moved within the area or simply because they wish to transfer their child to another school or academy, they are likely to make contact with the local school, academy or the Local Authority.
- 6.2. The Local Authority will make an application form available to enable parents to apply for an in-year place at any school or academy within the Local Authority area. All schools and academies will be supplied with copies of the In-Year guidance notes for parents and copies of the In-Year Admissions application form, which will enable parents to express a preference for up to 3 schools or academies and to rank their preferences. The form will be available on the Local Authority website as an e-form or can be downloaded.
- 6.3. The In-Year application form will be returned to the first preference school. If the first preference school is a community or voluntary controlled school, the school will forward the application to the School Admissions Service for determination.
- 6.4. If the first preference school is its own admission authority (Foundation, Trust or Voluntary Aided) or an academy, the application will be determined and processed by the school or academy. The form will then be submitted to the School Admissions Service and if a place has not been offered at the first preference school, subsequent preferences will be considered. If any of the subsequent preferences are own admission authority schools or academies, the School Admissions Service will liaise with the school / academy to determine whether a place can be offered.

Appendix 2

- 6.5. Pupils not offered a place at a community or voluntary controlled schools will be kept on a waiting list which will be maintained for the academic year of admission. Own admission authority schools and academies will have their own waiting list arrangements. In all cases where a place cannot be offered parents will have the right of appeal.
- 6.6. If all preferred schools or academies are full and the pupil lives in Central Bedfordshire, a place will generally be offered at the nearest school or academy with places available, unless the child is already attending a local school or academy.

**Timetable for Co-ordinated Admissions to:
Secondary and Upper Schools and Academies and the University Technical College for
academic year 2014/15**

September 2013	Information about the admission process issued
31 October 2013	Closing date for receipt of applications
6 December 2013	By this date details of applications to be sent to foundation, trust and voluntary aided schools and academies. Applications for places in other Local Authority schools and academies sent to those authorities.
17 January 2014	By this date foundation, trust and voluntary aided schools and academies provide the School Admissions Service with ranked lists of applicants
3 February 2014 – 14 February 2014	Between these dates information to be exchanged with other Local Authorities on potential offers
26 February 2014	Information on pupils to be offered places will be available to academies and schools via the web based School Admissions Module.
3 March 2014	Notification to be posted to parents living in Central Bedfordshire and available online
17 March 2014	Date by which parents reject the offer of a place if not required.
21 March 2014	Late applications received between 31 October 2013 and 3 March 2014 will be logged onto the database by this date.
21 March 2014	The School Admissions Team will notify the admission authority for each academy, foundation, trust and voluntary aided school of every nomination that has been made for that school or academy. Applications for places in other Local Authority schools / academies will be sent to those authorities.
4 April 2014	By this date foundation, trust and voluntary aided schools and academies provide School Admissions Service with ranked lists of applicants in the initial late allocation round.
25 April 2014	Notification to be posted to parents living in Central Bedfordshire who have submitted a late application that qualifies for consideration in the initial late allocation round.
28 April 2014	Late applications received on or after 3 March will be processed from this date.

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Community and Voluntary Controlled schools Admissions Policy for Academic Year 2014/15

(1)	All 'looked after' children or children who were previously 'looked after'
(2)	Pupils with siblings at the school
(3)	Children who live nearest to the school determined by straight line distance from the school site to the pupil's home address.

Pupils who have a Statement of Special Educational Needs are required to be admitted to the school which is named on the statement, even if the school is full.

Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school is full.

The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria. The distance criterion will be used as a tiebreaker in each criterion where required to determine the allocation of places.

In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, using the Tribal Admissions database to allocate the place.

Definitions

'Looked after' children

A 'looked after' child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see Section 22(1) of the Children Act 1989).

Previously 'looked after' children

A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, residence, or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Sibling

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent / carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

Children who live nearest to the school determined by straight line distance from the school site to the pupil's home address

The distance the pupil lives from the school will be measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The Local Authority will measure the distance from the address point of the pupil's home to a point on the school site agreed with the governing body of the school.

**CENTRAL BEDFORDSHIRE
COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS
PROPOSED ADMISSION NUMBERS – ACADEMIC YEAR 2014/15**

Lower Schools	Year R
Aspley Guise	27
Beaudesert	55
Beecroft	60
Caldecote VC	24
Campton	22
Chalton	15
Clipstone Brook	45
Doverly Down	30
Dunstable Icknield	60
Dunton VC	12
Everton	10
Fairfield Park	60
Flitwick	60
Gravenhurst	10
Greenleas (Derwent Rd)	60
Greenleas (Sandhills)	60
Harlington	30
Haynes	24
Heathwood	30
Hockliffe	15
Houghton Conquest	20
Houghton Regis	45
Husborne Crawley	12
Kensworth VC	15
Kingsmoor	45
Lancot	60
Lawnside	60
Leedon	60
Linslade	45
Mary Bassett	60
Maulden	30
Ramsey Manor	58
Raynsford VC	30
Ridgmont	15
Roecroft	60
Russell	54
Shefford	90
Shillington	30
Silsoe VC	27
Slip End	22
Southcott	60
Southill	15

Southlands	60
St Andrew's VC	90
St George's	30
St Swithun's VC	30
Stanbridge	24
Stondon	30
Studham VC	15
Swallowfield	58
Templefield	60
Thomas Johnson	18
Toddington St George	60
Totternhoe	29
Watling	30
Woburn	12
Wrestlingworth VC	13

Primary Schools

Hawthorn Park	60
Thornhill	30
Tithe Farm	60

Middle Schools

Year 5

Brewers Hill	120
Burgoyne	90
Edward Peake VC	120
Leighton	120
Streetfield	130

Combined

Caddington Village School	Year R 60
	Year 5 15

**CENTRAL BEDFORDSHIRE COUNCIL
COMMUNITY AND VOLUNTARY CONTROLLED (VC) SCHOOLS**

ADMISSIONS POLICY SEPTEMBER 2013

	1	2	3	4	5		
Standard Policy	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Any other children	

Notes

1. If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The Local Authority will measure the distance from the address point of the pupil's home to a point on the school site agreed with the governing body of the school. The Local Authority will not give priority within each criterion to children who meet other criteria.
2. The Local Authority will normally offer a place at the catchment area school if parents apply for a place at that school during the normal admissions round. However, a place at the catchment area school cannot be guaranteed. If a pupil moves into the catchment area outside the normal admissions round (or after the allocation process has begun) it may be more difficult to offer a place at the catchment area school if this would mean exceeding the admission number at the school. In this case, a place will normally be offered at the next nearest school or academy which caters for pupils of the same age and has places available.
3. Pupils who have a Statement of Special Educational Needs are required to be admitted to the school which is named on the statement, even if the school is full. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school is full.

Community and VC schools which operate the above standard policy:

Beaudesert Lower, Beecroft Lower, Caldecote VC Lower, Campton Lower, Chalton Lower, Clipstone Brook Lower, Fairfield Park Lower, Flitwick Lower, Gravenhurst Lower, Hawthorn Park Lower, Haynes Lower, Heathwood Lower, Houghton Conquest Lower, Husborne Crawley Lower, Kensworth VC Lower, Kingsmoor Lower, Lawnside Lower, Leedon Lower, Mary Bassett Lower, Maulden Lower, Raynsford VC Lower, Ridgmont Lower, Roecroft Lower, Russell Lower, Shefford Lower, Shillington Lower, Slip End Lower, Southcott Lower, Southill Lower, Southlands Lower, St. George's Lower, St. Swithun's VC Lower, Stanbridge Lower, Stondon Lower, Swallowfield Lower, Templefield Lower, Tithe Farm Lower, Toddington St. George Lower, Totternhoe Lower, Watling Lower, Woburn Lower, Brewers Hill Middle, Burgoyne Middle, Streetfield Middle, Caddington Village School

ADDITIONS TO STANDARD POLICY

* Notes 1,2,3 above will be included after the final criterion for each school

Aspley Guise Lower	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children attending the Aspley Guise Pre-School	Any other children	
Doverly Down Lower	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children attending The Acorn Pre-School	Any other children	

Appendix 5

Dunstable Icknield Lower	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children who have attended the Nursery at Dunstable Icknield Lower School	Any other children	
Dunton VC Lower	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children attending Dunton Pre-School	Children, one or more of whose parents / carers have, at the time of application, shown commitment to the Church of England or another Christian Church by attending a service at least once a month for the year prior to an application being made *	Any other children
Everton Lower	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children attending Evertots Pre-School	Any other children	
Greenleas Lower (Derwent Road)	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children attending Greeleas Nursery Unit	Children attending Willows Pre-school on the Greenleas School site	Any other children
Greenleas Lower (Sandhills)	All 'looked after' children or children who were previously 'looked after'	Pupils with siblings at the school	'Very exceptional' medical grounds	Children attending Greenleas Nursery Unit	Children attending Willows Pre-School on the Greenleas School site	Children who live nearest to the school determined by straight line distance from the Greenleas Lower School - Sandhills site, to the pupil's home address.		
Harlington Lower	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children who attend Harlington Pre-School	Any other children	
Hockliffe Lower	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Nursery aged children attending Hockliffe Lower School	Children attending Little Bluebells Playgroup at Hockliffe Lower School	Any other children

Appendix 5

Houghton Regis Lower	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children attending the nursery provision at Houghton Regis Lower School	Any other children	
Lancot Lower	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children currently attending Lancot Nursery Unit	Any other children	
Linslade Lower	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children currently attending Linslade Lower School Nursery	Any other children	
Ramsey Manor Lower	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children in long term (12 months or more) registered child minding situations, being cared for in the school catchment area	Any other children	
Silsoe Lower	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children who attend Silsoe Pre-School	Any other children	
St. Andrews (VC) Lower	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children, one or more of whose parents / carers have, at the time of application, shown commitment to the Church of England or another Christian Church by attending a service at least once a month for the year prior to an application being made *	Any other children	

Appendix 5

Studham Lower	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children who attend Studham Pre-School	Any other children	
Thomas Johnson Lower	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children currently attending the nursery unit	Any other children	
Thornhill Lower	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children who have attended Thornhill nursery	Any other children	
Wrestlingworth VC Lower	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children attending Wrestlingworth Pre-School	Children, one or more of whose parents / carers have, at the time of application, shown commitment to the Church of England or another Christian Church by attending a service at least once a month for the year prior to an application being made *	Any other children

* A Christian Church is defined as one which is a member, or is eligible for membership, of Churches Together in England or the Evangelical Alliance. Applicants in this category will need to ask their priest or minister to complete the relevant section of the local authority standard application form.

Appendix 5

Edward Peake Middle VC	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children, one or more of whose parents / carers have, at the time of application, shown commitment to the Church of England or another Christian Church by attending a service at least once a month for the year prior to an application being made *	Any other children	
Leighton Middle School	All 'looked after' children or children who were previously 'looked after'	Pupils living in the catchment area with siblings at the school	Other pupils living in the catchment area	'Very exceptional' medical grounds	Other siblings	Children who have spent a significant time(3 years or more)in a Leighton Buzzard/ Linslade/ Hockliffe Lower School i.e. Beaudesert, Clipstone Brook, Doverly Down, Greenleas, Heathwood, Leedon, Linslade, Mary Bassett, Pulfords, Southcott, St Georges, St Leonards, Stanbridge and Hockliffe Lower Schools	Any other children	

* A Christian Church is defined as one which is a member, or is eligible for membership, of Churches Together in England or the Evangelical Alliance. Applicants in this category will need to ask their priest or minister to complete the relevant section of the local authority standard application form.

September 2012

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Academies with own defined catchment areas for September 2013

Hadrian Academy

	CRITERIA in rank order
1.	All 'looked after' children or children who were previously 'looked after' (see definitions)
2.	Other pupils living in the civil electoral ward of Icknield as at 01.01.2012 (see appendix for details)
3.	Pupils with siblings at the school (see definition of siblings)
4.	Children of teaching and non teaching staff (see criteria)
5.	'Very exceptional' medical grounds (see definitions)
6.	Any other children

Appendix

Dun – Ick1 – Icknield

Buckwood Avenue
 Calcutt Close
 Cresta Close
 Evelyn Road
 Gorham Way
 Highfields Close
 Laurelside Walk
 Linden Close
 Linden Road
 Luton Road
 Old Dairy Court
 Poynters Road
 St Christophers Close
 Thornbury
 Walgrave Road

Dun – Ick4 - Icknield

Allenby Avenue
 Dale Close
 Dale Road
 Jeans Way
 Kiln Way
 Kingsbury Avenue
 Kingsbury Gardens
 Lambs Close
 Liscombe Road
 Ludun Close
 Luton Road
 Parrott Close
 The Retreat

Dun – Ick2 - Icknield

Boscombe Road
 Bramley Court
 Brandeth Avenue
 Carterweys
 Chalk Acres
 Duncombe Drive
 Fairfield Close
 Fairfield Road
 Florence Close
 Hadrian Avenue
 Katherine Drive
 Lockington Crescent
 Luton Road
 Millers Lay
 Monks Close
 Pynders Lane
 Ridgeway Avenue
 Ridgeway Drive
 Russett Way
 The Crest
 Western Way
 Wingate Road
 Woodford Road

Dun – Ick3 - Icknield

Goldstone Crescent
 Hadrian Avenue
 Holliwick Road
 Holmwood Close
 Markham Crescent
 Poynters Road
 Ridgeway Avenue
 Wilbury Drive

Dun – Ick5 - Icknield

Bernard Close
 Broadwalk
 Church Street
 Court Drive
 Dorchester Close
 High Street North
 Kingscroft Avenue
 Kingsway
 The Mall

St. Christopher's Academy

Admissions criteria

- All 'looked after' children or children who were previously 'looked after'(see definitions)¹
- Pupils with siblings at the school (see definition of siblings)²
- Other pupils living in the civil electoral ward of Icknield as at 01.01.2012 (see post code list) ³
- Children attending St Christopher's Nursery
- 'Very exceptional' medical grounds (see definitions)
- Any other children

Dun – Ick1 – Icknield

Buckwood Avenue
 Calcutt Close
 Cresta Close
 Evelyn Road
 Gorham Way
 Highfields Close
 Laurelside Walk
 Linden Close
 Linden Road
 Luton Road
 Old Dairy Court
 Poynters Road
 St Christophers Close
 Thornbury
 Walgrave Road

Dun – Ick4 - Icknield

Allenby Avenue
 Dale Close
 Dale Road
 Jeans Way
 Kiln Way
 Kingsbury Avenue
 Kingsbury Gardens
 Lambs Close
 Liscombe Road
 Ludun Close
 Luton Road
 Parrott Close
 The Retreat

Dun – Ick2 - Icknield

Boscombe Road
 Bramley Court
 Brandeth Avenue
 Carterweys
 Chalk Acres
 Duncombe Drive
 Fairfield Close
 Fairfield Road
 Florence Close
 Hadrian Avenue
 Katherine Drive
 Lockington Crescent
 Luton Road
 Millers Lay
 Monks Close
 Pynders Lane
 Ridgeway Avenue
 Ridgeway Drive
 Russett Way
 The Crest
 Western Way
 Wingate Road
 Woodford Road

Dun – Ick3 - Icknield

Goldstone Crescent
 Hadrian Avenue
 Holliwick Road
 Holmwood Close
 Markham Crescent
 Poynters Road
 Ridgeway Avenue
 Wilbury Drive

Dun – Ick5 - Icknield

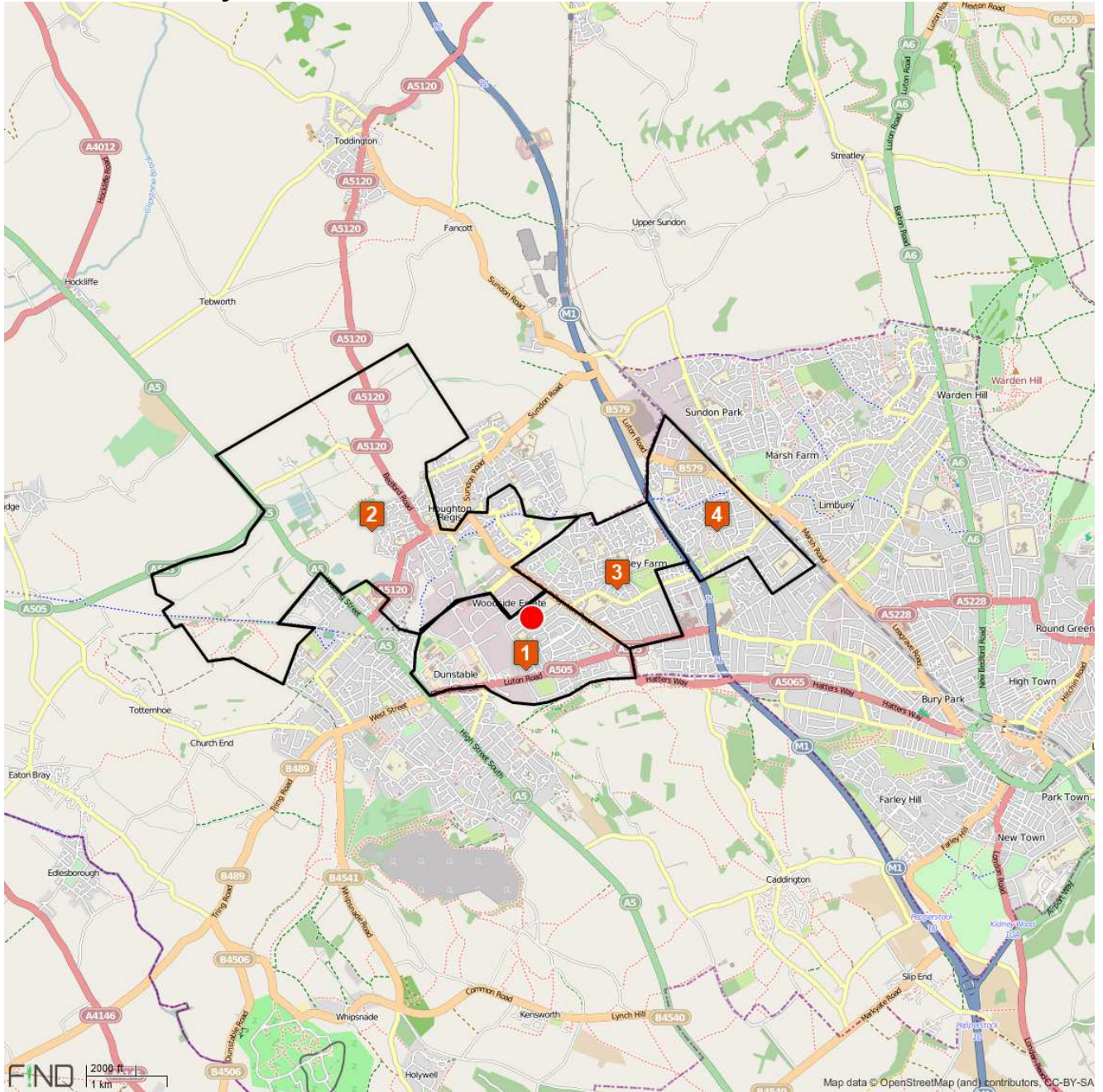
Bernard Close
 Broadwalk
 Church Street
 Court Drive
 Dorchester Close
 High Street North
 Kingscroft Avenue
 Kingsway
 The Mall

Barnfield Vale Academy (formally known as Mill Vale Middle School)

Admissions Criteria

1. Where numbers of applications for Reception, Year 5 or other year groups exceed the published admission numbers for relevant published year places, after the admission of pupils with an SEN naming Barnfield Mill Vale Academy, the following oversubscription criteria will apply in the following consecutive order:
 - a) Looked After Children (Children who are (a) in the care of local authorities or (b) being provided with accommodation by a local authority in the exercise of their social services functions as defined by section 22(1) of the Children Act 1989) or children who were previously looked after, but ceased to be so because they were adopted¹ or became subject to a residence order² or special guardianship order³.
 - b) Children who have siblings currently at the Barnfield Mill Vale Academy and will continue to be on the admission roll at the point of admission. Siblings are defined as meaning two or more children who have at least one parent in common and/or who reside at the same house as one another (for example foster children). Where a child has been legally adopted, he or she will be regarded as the sibling of any other children of the same legal guardian on the admission roll at the point of admission. Where the numbers of applicants in this criterion exceeds the number of places, offers will be determined by random allocation.
 - c) Children of staff employed by the Barnfield Mill Vale Academy who the Academy reasonably considers has been recruited to fill a vacant post for which there is a demonstrable skill shortage and/or who have 2 or more years of service at the time of the application to Barnfield Mill Vale Academy. Where the numbers of applicants in this criterion exceeds the number of places, offers will be determined by random allocation.
The Academy currently considers teachers employed to undertake roles in Maths, English and Science as areas of demonstrable shortage and therefore compliant with this Code, however this criteria may change during the course of an academic year.
 - d) Children who live within the Central Bedfordshire Priority Admission Area – 50% of the available places remaining after the application of a) b) and c) above, will be allocated to the Central Bedfordshire Priority Admission Area, shown as areas '1' and '2', on the map in Appendix 1. Where the numbers of applicants in this criterion exceeds the number of places, offers will be determined by random allocation.
 - e) Children who live within the Luton Priority Admission Area – the available places remaining after the application of a) b) c) and d) , above will be allocated to the Luton Priority Admission Area, shown as areas '3' and '4', on the map in Appendix 1. Where the numbers of applicants in this criterion exceeds the number of places, offers will be determined by random allocation.
 - f) Pupils living within the 'Combined Catchment area' as defined above and outlined within Appendix 1. Where the numbers of applicants in this criterion exceeds the number of places, offers will be determined by random allocation.
 - g) Pupils living outside the 'Combined Catchment area', as defined above and outlined within Appendix 1. Where the numbers of applicants in this criterion exceeds the number of places, offers will be determined by random allocation.
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Mill Vale Academy Catchment Area



Central Beds Priority Catchment Area

Dunstable Icknield Ward (marked 1), Houghton Hall Ward (marked 2)

Luton Priority Catchment Area

Lewsey Ward (marked 3), Leagrave Ward (marked 4)

Combined Catchment Area

Includes all 4 Wards marked 1,2,3,4

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