

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



**please ask for** Bernard Carter  
**direct line** 0300 300 4175  
**date** 29 November 2012

## NOTICE OF MEETING

### CHILDREN'S SERVICES OVERVIEW & SCRUTINY COMMITTEE

Date & Time

**Tuesday, 11 December 2012 10.00 a.m.**

Venue at

**Council Chamber, Priory House, Monks Walk, Shefford**

Richard Carr  
**Chief Executive**

To: The Chairman and Members of the CHILDREN'S SERVICES OVERVIEW & SCRUTINY COMMITTEE:

Cllrs Mrs D B Gurney (Chairman), N B Costin (Vice-Chairman), Mrs A Barker, R D Berry, D Bowater, P Hollick, K Janes, D Jones and R B Pepworth

[Named Substitutes:

Mrs R J Drinkwater, Mrs S A Goodchild, B Saunders, A Shadbolt and N J Sheppard]

Co-optees: Mr Court (Parent Governor), Ms Copley (Parent Governor), Ms Image (Roman Catholic Diocese), Mr Landman (Parent Governor) and Mr Reynolds (Church of England Diocese)

All other Members of the Council - on request

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

# AGENDA

1. **Apologies for Absence**

Apologies for absence and notification of substitute members

2. **Minutes**

To approve as a correct record the Minutes of the meeting of the Children's Services Overview and Scrutiny Committee held on 18 October 2012 and to note actions taken since that meeting.

3. **Members' Interests**

To receive from Members any declarations of interest and of any political whip in relation to any agenda item.

4. **Chairman's Announcements and Communications**

To receive any announcements from the Chairman and any matters of communication.

5. **Petitions**

To receive petitions from members of the public in accordance with the Public Participation Procedure as set out in Annex 2 of Part A4 of the Constitution.

6. **Questions, Statements or Deputations**

To receive any questions, statements or deputations from members of the public in accordance with the Public Participation Procedure as set out in Annex 1 of part A4 of the Constitution.

7. **Call-In**

To consider any decision of the Executive referred to this Committee for review in accordance with Procedure Rule 10.10 of Part D2.

8. **Requested Items**

To consider any items referred to the Committee at the request of a Member under Procedure Rule 3.1 of Part D2 of the Constitution.

<b>Reports</b>
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<b>Item</b>	<b>Subject</b>	<b>Page Nos.</b>
9	<b>Executive Member Update</b>  To receive a brief verbal update from the Executive Member for Children's Services.	*
10	<b>School Funding Reforms</b>  The report details changes made to Schools Funding in response to requirements from the Department for Education introduced in Summer 2012.	* 11 - 18
11	<b>Consultation on Proposed Changes to the Council's Admissions Arrangements</b>  To consult with Overview & Scrutiny regarding Admission Arrangements for 2014/15.	* 19 - 68
12	<b>Consultation on Policy Principles for Pupil Place Planning in Schools</b>  To consult with Overview & Scrutiny on proposed Policy Principles for Pupil Place Planning in schools.	* 69 - 88
13	<b>Q2 Performance Monitoring</b>  To consider performance monitoring information for the second quarter of 2012/13.	* 89 - 96
14	<b>Quarter 2 Revenue Budget Monitoring</b>  To consider the directorate's revenue budget monitoring information for the second quarter of 2012/13.	* 97 - 112
15	<b>Quarter 2 Capital Budget Monitoring</b>  To consider the directorate's capital budget monitoring information for the second quarter of 2012/13.	* 113 - 120
16	<b>Work Programme 2012 - 2013 &amp; Executive Forward Plan</b>  To consider the currently drafted Committee work programme and the latest Executive Forward Plan.	* 121 - 148

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**CENTRAL BEDFORDSHIRE COUNCIL**

At a meeting of the **CHILDREN'S SERVICES OVERVIEW & SCRUTINY COMMITTEE** held in Council Chamber, Priory House, Monks Walk, Shefford on Tuesday, 16 October 2012

**PRESENT**

Cllr Mrs D B Gurney (Chairman)  
Cllr N B Costin (Vice-Chairman)

Councillors:	Mrs A Barker R D Berry D Bowater P Hollick	Councillors:	K Janes D Jones R B Pepworth
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Parental Co-optees: H Copley  
Mr S Court  
D Landman

Apologies for  
Absence: Mrs F Image  
J Reynolds

Substitutes: Cllrs

Members in Attendance:	Cllrs P N Aldis  Mrs S Clark A L Dodwell J G Jamieson A Shadbolt M A G Versallion	  Deputy Executive Member for Children's Services Deputy Executive Member for Children's Services Leader of the Council and Chairman of the Executive Chairman of Development Management Committee Executive Member for Children's Services
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Officers in Attendance:	Mr B Carter  Mr P Dudley  Mr B Pearson	  Corporate Policy & Scrutiny Manager Assistant Director Children's Services (Learning & Strategic Commissioning) Head of Children's Services Commissioning
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Others in Attendance:	George Nodwell Amber Williams Max Hurst Helen Morley	Representatives of the Youth Parliament
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CS/12/39 **Minutes**

**RESOLVED**

**That the minutes of the meeting of the Children's Services Overview and Scrutiny Committee held on 4 September 2012 be confirmed and signed by the Chairman as a correct record.**

CS/12/40 **Members' Interests**

There were no declarations of interest or political whip in relation to any agenda items.

CS/12/41 **Chairman's Announcements and Communications**

The Chairman announced that she had received a letter from a member of the public relating to Agenda Item 10, Youth Services Provision. The letter listed a number of questions regarding said provision and the Chairman confirmed that she had requested the Assistant Director, Children's Services (Learning & Strategic Commissioning) to respond in writing.

CS/12/42 **Petitions**

No petitions were received from members of the public in accordance with the Public Participation Procedure as set out in Part D2 of the Constitution.

CS/12/43 **Questions, Statements or Deputations**

No questions, statements or deputations were received from members of the public in accordance with the Public Participation Procedure as set out in Annex 1 of Part A4 of the Constitution.

CS/12/44 **Call-In**

The Panel was advised that no decisions of the Executive had been referred to the Panel under the Call-in Procedures set out in Appendix "A" to Rule No. S18 of the Overview and Scrutiny Procedure Rules.

CS/12/45 **Requested Items**

No items were referred to the Committee for consideration at the request of a Member under Procedure Rule 3.1 of Part D2 of the Constitution.

CS/12/46 **Executive Member Update**

The Executive Member for Children's Services provided the Committee with an update on current activities pertaining to his portfolio, which were not already included on today's agenda. These covered the following issues:-

- With reference to the minutes of the previous meeting (CS/12/32) regarding the impact of Academies on the performance of schools in

- Central Bedfordshire, the Executive Member confirmed that he would submit a report to a future meeting (tentatively February 2013);
- With reference to the minutes of the previous meeting (CS/12/36) regarding the Children with Disabilities Service, the Executive Member confirmed that he would provide an update to a future meeting early in the new calendar year;
  - The schools funding formula consultation, which had now closed and which would now be the subject of consideration by the Schools Forum. With regard to this issue, a Member requested a more detailed update concerning school funding reforms to a future meeting, which was agreed;
  - Key Stage (KS) results and the very good performance at KS1 and KS2, with the latter placing the Council's performance 6<sup>th</sup> best in England & Wales. GCSE results had however deteriorated, with the achievement of 5 or more A\* to C grades (including Maths & English) down 2% to 57%. The Executive Member explained that these results still required final validation (by January 2013), and also needed to be considered in the context of the continuing controversy regarding the sudden drop in GCSE results across the country. He confirmed that the Council had recently agreed a motion regarding representations to the Secretary of State for Education about the issue and furthermore, he had recently committed the Council to a related joint legal challenge, led by Leeds and Lewisham Councils. Mention was also made of recent international surveys of educational performance, which had confirmed that the UK had fallen behind in English but had risen slightly in Maths & Science; and
  - Healthy eating in schools. The Assistant Director, Children's Services (Learning & Strategic Commissioning) confirmed that all schools in Central Bedfordshire were currently meeting the required nutritional standards for school meals and had been since 2009, even though academies were exempt. He further confirmed that schools regularly improve and update their healthy eating policies and do so with the approval of NHS colleagues. The Assistant Director also referred to the excellent participation rates of the Making the Most of Me programme and his recent action in writing to the Secretary of State for Education regarding the ability of partners to share health data to help tackle obesity rates. Whilst Members acknowledged the good work being done in schools, they raised concerns about the need to educate children and parents about healthy eating at home and the eating habits of those children allowed to leave the school premises at lunchtime. Members also referred to the recent lowering of architectural standards for school building, which may have an indirect impact on the use made of school meals, and the need to encourage activities such as gardening clubs.

During the verbal update, Members raised two further issues regarding:-

- School organisation planning and the growth in places for children with special educational needs. The Executive Member agreed that this was a worthwhile topic for consideration at a future meeting; and
- The Council's policy and practice regarding CRB checks (given the recent news coverage regarding the late Jimmy Savile). Both the Executive Member and Assistant Director were able to reassure the Committee that

robust policies and procedures existed within Central Bedfordshire and individual schools regarding CRB checking of those persons (staff and volunteers) having contact with children.

## CS/12/47 Youth Services Provision

The Executive Member introduced his report, which provided the Committee with an update about commissioned Youth Support Services and outlined proposals for meeting the new national requirements captured within 'Positive for Youth'. The report was supplemented by a presentation from the Head of Children's Services Commissioning and representatives of the Youth Parliament, which provided the Committee with an insight into the work of Youth Support Services and the Youth Parliament in the context of emerging national policy. Specifically, the presentation covered:-

- The policy context, particularly referring to "Positive for Youth", a new approach to cross-government policy for young people aged 13 to 19;
- The key themes of this new approach;
- The local context;
- The work and achievements of the Youth Parliament; and
- Next steps.

At the end of the presentation, members of the Youth Parliament were allowed the opportunity to ask questions of the Committee and Executive Member present, which centred on raising awareness of the Youth Parliament and encouraging volunteering.

Members of the Committee then discussed the report and presentation in further detail and raised the following issues:-

- A lack of sufficient detail regarding the activities, locations, participation rates, targeted services and outcomes relating to commissioned youth services to enable the Committee to adequately scrutinise proposed changes. The Committee was concerned to ensure the service was reaching the most vulnerable and sought clarity regarding how the service had already changed and how it would change further under new proposals;
- The initial focus of Youth Parliament inspections and the advantage of beginning with the voluntary sector. The Head of Children's Services Commissioning confirmed that the initial focus would be the NHS and pharmacies although the voluntary sector would be considered in due course; and
- The benefit of involving representatives of the Youth Parliament in some of the consultations the Council undertook and the wish to invite them to future meetings of the Committee. Mention was also made of the possibility of formally co-opting a member of the Youth Parliament onto the Children's Services Overview and Scrutiny Committee, although it was noted that this required full Council approval;



With regard to the first bullet point, the Executive Member acknowledged the issue and agreed that further information was required to allow Committee Members the opportunity to draw conclusions and generate informed recommendations concerning the effectiveness with which services were operating and reaching the most vulnerable. The Head of Children’s Services Commissioning explained however that due to regulatory and contractual time constraints, comments and recommendations from Committee Members were required before 12 November (i.e. before the next scheduled Committee meeting). The Committee therefore agreed to request the Executive Member to direct officers to provide more detailed information as soon as possible to be discussed at a briefing session prior to 12 November. Committee Members could attend this session in order to discuss the more detailed performance information and strengthened commissions. The Committee also agreed to receive a full update regarding the outcomes of the commissioning process at a future meeting in the new calendar year.

Finally, the Committee wished to record its thanks and congratulate the members of the Youth Parliament for their excellent presentation.

**RECOMMENDATIONS:**

1. **That the Executive Member be requested to direct officers to provide more detailed information as soon as possible to be discussed at a briefing session prior to 12 November.**
2. **That the Executive Member submits a full update regarding the outcomes of the commissioning process at a future meeting in the new calendar year.**

CS/12/48

**Work Programme 2012 - 2013 & Executive Forward Plan**

The Committee considered its current Work Programme and the latest Executive Forward Plan and noted that consideration of the draft 2013/14 Budget, scheduled for the 11 December meeting had now been postponed to the 15 January. With this in mind, the Committee agreed to cancel the December meeting, moving any remaining items to the January meeting.

A Member also raised a query regarding the current level of homelessness in Central Bedfordshire and requested a verbal update at the next available meeting, which was agreed.

**RECOMMENDATION:**

**That the revisions to the Children’s Services OSC Work Programme outlined above be noted.**

(Note: The meeting commenced at 10.00 a.m. and concluded at 12.15 p.m.)

Chairman .....

Dated .....

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**Meeting:** Children's Services Overview and Scrutiny Committee  
**Date:** 11 December 2012  
**Subject:** School Funding Reforms  
**Report of:** Cllr Mark Versallion , Executive Member for Children's Services  
**Summary:** The report details changes made to Schools Funding in response to requirements from the Department for Education introduced in Summer 2012. The changes come into full effect in the 2013/14 financial year.

**Advising Officer:** Edwina Grant, Deputy Chief Executive/Director of Children's Services  
**Contact Officer:** Helen Redding, Head of Learning and School Support  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** Council

<b>CORPORATE IMPLICATIONS</b>	
<b>Council Priorities:</b>	
1.	The report supports the Council to deliver the following priority: <ul style="list-style-type: none"> <li>• Educating, protecting and providing opportunities for children and young people</li> </ul>
<b>Financial:</b>	
2.	Funded by Dedicated School Grant (ring fenced)
<b>Legal:</b>	
4.	Not applicable
<b>Risk Management:</b>	
5.	Key risks : <p>School Block pressure has been included in the Medium Term Financial Plan (MTFP) £250k</p> <p>High Needs Block including Post 16 High Needs risk register, not yet quantified</p> <p>Early Years – two year old funding?</p>
<b>Staffing (including Trades Unions):</b>	
6.	Not applicable.
<b>Equalities/Human Rights:</b>	

7. Not applicable.

**Community Safety:**

9. Not applicable.

**Sustainability:**

10. Not applicable.

**Procurement:**

11. Not applicable.

**RECOMMENDATION:**

**The Committee is asked to:-**

- Consider and comment on the School Funding Reforms

**Background**

12. Since the beginning of the financial year 2006/07 Councils have received allocations of Dedicated School Grant (DSG) to finance the Schools Budget in each authority. The full DSG received must be applied to the Schools Budget in each Council; although Councils may provide additional resources in support of the Schools Budget should they decide to do so.
13. DSG can be held centrally to fund certain prescribed expenditure for the purpose of the Schools Budget and this is specified in the School Finance Regulations 2012. Central expenditure must not increase as a proportion of the overall Schools Budget. This mechanism is known as the Central Expenditure Limit (CEL) and can only be breached in exceptional circumstances and with the specific approval of the Schools' Forum. In the case of Schools' Forum refusal the Council can ask the Secretary for State to approve the breach.
14. The final Schools' Budget depends on the January census and is determined by the units of funding (no of pupils - FTE) multiplied by the Guaranteed Unit of Funding (GUF). The budget allocation of DSG for 2012/13 is 37,336 FTE multiplied by the GUF £4,658 to give £173.915M.

**School Funding Reform**

15. The Department for Education held two Consultations in 2011; 'Rationale and Principles' and 'Proposals for a fairer system'. The second Consultation proposed replacing the current schools funding distribution mechanism with the aim for a more transparent, fairer and less complex system. A third Consultation was launched in March 2012 'Next steps towards a fairer system' and built on how a fairer system may be implemented and operated. The final arrangements for 2013/14 were announced on 28 June 2012. These have focussed primarily on the Schools Block element.

### **Arrangements for 2013/14**

16. From 2013/14 the DSG will be split into three notional blocks; Schools, Early Years and High Needs. Authorities are free to move funding between the blocks provided that they comply with the requirements of the Minimum Funding Guarantee (MFG) and central expenditure. The entire Schools block must be delegated to Schools with a few exceptions.
17. There will be no additional funding before at least 2015. The DfE have confirmed they will introduce a national funding formula in the next Spending Review period. The 2013/14 settlement will be based on 2012/13.
18. The Minimum Funding Guarantee (MFG) is set at negative 1.5% per pupil for both 2013/14 and 2014/15. There will be a separate Early Education MFG for all providers for the first time but only for the base rates.

### **Schools Block**

19. In order to support the movement towards a national funding formula, all local authorities are required to simplify local arrangements for distributing funding to schools and other providers. The current School Funding Regulations allow authorities to use up to 37 funding factors within their formulae. Central Bedfordshire's local arrangements operate with 27. From 2013/14 only 12 factors will be permitted, two of which are not applicable to Central Bedfordshire.
20. A number of small school factors (infant class size, small school protection) are not permitted going forward and may have significant impact on small rural schools. Once the protections from existing levels of funding decrease it is possible some schools may need to consider more efficient organisational structures e.g. federating, merging or becoming part of an Academy chain. Schools funded on split sites will still be permitted, in line with the encouragement for schools to merger/federate.
21. The following factors have been agreed by the School Forum for the 2013/14 distribution of DSG:
  - Basic Entitlement for Primary, Key Stage 3 and Key Stage 4
  - Deprivation based on weighted banded IDACI data
  - Lump Sum £120,000
  - Split Site £120,000
  - Rates based on actual cost
22. Funding will be now based on October pupil census, uplifted to reflect the difference between October and January counts.

### **De-Delegation**

23. The entire School Block must be delegated to schools with a few exceptions, one of which is where Schools Forum agrees that a service should be provided centrally. Funds are allocated through the Schools

Individual Formula in the first instance. De-delegation only applies to the Maintained sector and has therefore removed the need for the DSG Local Authority Central Spend Equivalent Grant (LACSEG) for Academies. Where a service is to be provided centrally, School Forum approval must be given for each individual phase.

24. The two services that were included in Central Bedfordshire's consultation were Facilities Time (Union representation at meetings etc) and School Contingency (closing and re-organising schools, schools in financial difficulty etc).

### **Growth Funds**

25. Funds can be retained from the Schools Block before allocating formula, with agreement of School Forum, for funding significant pre-16 pupil growth and expenditure incurred in order to make provision for extra classes (to comply with School Admissions (Infant Class Sizes) Regulations). Funds must be used on the same basis for the benefit of both maintained schools and Academies.
26. Any funds remaining at the end of the financial year must be added to the following year's DSG and reallocated to maintained schools and Academies through the local formula.
27. Local Authorities are required to produce criteria on which any growth funding is to be allocated, and set out the circumstances in which a payment could be made and a basis for calculating the sum. The criteria will need to be proposed to the Schools Forum and again its agreement before growth funding is allocated. The Council will also need to consult on the total sum to be top-sliced from each phase and must regularly update the Schools Forum on the use of the funding.

### **Early Years Block**

28. The DfE are not proposing major changes to the main elements of the Early Years Single Funding Formula (EYSFF). Different base rates for different types of provision and specific factors for quality, flexibility and sufficiency will still be permitted. There will be a mandatory deprivation factor based on child level definitions of eligibility.
29. Factors allowed in the main formula are also allowed in the EYSFF but without prescribing the datasets that should be used. LA's are required to review their formulas and remove factors which are no longer allowed.
20. Early Years will be calculated based on three January counts e.g. 2013/14 estimates based on Jan 2012, updated for Jan2013 in the summer 2013 and adjusted at year end for Jan 2014 count.
21. The MFG will apply to the EYSFF for all providers for the first time, but only for the base rates.
22. Councils are responsible for funding all Academies for their early year's provision.

## High Needs Block

23. The DfE recommend that mainstream schools will fund the first £6k towards Special Educational Needs (SEN) provision from their delegated budget, which is broadly in line with the current expectation that schools fund the first 12 hours of support. Schools were comfortable with this in their response to the Consultation initiated in September 2012. Pupils with statements of SEN will receive additional support against assessed needs from the High Needs Block as they do now.
24. Funding for Specialist Provisions in schools will be based on the required number of places, as it is currently. This will be made up of £10k base funding plus per place and top up to the current agreed level per pupil. Appropriate means for doing this for any 'empty' places within the context of the funding regulations are being considered.
25. There are currently 2 Lower Schools which have resourced Language Provision (St Andrews in Biggleswade and Heathwood in Leighton Buzzard). The pupils all have statements of SEN and are based in the mainstream classes and receive additional specialist support for their specific language/communication need from staff and a Speech and Language Therapist provided by the Health Service. Places/pupils are currently funded at £8,280 (Band D statement) which meets their needs so a top up would not be required. We are considering ways of managing the fact that these fall below the £10k base rate for specialist provision places.
26. Special Schools will no longer have delegated budgets on the same basis as other schools. The factors previously allowable for Special Schools and those still allowable for mainstream schools are not allowable from 2013/14. The expectation is that the costs currently within the additional factors in a school's budget must be targeted against the pupil/place element. This means for example there will be no option for a Lump Sum, no element for split site etc. The pupil/place element will therefore have to include the costs of running and managing the school. The base funding for a Special School will be £10k per pupil/place, plus top up against agreed criteria/guidance.
27. Currently, Special Schools are funded on the number of pupils on roll as at January Pupil Level Annual Schools Census (PLASC) date. The Council charges other Councils retrospectively for costs of pupils they have in our schools, and are charged by other Councils for any pupils placed by us in their schools.
28. From 2013 funding for special schools will be based on £10k per number of required places based on numbers reported in 2012/13, plus a top up provided by the commissioning Authority which will link to an assessed need of the pupil. Where the pupils are Central Bedfordshire pupils, this will be provided as part of the school's budget share, and where the pupils belong to other Councils, the school will invoice the commissioning Council in advance for the top up element at the agreed level. If there is a requirement in future to increase place numbers, detailed evidence will

need to be provided to the Education Funding Agency (EFA) to substantiate this.

29. Pupils are admitted into special schools at any point in a year. Children's Services Officers have looked at historical pupil increases in each school and estimated the number of potentially required places across the financial year for each school. In order to keep stability in the budget for these places, the process by which schools can be allocated indicative banding levels for top up across these places which represent the profile of need at that school will need to be agreed.
30. Following discussions with Special School leaders, consideration is being given to cease holding Pupil Premium (PP) centrally as previously approved by Schools Forum. This was approved on the basis that Special Schools received funding against levels of need of a pupil already. While it is set out within the current School Finance Regulations that PP can be retained centrally for Special Schools
  - a. since Weatherfield became an Academy, they receive PP directly from the EFA which provides disparity across the schools;
  - b. within the new Ofsted Framework schools are inspected and judged on the use of their allocated PP
31. The Pupil Referral Unit (PRU) will be funded in the same way as a Special School, but with a base unit of £8k. The Academy of Central Bedfordshire (The Alternative Provision Free School) which will open on 1 September 2013 would be funded differently as an Academy Free School via the Education Funding Agency (EFA). The base funding for Alternative Provision is £8k per place. The Council would fund any top up required when commissioning provision from the school as an alternative to permanent exclusion.
32. Special School leaders have been meeting regularly and are continuing to meet with the Council in order to consider the options for models of funding that are open and transparent and are within the current costs of special schools.
33. Following those discussions, additional modelling is being carried out in order to enable funding to be consistent across types of school but in ways which capture the specific contexts of these schools, i.e. Area Special Schools which operate across two or more sites (Chiltern and Ivel Valley), a Moderate Learning Difficulties (MLD) School (Weatherfield Academy), and a Behavioural, Emotional and Social Disabilities (BESD) School (Oak Bank).
34. The banding descriptors which describe the level of need of pupils are being reconsidered during November in light of the above, which will impact on the values of all bands. The base value for Band 1 must be a minimum of £10k



35. Funding is allowed to be held centrally and allocated accordingly for any extended role of a special school such as commissioned work for Outreach and other services. Chiltern, Ivel Valley and Oak Bank are currently commissioned to carry out an Outreach role, and from January 2013 Chiltern and Ivel Valley have been commissioned to deliver the Early Years Children With Disability Service. This will be recommended to continue.
36. Recoupment is the process by which Councils receive and pay costs of pupils with statements who are educated in another Council's school (mainstream or special). Income overall is usually at similar levels to expenditure.
37. Under the new funding arrangements, schools will be required to take on responsibility for the charging of the top up element to the commissioning Council for pupils with statements in their schools. In Mainstream Schools this will be top up beyond the £6k, and in Special Schools and Specialist Provisions within Mainstream Schools this will be top up beyond the £10k.
38. From 2013 the Council will be required to pay in advance for pupils where they have named another Council's school on the Statement of SEN. DSG from the High Needs Block will need to be retained centrally to fund this.
39. It was raised at the Schools Forum meeting on 22 October 2012 that a means of funding required growth in Special Schools and specialist provision to accommodate the growing population who might require special school or specialist placement should be considered by the School Forum.

**Appendices:**

None

**Background papers and their location: (open to public inspection)**

None

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**Meeting:** Overview and Scrutiny  
**Date:** 11 December 2012  
**Subject:** Consultation on proposed changes to the Council's Admissions Arrangements  
**Report of:** Cllr Mark Versallion, Executive Member for Children's Services.  
**Summary:** Attached at Appendix A is the Report considered by Executive on 6 November 2012 to approve the commencement of consultation on Admission Arrangements for 2014/15, specifically the Council's co-ordinated admissions scheme and admission arrangements for Community and VC Schools.

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**Advising Officer:** Edwina Grant Deputy Chief Executive/Director of Children's Services.  
**Contact Officer:** Pete Dudley, Assistant Director for Learning, Commissioning and Partnerships  
**Public/Exempt:** Public.  
**Wards Affected:** All  
**Function of:** Executive

#### **CORPORATE IMPLICATIONS**

##### **Council Priorities:**

1. 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:**

2. 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:**

3. 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.

4. 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.
5. 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:**

6. 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):**

7. Not Applicable

**Equalities/Human Rights:**

8. 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.
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. 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:**

10. Not Applicable

**Community Safety:**

11. Not Applicable

**Sustainability:**

12 Not Applicable

**Procurement:**

13. Not applicable

**RECOMMENDATION:**

- **The Children's Services Overview and Scrutiny Committee are asked to consider the content of the report.**

Appendices: Appendix A – Executive Report – Consultation on Admission Arrangements 2014/15

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**Meeting:** Executive  
**Date:** 6 November 2012  
**Subject:** Consultation on Admission Arrangements 2014/15  
**Report of:** Cllr 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 VC 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

<b>CORPORATE IMPLICATIONS</b>	
<b>Council Priorities:</b>	The Council’s admission arrangements and co-ordinated admissions scheme supports the Medium Term Plan priority to improve educational standards at key stage 4.
<b>Financial:</b>	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.
<b>Legal:</b>	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.**
- **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.
51. 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.
52. 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**

53. 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.
54. 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.
55. 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**

<b>September 2013</b>	Information about the transfer process issued
<b>15 January 2014</b>	Closing date for receipt of applications
<b>17 February 2014</b>	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
<b>14 March 2014</b>	By this date foundation, trust and voluntary aided schools and academies provide the School Admissions Service with ranked lists of applicants
<b>19 March 2014 – 26 March 2014</b>	Between these dates information to be exchanged with other Local Authorities on potential offers
<b>14 April 2014</b>	Information on pupils to be offered places will be available to schools and academies via the web based School Admissions Module
<b>16 April 2014</b>	Notification to be posted to parents living in Central Bedfordshire and available online
<b>30 April 2014</b>	Date by which parents reject the offer of a place if not required.
<b>5 May 2014</b>	Late applications received between 16 January and 16 April 2014 will be logged onto the database by this date.
<b>5 May 2014</b>	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
<b>19 May 2014</b>	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.
<b>2 June 2014</b>	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.
<b>3 June 2014</b>	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**

<b>September 2013</b>	Information about the admission process issued
<b>31 October 2013</b>	Closing date for receipt of applications
<b>6 December 2013</b>	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.
<b>17 January 2014</b>	By this date foundation, trust and voluntary aided schools and academies provide the School Admissions Service with ranked lists of applicants
<b>3 February 2014 – 14 February 2014</b>	Between these dates information to be exchanged with other Local Authorities on potential offers
<b>26 February 2014</b>	Information on pupils to be offered places will be available to academies and schools via the web based School Admissions Module.
<b>3 March 2014</b>	Notification to be posted to parents living in Central Bedfordshire and available online
<b>17 March 2014</b>	Date by which parents reject the offer of a place if not required.
<b>21 March 2014</b>	Late applications received between 31 October 2013 and 3 March 2014 will be logged onto the database by this date.
<b>21 March 2014</b>	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.
<b>4 April 2014</b>	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.
<b>25 April 2014</b>	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.
<b>28 April 2014</b>	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**

<b>Lower Schools</b>	<b>Year R</b>
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**

	<b>CRITERIA in rank order</b>
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)<sup>1</sup>
- Pupils with siblings at the school (see definition of siblings)<sup>2</sup>
- Other pupils living in the civil electoral ward of Icknield as at 01.01.2012 (see post code list) <sup>3</sup>
- 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**

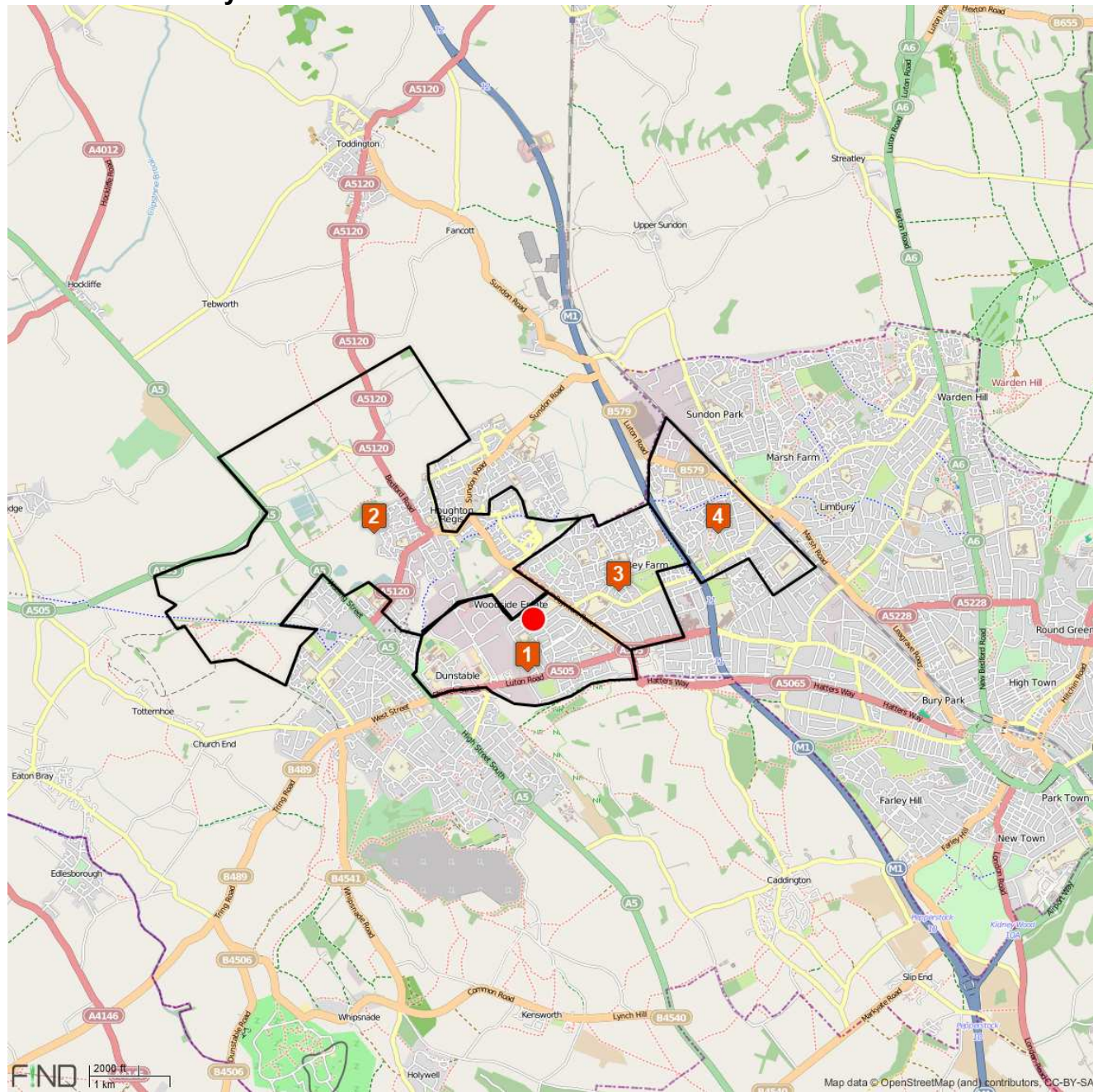
Bernard Close  
 Broadwalk  
 Church Street  
 Court Drive  
 Dorchester Close  
 High Street North  
 Kingscroft Avenue  
 Kingsway  
 The Mall

**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 adopted<sup>1</sup> or became subject to a residence order<sup>2</sup> or special guardianship order<sup>3</sup>.
    - 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.
-

### 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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**Meeting:** Children's Services Overview and Scrutiny  
**Date:** 11 December 2012  
**Subject:** Consultation on Policy Principles for Pupil Place Planning in Schools

**Report of:** Cllr Mark Versallion, Executive Member for Children's Services.

**Summary:** Attached at Appendix A is the Report considered by Executive on 4 December 2012 to approve the commencement of consultation on proposed Policy Principles for Pupil Place Planning in schools which, if adopted, will form the basis for the development of commissioning options for New School Places in Central Bedfordshire. If the consultation exercise is approved, the outcome will be reported to Executive on 5 February 2013.

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**Advising Officer:** Edwina Grant Deputy Chief Executive/Director of Children's Services.  
**Contact Officer:** Pete Dudley, Assistant Director for Learning, Commissioning and Partnerships  
**Public/Exempt:** Public.  
**Wards Affected:** All  
**Function of:** Executive

#### **CORPORATE IMPLICATIONS**

##### **Council Priorities:**

1. The report supports Central Bedfordshire's Medium Term Plan: Delivering your priorities – Our Plan for Central Bedfordshire 2012-2016 and the specific priority of Improved Educational Attainment.

##### **Financial:**

2. There are no financial implications arising directly from this report. The annual review of the Council's New School Places Programme, reported to Executive in February of each year, outlines the financial implications of the next five years of the rolling programme and of specific options for commissioning new school places.

##### **Legal:**

3. The Council has statutory responsibilities in respect of education provision for Early Years, compulsory school age children, post 16 and for pupils who have special educational needs.

4. Section 6 of the 2006 Childcare Act gives local authorities a duty to secure the provision of early education and childcare to meet the requirements of parents in their area who require childcare.
5. Section 14 of the Education Act 1996 places a duty on Councils to secure sufficient and suitable school places to provide for 5 – 16 year old statutory aged children in its area. The Education and Inspections Act 2006 gives Councils a strategic role as commissioners, but not providers, of school places to promote parental choice, diversity, high standards, the fulfilment of every child's educational potential and fair access to educational opportunity.
6. The Education Act 2011 has created a presumption that all new schools will be academies or free schools.
7. Section 19 of the Education Act 1996 places a duty on the Council acting as the Local Authority to provide full time education for pupils not in education by reason of illness, exclusion or otherwise and which is appropriate to individual pupil needs. This duty is discharged through the Pupil Referral Unit and the Alternative Provision Free School.
8. The Apprenticeship, Skills, Children and Learning Act 2009 requires Local Authorities as strategic commissioners of 16-19 education and training to ensure suitable and sufficient opportunities are accessible to all young people of that age and those aged 19-24 who have a learning difficulty. This is further emphasised by the new duty on all young people to participate in education or training until their 18<sup>th</sup> birthday, from September 2015.
9. There is a range of legislation that establishes duties for the Council acting as the Local Authority in relation to provision for children and young people with special educational needs in schools, academies and pre school settings. The duties also include the requirement to ensure that children and young people with disabilities are not unfairly discriminated against.
10. In discharging each of its duties, the Council must comply with legislation, regulation and also have regard to statutory guidance. However, the commissioning of new provision also provides the Council acting as the Local Authority with options and flexibility to enable it to adopt local planning principles and ensure transparency in its role of strategic commissioner.

**Risk Management:**

11. The need to commission new provision through the Council's New School Places Programme implements the identified need in the previously published early years sufficiency assessment and in the school organisation plan and mitigates the risk on the Council of failing in its statutory duty to provide sufficient early years and school places. Key risks include:

- Failure to discharge legal and statutory duties/guidance.
- Failure to deliver the Council's strategic priorities. Reputational risks associated with the non delivery of required school places.
- Financial risks, including non realisation of anticipated Section 106 monies and anticipated levels of government grant.
- Risks of equity and equality in terms of access to school places

**Staffing (including Trades Unions):**

12. Staff and Trades Unions are consultees on any proposals to expand schools or Academies, as part of the initial consultation and statutory process required by regulations.

**Equalities/Human Rights:**

13. Public authorities have a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and to foster good relations in respect of the following protected characteristics: age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. All new schools will be reminded of their duties under the Equality Act 2010.
14. This statutory duty includes requirements to:
- Remove or minimise disadvantages suffered by people due to their protected characteristics.
  - Take steps to meet the needs of people from protected groups where these are different from the needs of other people.
  - Encourage people from protected groups to participate in public life or in other activities where their participation is disproportionately low.
15. The consultation and decision making process set out in regulation for proposals to expand Council maintained schools requires an evaluation on a project by project basis of any equalities and human rights issues that might arise. This applies not only where the Council is the decision maker for proposals, but where it is strategic commissioner of all new provision. The recommendations include an annual assessment of equalities impacts arising out of the application of these proposals.

**Public Health:**

16. Services around school and early years settings will be further developed as a result of the growing early years and school population.

The range of extended services that may be provided in schools includes:

- Parenting and family support officers.
- Transition support for pupils, schools and families.
- Combined clubs and after school activities.
- Holiday activities.
- Support for vulnerable pupils and families i.e. siblings group and young carers.

**Community Safety:**

17. Whilst schools have an important role in working alongside a range of other agencies to ensure safety in their local communities, the expansion of schools and the creation of new Academies has the potential to increase community safety issues around the school locations. Inconsiderate parking, low level anti social behaviour, noise, litter etc.
18. These are issues that can, in some instances, have a significant impact on residents living in the school vicinity and place additional demand upon the services responsible for dealing with them. To meet its statutory duty in relation to crime and disorder, the Council will work with schools and the promoters of new Academies to ensure that community safety issues are considered and appropriate measures are put in place to mitigate any risks with regard to community safety issues in these areas.

**Sustainability:**

19. Whilst there may be additional costs in order to meet sustainability objectives for new build and/or expansion of existing schools, these will be contained within the costs identified in the Council's New School Places Programme. These measures will contribute to reduced running costs through better energy and resource efficiency, and therefore limit the Carbon Reduction Commitment burden on the Council and the school, alongside creating a better learning environment for the pupils.

**Procurement:**

20. Where capital projects for new school places are commissioned through new or existing Academies the Council will seek suitable safeguards and assurances, as outlined in this report, for project management and construction procurement, following the Council's finance and procurement rules.

**RECOMMENDATION:**

- **The Children's Services Overview and Scrutiny Committee are asked to consider the content of the report.**



**Meeting:** Executive  
**Date:** 4 December 2012  
**Subject:** Consultation on Policy Principles for Pupil Place Planning in Schools.

**Report of:** Cllr Mark Versallion, Executive Member for Children’s Services

**Summary:** To approve the commencement of consultation on proposed Policy Principles for Pupil Place Planning in schools which, if adopted, will form the basis for the development of commissioning options for New School Places in Central Bedfordshire. If the consultation exercise is approved, the outcome will be reported to Executive on the 5 February 2013.

**Advising Officer:** Edwina Grant, Deputy Chief Executive/Director of Children’s Services  
**Contact Officer:** Pete Dudley, Assistant Director for Learning, Commissioning and Partnerships  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** Executive  
**Key Decision:** Yes

**CORPORATE IMPLICATIONS**

**Council Priorities:**

The report supports Central Bedfordshire’s Medium Term Plan: Delivering your priorities – Our Plan for Central Bedfordshire 2012-2016 and the specific priority of Improved Educational Attainment.

**Financial:**

- There are no financial implications arising directly from this report. The annual review of the Council’s New School Places Programme, reported to Executive in February of each year, outlines the financial implications of the next five years of the rolling programme and of specific options for commissioning new school places.

**Legal:**

- The Council has statutory responsibilities in respect of education provision for Early Years, compulsory school age children, post 16 and for pupils who have special educational needs.
- Section 6 of the 2006 Childcare Act gives local authorities a duty to secure the provision of early education and childcare to meet the requirements of parents in their area who require childcare.

4. Section 14 of the Education Act 1996 places a duty on Councils to secure sufficient and suitable school places to provide for 5 – 16 year old statutory aged children in its area. The Education and Inspections Act 2006 gives Councils a strategic role as commissioners, but not providers, of school places to promote parental choice, diversity, high standards, the fulfilment of every child's educational potential and fair access to educational opportunity.
5. The Education Act 2011 has created a presumption that all new schools will be academies or free schools.
6. Section 19 of the Education Act 1996 places a duty on the Council acting as the Local Authority to provide full time education for pupils not in education by reason of illness, exclusion or otherwise and which is appropriate to individual pupil needs. This duty is discharged through the Pupil Referral Unit and the Alternative Provision Free School.
7. The Apprenticeship, Skills, Children and Learning Act 2009 requires Local Authorities as strategic commissioners of 16-19 education and training to ensure suitable and sufficient opportunities are accessible to all young people of that age and those aged 19-24 who have a learning difficulty. This is further emphasised by the new duty on all young people to participate in education or training until their 18<sup>th</sup> birthday, from September 2015.
8. There is a range of legislation that establishes duties for the Council acting as the Local Authority in relation to provision for children and young people with special educational needs in schools, academies and pre school settings. The duties also include the requirement to ensure that children and young people with disabilities are not unfairly discriminated against.
9. In discharging each of its duties, the Council must comply with legislation, regulation and also have regard to statutory guidance. However, the commissioning of new provision also provides the Council acting as the Local Authority with options and flexibility to enable it to adopt local planning principles and ensure transparency in its role of strategic commissioner.

**Risk Management:**

10. The need to commission new provision through the Council's New School Places Programme implements the identified need in the previously published early years sufficiency assessment and in the school organisation plan and mitigates the risk on the Council of failing in its statutory duty to provide sufficient early years and school places. Key risks include:
  - Failure to discharge legal and statutory duties/guidance.
  - Failure to deliver the Council's strategic priorities.
  - Reputational risks associated with the non delivery of required school places.
  - Financial risks, including non realisation of anticipated Section 106 monies and anticipated levels of government grant.
  - Risks of equity and equality in terms of access to school places

**Staffing (including Trades Unions):**

11. Staff and Trades Unions are consultees on any proposals to expand schools or Academies, as part of the initial consultation and statutory process required by regulations.

**Equalities/Human Rights:**

12. Public authorities have a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and to foster good relations in respect of the following protected characteristics: age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. All new schools will be reminded of their duties under the Equality Act 2010.
13. This statutory duty includes requirements to:
- Remove or minimise disadvantages suffered by people due to their protected characteristics.
  - Take steps to meet the needs of people from protected groups where these are different from the needs of other people.
  - Encourage people from protected groups to participate in public life or in other activities where their participation is disproportionately low.
14. The consultation and decision making process set out in regulation for proposals to expand Council maintained schools requires an evaluation on a project by project basis of any equalities and human rights issues that might arise. This applies not only where the Council is the decision maker for proposals, but where it is strategic commissioner of all new provision. The recommendations include an annual assessment of equalities impacts arising out of the application of these proposals.

**Public Health:**

15. Services around school and early years settings will be further developed as a result of the growing early years and school population.
16. The range of extended services that may be provided in schools includes:
- Parenting and family support officers.
  - Transition support for pupils, schools and families.
  - Combined clubs and after school activities.
  - Holiday activities.
  - Support for vulnerable pupils and families i.e. siblings group and young carers.

**Community Safety:**

17. Whilst schools have an important role in working alongside a range of other agencies to ensure safety in their local communities, the expansion of schools and the creation of new Academies does have the potential to increase community safety issues around the school locations. Inconsiderate parking, low level anti social behaviour, noise, litter etc.
18. These are issues that can, in some instances, have a significant impact on residents living in the school vicinity and place additional demand upon the services responsible for dealing with them. To meet its statutory duty in relation to crime and disorder, the Council will work with schools and the promoters of new Academies to ensure that community safety issues are considered and appropriate measures are put in place to mitigate any risks with regard to community safety issues in these areas.

**Sustainability:**

19. Whilst there may be additional costs in order to meet sustainability objectives for new build and/or expansion of existing schools, these will be contained within the costs identified in the Council's New School Places Programme. These measures will contribute to reduced running costs through better energy and resource efficiency, and therefore limit the Carbon Reduction Commitment burden on the Council and the school, alongside creating a better learning environment for the pupils.

**Procurement:**

20. Where capital projects for new school places are commissioned through new or existing Academies the Council will seek suitable safeguards and assurances, as outlined in this report, for project management and construction procurement, following the Council's finance and procurement rules.

**Overview and Scrutiny**

21. If approved by Executive, a report on the New School Places Refresh will be considered by Children's Services Overview and Scrutiny on 15 January 2013, with all responses to this consultation exercise and a comment from Scrutiny reported back to Executive on 5 February 2013.

**RECOMMENDATIONS:**

**The Executive is asked to:**

1. **approve the commencement of consultation on proposed Policy Principles for Pupil Place Planning in schools which, if adopted, will form the basis for the development of commissioning options for New School Places in Central Bedfordshire.**
2. **note that the proposals include an annual evaluation of the impact of the proposals by the Director of Children's Services / Deputy Chief Executive in consultation with the Lead Member for Children's services along with an annual equalities assessment to provide an assurance that there are no unintended consequences of the application of the principles via scoring that would prejudice equality of access to a range of school places.**

<i>Reason for Recommendations:</i>	<i>To enable the commencement of consultation.</i>
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**Executive Summary**

- 22. The report sets out the legal framework and constraints that Local Authorities as Strategic Commissioners of New School Places must comply with. It also reflects the National policy context in place at the time of writing. It outlines nine key principles on which the Council is consulting which it considers are critical in considering school organisation proposals and in achieving the Council’s Education Vision and key strategic priorities.
- 23. The report seeks the approval of the Council’s Executive to consult on the range of local policy principles that will help to guide the development of commissioning options for new school places. The outcome of this consultation exercise will be reported to the Council’s Executive on 5 February 2013 and if adopted, will be applied to all future commissions for new school places, each of which will be evaluated against grading criteria and be the subject of subsequent reports to Executive as and when decisions are required.

**Introduction**

- 24. As outlined in the report to the Council’s Executive on 27 March 2012, the Council has approved a programme of capital investment in new school places to meet the challenges of demographic growth in Central Bedfordshire. In terms of new housing alone the area will see an estimated average of 2,100 new homes expected to be built each year for the next five years, contributing to the corresponding anticipated rise of approximately 6,000 additional pupils over that period.
- 25. The Council acting as the Local Authority must plan for and secure sufficient school places for their area in line with their duties under Section 14 of the Education Act 1996. New school places required as a result of demographic demand are commissioned by the Council acting as the Local Authority through investment and expansion of existing maintained schools and Academies or by the establishment of new provision.
- 26. In doing so the Council must have regard to statutory guidance for prescribed alterations to its mainstream schools and guidance on enlarging maintained schools, as it is the decision maker in these instances.
- 27. Proposals to enlarge or to alter in any way the capacity or organisational structure of an existing Academy must be supported by the Academy’s board of trustees, it’s funding body the Education Funding Agency and the Department for Education. The Council is not the decision maker in proposals relating to Academies. Formal DfE procedural guidance has not yet been published on implementing proposals of this nature.
- 28. In establishing a new school, the Council must have regard to DfE guidance and the presumption that it will be an Academy/Free School.
- 29. There are a range of other legal and investment constraints that the Council as commissioner of new places must work within when considering models for

investment and potential changes to the organisation of school places. These include the protection against closure of designated rural schools, control over the transfer and disposal of school land and the inability of the Council acting as the Local Authority to introduce selection to Central Bedfordshire.

30. Although the Academies Act 2010 allows schools that already select all or some of their pupils on the basis of ability to continue to do so; it prevents any schools from adopting new selection by ability.
31. Maintained schools which already select some or all of their pupils by ability will be able to continue to do so when they become academies, but schools becoming academies cannot decide to become selective schools if they were not already selective as maintained schools.
32. Independent selective schools joining the academies sector are not able, by law, to continue to select by ability as academies.
33. The factors outlined above do not prevent a school from adopting new selection by aptitude. Any school with a relevant specialism can select 10% of its intake by aptitude in sport, modern foreign languages, visual arts or performing arts.

### **Local Policy Framework**

34. In addition to the need to meet the demand for new education infrastructure, the Council also considers that the commissioning process should be used as a catalyst to raise educational standards and will therefore promote the expansion of popular and successful schools and Academies where possible. The establishment of new Academies will maximise opportunities for outstanding education promoters to establish new provision.
35. The principles support the Council's statutory obligations to promote parental choice, diversity, high standards, the fulfilment of every child's educational potential and fair access to educational opportunity and they are key to the achievement of the Council's renewed Education Vision for Central Bedfordshire, approved by the Council's Executive on 30 April 2012.
36. The Council may also increase places in areas where there is already good or outstanding provision through an existing school, whether that be Council maintained or an academy. In such circumstances, although the Council has always looked to expand provision which is in high quality schools, this is not a formally adopted policy and the need to build on the success of existing schools with high attainment is key to the proposals outlined in these proposals.
37. As the numbers of projected expansions peaks and the demand for new places is predicted to be at its height in the coming five years, the numbers of good and outstanding schools (71%) that there available to expand may be at plateau as a result of a challenging new Ofsted inspection framework. It is not possible to accurately predict but this may affect the outcomes of Ofsted inspections until schools respond to preparations for the new framework. To support this, briefing sessions have been arranged whereby schools can feedback to others their experiences of the new inspection regime. The plateau may last for 12 months or so after which the rate at which schools are deemed good or outstanding may start to increase again albeit slowly.

38. At the same time, the number of schools operating in formal collaborations is growing and is set to continue to grow as a result of national funding reforms and policy incentives. A consideration therefore arises as to whether the Council should adopt a policy of seeking to expand places in schools which themselves may not be good or outstanding but which are members of formal collaborative arrangements (such as trusts or federations) where outstanding provision exists, helping to revitalise the educational plans of existing schools and Academies that are already on the school improvement journey.
39. The number of issues to be taken into consideration by the Council in considering the location and nature of an expansion to a school (or trust) are increasing. This is partly because coalition government policy has placed schools, and particularly parents, in the forefront in determining the way their school develops. If there is sufficient parental demand then a school can seek leave from the Council (in the case of maintained schools) or from the Secretary of State (in the case of Academies) to consult on changing its designation or changing the age ranges it educates.
40. There is a growing knowledge base about the features of schools that are most closely associated with successful learning and achievement. These proposed policy principles are informed by the best and most current evidence available and also reflective of changes in local and national policy. There may also be unintended consequences of applying the principles and therefore it is recommended that there be an annual review of the impact of applying these principles which will be undertaken by the Deputy Chief Executive/Director of Children's Services in consultation with the Executive Member for Children's Services and reported to scrutiny and Headteacher and Governor forums.
41. If agreed, this statement of policy principles will form the basis for the development of commissioning options to deliver new school places in Central Bedfordshire. It will be applied by officers to initial options appraisals which will be based on a scoring matrix and to the evaluation of the different models of education provision ie. expansion of any existing school or the setting up of a new school to meet the demographic and school improvement challenge.
42. Following scoring and evaluation, each resulting recommendation for significant new or expanded provision, as set out in the Council's New School Places Programme, will be the subject of a report to the Council's Executive accompanied with an evaluation of its alignment with these local principles.
43. The policy principles will provide clarity for schools and Academies on the strategic commissioning objectives of the Council and of the need for investment proposals to be assessed against the quality of the places being added to the system, based on the vision and educational plan of the proposer, be they an existing school, Academy or promotor of a new Academy or Free School.

### **Consultation**

44. Consultation on the proposed policy principles will be undertaken with the support of the Executive Member for Children's Services, with the following:

The Council's Children's Services Overview and Scrutiny Committee  
 Church of England and Roman Catholic Dioceses  
 Headteachers and Partners Reference Group

All Headteachers  
 Chairs of Governing Bodies  
 The Standing Advisory Council on Religious Education  
 Neighbouring Councils  
 Website consultation with other stakeholders

45. The consultation will commence immediately following Executive approval and will conclude on 15 January 2013 following the meeting of the Council's Children's Services Overview and Scrutiny Committee. The outcome of the consultation will be reported to the Council's Executive on 5 February 2013.
46. The following sections set out the proposed Policy Principles for Pupil Place Planning in schools in Central Bedfordshire.

**Principle 1** - The need to provide local schools for local children, ensuring a sense of community belonging and also promoting sustainable modes of travel.

47. Section 76 of the Education and Inspections Act 2006 places a duty on local education authorities to promote the use of sustainable modes of travel to meet the school travel needs of their area. Ensuring the sufficiency of provision local to the areas of demographic demand supports this duty by reducing the need for car journeys and also limits potential growth in the cost of providing school transport on distance criteria to qualifying pupils to meet the Council's statutory responsibilities.
48. Section 38 of the Education and Inspections Act 2006 also places a duty on governing bodies of maintained schools in England to promote community cohesion. Promoting local schools enables children living in the same local community to attend the same school fostering a coherent community identity and enabling community ownership to build around a range of extracurricular activities.

**Principle 2** - The need to create schools that are of sufficient size to be financially and educationally viable

49. There are three sources of evidence that it is important to consider when determining the optimum size of a school. These relate to (i) international data of the effect of school size on pupil outcome measures, (ii) the minimum size needed to provide a rich curriculum offer and (iii) the effect of school size on leadership.
50. (i) The optimal school roll in terms of pupil outcomes is around 900 in a non deprived area. (This is based on all ages not only secondary or upper, but excludes Post 16 provision). This number can increase in areas of greater affluence and might drop to around 800 in areas of hardship and deprivation (in global terms). The proposals treat Post 16 education as an integral element of the main school roll.
51. (ii) In terms of supporting a broad curriculum offer, six forms of entry would be what most research and professional bodies consider to be the minimum year group size to support the kind of offer to meet the range of needs typical in a Central Bedfordshire context. It is acknowledged that research has taken place on provision that is historic and that there has been a considerable shift in the nature



and offer of different types of schools in recent years.

52. (iii) The larger the school the more a governing body can pay a Headteacher according to scales that reflect pupils numbers. This may have an impact on the calibre of leader available to schools. The larger the school the more options an experienced leader has available in shaping an excellent school to meet the needs of students. Research shows that secondary schools tend to reach their peak performance when a headteacher has been leading the school for around 6 or 7 years and furthermore, a headteacher with experience of leading more than one school is generally held to be likely to be successful in a second or third school. Schools therefore need to be big enough to attract and retain experienced Headteachers for these periods if they are to be well placed to perform optimally.
53. Establishing or expanding schools of an appropriate size therefore is likely to contribute towards the likelihood of their success.
54. Comments on school size relate to single schools that occupy a single site. The minimum or maximum size of a school may be outside of the range of capacities implicit in these proposals if it is part of a non traditional governance and leadership structure as is the case in multi site schools, school trusts, federations, academy chains and multi academy trusts where a broad curricular offer, for example, may be achieved as a result of the collaborative arrangements.

### **Lower and Primary Schools**

#### *Minimum Size*

55. Small rural schools have nationally shown themselves capable of delivering the National Curriculum and of providing a high standard of education. In determining a minimum school size, it is however not simply issues of quality that need to be considered but also but also organisational, social and community issues.
56. For example, where small numbers are nationally judged to operate against successful school management is where there are too few children to form at least one class for each key stage. Under present funding arrangements, this puts particular pressure on teachers and forthcoming changes to the local funding formula, as a result of national school funding reform, will increase the pressure to operate more efficiently. Therefore schools at or below the minimum size outlined below must consider options for federating, merging or joining an academy chain.
57. As a minimum, it is preferable that there should be one class for each of Key Stage 1 and Key Stage 2, plus discrete part-time provision for children under five. In this way, there are no more than two year groups in each class. In total this equates to 2.5 classes. With a class size of 25-30 this means a minimum school size of 60-75 pupils for a Lower School.
58. For a Primary School also with years 5 and 6 in Key Stage 2 this equates to 3.5 classes. With a class size of 25-30 this means a minimum school size of 85 -105 pupils.
59. If three age groups need to be taught together school organisation becomes much more difficult, however there are some known mitigating factors. There are also organisational difficulties if the headteacher is the only full-time teacher. If the Headteacher is absent or leaves there may be no one left to manage where the

other member of staff has no aspirations to lead or is not employed full-time.

60. Problems in delivering and monitoring standards in very small schools can occur. There may also be difficulties in recruiting enough able governors from such a small constituency of parents and supporters of the school. Finally, very small year groups may not provide sufficient peers of the same age for children to mix with although there may be some benefits of vertical grouping where younger children can learn from older peers.

*Maximum Size*

61. Ideally lower schools should have 2 forms of entry (i.e. two classes per year group), leading to a school size of 300. For Primary Schools this leads to a school size of 420. This gives headteachers a balance of some teaching, as well as time to manage and monitor, with the ability to employ appropriate non-teaching support in the school.
62. Above 3 forms of entry (450 pupils for lowers, 630 pupils for Primary Schools) it becomes increasingly difficult to maintain consistency, coherence and a 'whole school' ethos appropriate to pupils of this school age. The Council acting as the Local Authority consider it preferable to promote the expansion and creation of new lower/primary school provision at or above 3 forms of entry only in exceptional circumstances.
63. The larger the school, the more likely it is that the Headteacher and senior staff will spend most of their time managing resources rather than on education. If this time is spent on key issues known to promote school improvement in driving the ethos of the school towards raising attainment by a focus on pupil level data management, engagement with the teaching and learning process etc. their offer outside that of classroom input can accelerate school improvement and outcomes.

**Middle Schools**

*Minimum Size*

64. All middle schools are considered to need to have sufficient staff expertise to cover the curriculum and the teaching of basic skills at both Key Stages 2 and 3. The budget must also be sufficient to support the curriculum and an appropriate management structure.
65. It is proposed that as a minimum, a middle school should have 4 forms of entry (480 pupils in all) in order to deliver the National Curriculum. Below this figure the ability of a middle school to retain sufficient staff with the appropriate range of expertise comes under question.

66. 3 forms of entry (360 pupils) can be manageable in certain circumstances where there is an appropriate range of staff expertise, but below this number the costs of supporting even a minimum staff complement become disproportionate.

*Maximum Size*

67. Ideally middle schools should have 6 forms of entry (720 pupils). Beyond 7 forms of entry (840 pupils) it can be argued that the school becomes increasingly difficult to manage and to maintain an appropriate middle school ethos, and it may be more impersonal, particularly for the younger children.
68. Large middle schools face similar management challenges to any large school but community and parent views of the provision of a large middle school which pupils attend from age 9 are likely to be less positive than is the case for Upper schools where pupils start school at 13. Schools which were originally designed for a smaller number of pupils may lack specialist accommodation, both teaching and non-teaching, possess inadequate library facilities and study space, and may have social areas that are not capable of meeting staff or student needs and have congestion in corridors.

**Upper and Secondary Schools**

*Minimum Size*

69. For an upper or secondary school there need to be enough pupils in each year group to support the full range of the curriculum and generate a viable sixth form. Notwithstanding the potential for governance and leadership models outlined above, this suggests a proposed total minimum school size of around 900+ pupils for a single school. For schools engaged in collaborative and partnership arrangements this figure may be reduced to a minimum of 720 pupils where the schools in the federation or trust can demonstrate that a good, coherent educational offer is provided as a result of their sustainable collaborative arrangements. It should be noted that the Audit Commission takes the view that a sixth form of fewer than 160 students constitutes a small sixth form, with associated questions over viability.

*Maximum Size*

70. This is difficult to determine on curricular or organisational grounds. Larger schools have economies of scale which make for more flexible curricula and more specialist staffing but encounter organisational difficulties in accommodating large year groups.
71. In schools which were originally designed for a smaller number, there may also be a lack of specialist accommodation, both teaching and non-teaching, inadequate library and study space, social areas incapable of meeting staff and student needs and congestion in corridors.
72. A commonly held historical belief in historical principles nationally for education provision is that once numbers rise above 1500 including sixth form, the disadvantages of size may start to outweigh the benefits of economies of scale, however there are now known to be many larger schools nationally that provide a high quality of education and generally have the benefits of larger sixth forms and

have overcome the potential disadvantages of large schools through internal organisation ie schools within schools and the house system. These schools, if successful have been invited to provide the cornerstone of some large Academy chains , particularly in the London area

**Principle 3** - The ability to support the expansion of local popular and successful schools or to link expanding schools with popular and successful schools

73. The Council is unlikely to support the expansion of an existing school or Academy unless it is at least rated as good and preferably outstanding by Ofsted or is in a Trust or Multi Academy Trust that includes good and outstanding schools that have the capacity to support the expanded school in terms of standards and quality in order that it can become outstanding itself.
74. The Council is committed to ensure that every parent can choose an excellent school for their child and that new places should therefore be allocated where parents want them. The Council will therefore seek to support the expansion of oversubscribed schools and Academies.
75. In every case the Council will require a business case to be provided by the school or Academy that is subject to the expansion proposal to guarantee the quality of the places being added into the system, based on the school's vision and educational plan. In addition to its Ofsted rating, the business case will also require the school to outline its performance in terms of results and improvement over time in key stage assessments, in terms of value added and in comparison with other schools in similar circumstances. The business case will require the school to establish its improvement targets and will be judged by evaluation criteria.
76. Where the school or Academy that is subject to an expansion proposal is also intended to procure and deliver the capital project with the support of the Council, the business case will require assurances of the capability and capacity of the school to deliver the proposal to time and on budget, based on their expertise and experience.
77. Where new schools are to be established and proposals are received in response to the Council's invitation, an initial assessment will be undertaken of each proposal against the criteria set out above to ensure that proposers with track records in successful and popular provision are also promoted to the DfE. The proposers' abilities to prove value for money in delivering the new provision within the financial envelope available will also be assessed in these circumstances.

**Principle 4** - The potential to further promote and support robust partnerships and learning communities

78. The education 'offer' can be significantly enhanced from schools that collaborate effectively when compared with those that do not and the capacity for those schools to self improve and to recruit, train and develop their own staff and leaders is enhanced by well designed school to school support systems.
79. The Council has strongly supported such approaches including its joint work with the Central Bedfordshire Teaching School Partnership (CBTSP) designed to help both the council and the CBTSP discharge their statutory duties in relation to school improvement and in relation to teacher education, qualification, induction

and development and to leadership development and succession planning and also in relation to identification and transfer of successful practice. The growing success of this partnership is also evident in the successful joint bid for an alternative provision Free School aimed at eliminating permanent exclusions and increasing the pathways from education to employment.

- 80. The Council is developing a strategy of school community engagement in order to facilitate parental and school-led system development and as funding reforms are rolled out, so affecting the viability of some school budgets, this policy will continue in order to ensure small school settings serving rural communities can reconfigure the way they are run in order to continue to provide education close to home .

**Principle 5** - The ambition to achieve a single phase of education 0 -19 and reduce school transfer points

- 81. There is evidence that learning can be lost at points of transfer between schools and also transition within schools from one phase or key stage to another. There are two ways in which this can be adressed
- 82. The first is to design systems that limit the number of points at which a child transfers from one school to another. The second is to promote collaboration amongst schools through which a cohort of children will pass, on such issues as continuity of pedagogy, curriculum, expectations, progress, behaviour and ethos.
- 83. A federation or trust with close agreement between its constituent schools and with the knowledge of the community it serves could mitigate some of these effects. Reducing transfer and transition or the effects of transfer and transition is therefore suggested that this is a consideration that should be evaluated in the context of school place planning.
- 84. The Council will continue to develop integrated early years provision in a variety of settings, wrapping childcare around nursery education provision to ensure that all parents that require it have access to an extended and flexible early years offer so that they can access training or work.
- 85. Where new early years provision is needed as a result of demographic growth or changes in entitlement, and is forecast to be required in a similar timeframe and location as proposed new lower or primary places, the Council will seek to develop both new provisions on the school site and under its leadership.

**Principle 6** - The need to support the Raising of the Participation Age (RPA)

- 86. Coalition Government policy is to ensure that all young people are in either education, training or work related education / training full time up to the age of 18 by September 2015. The Council will therefore need to consider the way in which proposals for new or expanded schools and Academies will support it in meeting this raised participation age and support educational establishments and employers in delivering this.
- 87. The Council will also support the maintenance of a diverse range of post-16 provision, enabling students to choose between remaining at upper school, transferring to an FE college or taking advantage of vocational routes of study. The Council will continue to support and strengthen the 14-19 strategic

partnership subgroup of the Children’s Trust so that it can work together to improve outcomes and it will support providers to access post 16 funding from the Education Funding Agency.

**Principle 7 – To seek opportunities to create inspirational learning environments for the school and to maximise community use**

- 88. The Council will adopt a high standard of design and community engagement as part of its evaluation of the proposals for major new and expanding school provision in Central Bedfordshire. This will define the basis for calculation of planning obligations that will be required from housing developers where additional infrastructure is required.
- 89. The briefing of projects to expand existing provision will include an assessment of the suitability of the premises to ensure pre existing deficiencies in provision can be considered in order to provide premises that are fit for purpose for the increased capacity of the school.
- 90. The Council will support opportunities to pool funding from other sources in any planned expanded or new provision and it will seek guarantees for sustainable, enhanced community use of the school’s facilities where capital investment is being committed.

**Principle 8 – To promote the diversity of provision offered in Central Bedfordshire to increase opportunities for parental choice**

- 91. Central Bedfordshire has a comprehensive system of education providing educational opportunities for all its pupils and the Council recognises, supports and encourages the need for a diverse range and ethos within the schools in the area to provide opportunities for parental choice.
- 92. The Central Bedfordshire geographical area comprises only co-educational schools and the majority of schools are based on a three tier system of education although schools are encouraged to consider alternative models of leadership, governance and school organisation to achieve the Council’s overarching aim of raising standards.
- 93. The Council’s aim is to create a more diverse school system offering excellence and choice, where each school has a strong ethos and sense of mission and may act as a centre of excellence in particular areas or offer specialist provision in order to meet the aspirations of parents, help raise local standards and narrow attainment gaps.
- 94. While a good supply of non denominational provision is essential, parents have a right to select a denominational education for their children if they wish. Within Central Bedfordshire, there are Church of England lower, middle and upper schools although Roman Catholic provision is only represented at lower and primary school. No other faiths are currently provided for in Central Bedfordshire.
- 95. Some faith based provision is below national rates of representation in some phases in Central Bedfordshire. Where there is a need for new school places and there is unmet parental demand for particular faith provision, the Council will consider supporting an increase in such provision where it will bring the area closer to national averages for each individual faith based provision and where

other factors such as an evaluation against the potential of the school to raise education standards will not be compromised. As part of the annual appraisal of the impact of the principles there will be an equalities impact assessment to ensure that there are no unintended consequences of promoting faith based provision on those who have minority or no faiths on access to school places.

- 96. The Council will continue to support the establishment of Trusts, Federations and Multi Academy Trusts who share the ambition of the Council's Education Vision and its principles which are now seen in the context of the enhanced complexity created by increased numbers of academies, academy chain partners and school self-determination.
- 97. The Council will welcome the parent or other promoter of any free school in Central Bedfordshire and will consider the allocation of financial support where the proposal is approved by the DfE and it meets a demand identified as a result of demographic growth in the area.

**Principle 9 – To support vulnerable learners and integrate appropriate Special Educational Needs provision within mainstream schools**

- 98. The Council will continue to support close links between mainstream and special school sectors, building better partnerships and improving co-ordination of services. While most children with special educational needs attend their local mainstream schools we will continue to support the model of area special schools.
- 99. The Council will also continue to maintain and support specialist provisions in some lower, middle and upper schools for children who require a more specialist approach to meeting their special educational needs.
- 100. The Council will also support the establishment of alternative provision for pupils who are excluded or at risk of exclusion and for whom an alternative curriculum is more appropriate.

**Appendices:**

None

**Background Papers: (open to public inspection)**

None

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**Meeting:** Children's Services Overview and Scrutiny  
**Date:** 11 December 2012  
**Subject:** Quarter 2 Performance Report  
**Report of:** Cllr Mark Versallion, Executive Member for Children's Services  
**Summary:** The report highlights the Quarter Two performance for the Children's Services Directorate.

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**Advising Officer:** Edwina Grant, Deputy Chief Executive and Director of Children's Services  
**Contact Officer:** Karen Oellermann, Head of Partnerships, Performance and Workforce Development  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** Council

#### **CORPORATE IMPLICATIONS**

##### **Council Priorities:**

1. The Quarterly Performance Report ensures that progress on the delivery of the Council's priorities is monitored.

##### **Financial:**

2. There are a number of performance indicators within the full corporate suite that have a financial link.
3. It will be important to consider any financial implications in addressing ongoing areas of under performance.

##### **Legal:**

4. Not applicable.

##### **Risk Management:**

5. Areas of ongoing underperformance are a risk to both service delivery and the reputation of the Council.

##### **Staffing (including Trades Unions):**

6. Not applicable.

##### **Equalities/Human Rights:**

7. This report highlights performance against a range of indicators which seek to measure how services impact across all communities in Central Bedfordshire, so that specific areas of underperformance can be highlighted for further analysis.

8. As such it does not include detailed performance information relating to the Council's stated intention to tackle inequalities and deliver services so that people whose circumstances make them vulnerable are not disadvantaged. The interrogation of performance data across vulnerable groups is a legal requirement and is an integral part of the Council's equalities and performance culture which seeks to ensure that, through a programme of ongoing impact assessments, underlying patterns and trends for different sections of the community identify areas where further action is required to improve outcomes for vulnerable groups.

**Community Safety:**

9. There are Children's Services indicators that relate to ensuring children and young people are kept safe.

**Sustainability:**

10. Not applicable.

**Procurement:**

11. Not applicable.

**RECOMMENDATION:**

**That the Committee notes and reviews Quarter Two performance.**

**Background**

12. The Council's framework for performance management supports the delivery of the Council's priorities.
13. This report marks a change from previous performance reports, as it now focuses on a set of indicators that support the monitoring of progress against the priorities in the Medium Term Plan. The following provides an overview of the performance position for Quarter 2. This is supported by the detailed performance information provided in Appendix A for this new set of indicators.

**Quarter 2 Performance Summary**

14. The new Information System (Frameworkki) for monitoring the council's performance in relation to protecting vulnerable children and young people was installed at the end of the 2011/12 financial year. Work is continuing to establish this system to fully support operational services and it will be February 2013 before all management performance reports can be accessed. However, it is now possible to report all measures in this set.
15. Performance in relation to three of the four safeguarding indicators has been good in Quarter 2, each remaining on target at quarter end.

16. Although the percentage of initial assessments completed in 10 days is showing a dip in performance this quarter it is anticipated that performance will level out and that the end of year target of 85% will be achieved. This dip in performance is partly as a result of difficulties in completion due to the holiday period, both in terms of leave and availability of colleagues in other agencies. Frameworki will allow greater clarity on recording the date of a contact which progresses to an Initial Assessment.
  
17. Overall the proportion of schools being classified as good or outstanding has remained stable over the last three years. In quarter two published inspection outcomes show that 76% of schools and colleges are either good or outstanding.

**Appendices:**

Appendix A – Performance Indicators

**Background Papers:** (open to public inspection)  
Executive (Quarter 2 Performance Report)

**Location of papers:** Priory House, Chicksands

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# Performance Report Appendix A Quarter Two 2012/13

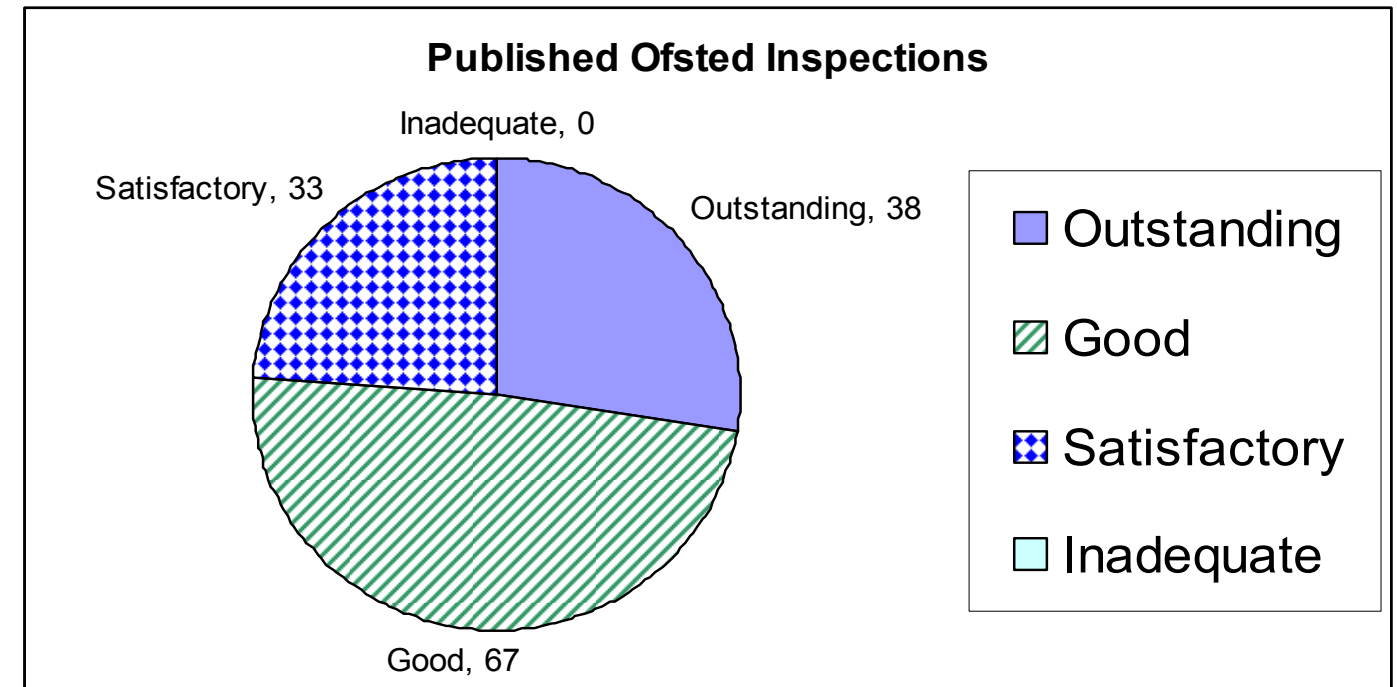
## Children's Services Overview and Scrutiny

Ref	Indicator	Performance will be reported:	Performance information being reported this quarter		
			Time period	Performance	
<b>Improved educational attainment</b>					
B 1 MTP	Achievement of 5 or more A* - C grades at GCSE or equivalent including English and Maths	Annually in Quarter 3			
B 2 MTP	Percentage of young people who are not in education, employment or training. (NEET)	Annually in Quarter 4			
B 3 MTP	Number of education and training opportunities for young people made available in the Autumn.	Annually in Quarter 4			
B 4 MTP	Published Ofsted school and college classifications	Quarterly	Quarter 2 2012/13		<b>G</b>
<b>Promote health and wellbeing and protect the vulnerable</b>					
C 8 MTP	The percentage of referrals of children in need that led to initial assessments	Quarterly	Quarter 2 2012/13	æ	<b>G</b>
C 9 MTP	Percentage of children's social care initial assessments within ten working days of referral	Quarterly	Quarter 2 2012/13		<b>A</b>
C10 MTP	Percentage of child protection cases which should have been reviewed during the year that were reviewed	Quarterly	Quarter 2 2012/13		<b>G</b>
C11 MTP	Average time in days between a child entering care and moving in with its adoptive family, for children who have been adopted.	Quarterly	Quarter 2 2012/13	æ	<b>G</b>

Report comparison - Depends on the nature of the indicator		Performance Judgement			
		Direction of travel (DoT)		RAG score (Standard scoring rules unless the indicator specifies alternative scoring arrangements)	
<b>Seasonal</b>	Compared to the same time period in the previous year		Performance is reducing	<b>R</b>	RED - target missed / off target - Performance at least 10% below the required level of improvement
<b>Quarter on quarter</b>	Compared to the previous quarter		Performance remains unchanged	<b>A</b>	AMBER - target missed / off target - Performance less than 10% below the required level of improvement
<b>Annual</b>	Compared to one fixed point in the previous year	æ	Performance is improving	<b>G</b>	GREEN - Target achieved or performance on track to achieve target

## Improved Educational Attainment

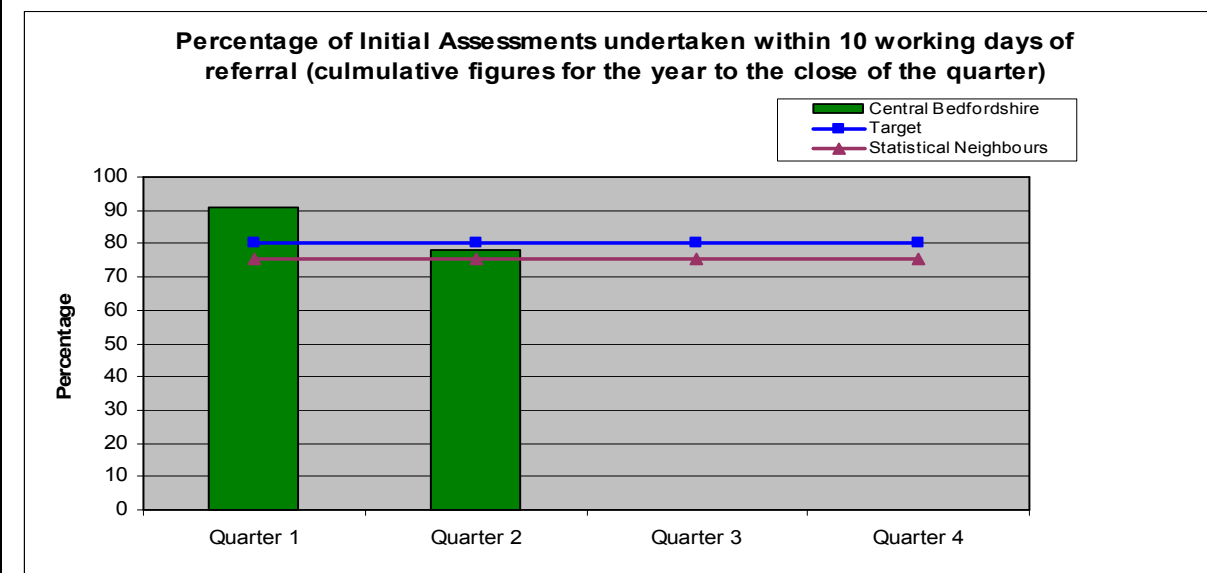
B4 MTP		Published Ofsted school and college classifications* (Published inspection outcomes during the quarter as shown by the figure in brackets)												
Ofsted category	Unit	2009/10	2010/11	2011/12	2012/13				Latest comparator group average	N/A	Report comparison	Quarter on quarter	Performance Judgement	G
		Outturn	Outturn	Outturn	Qu 1	Qu 2	Qu 3	Qu 4 / Outturn						
Total	Number	140 (33)	139 (37)	140 (33)	139(11)	Schools: 137(3) College: 1								
Outstanding	Number	29 (5)	34 (7)	37 (3)	38(1)	38 (1)								
Good	Number	77 (19)	71 (19)	67 (16)	66 (6)	67 (2)								
Satisfactory	Number	33(8)	32 (9)	34 (13)	34(4)	33								
Inadequate	Number	1 (1)	2 (2)	2 (1)	1(0)	0								
<p><b>Comment:</b> Overall the proportion of schools being classified as good or outstanding has remained stable over the last three years. In Quarter Two published inspection outcomes show that 76% of schools and colleges are either 'Good' or 'Outstanding'.</p> <p>Hillcrest Special school has now merged with Glenwood Special School to form a new school the Chiltern School. This is reflected in the figures.</p>														



## Promote health and wellbeing and protect the vulnerable

C 8 MTP		Percentage of referrals of children in need that led to initial assessments (Cumulative)																	
Unit	Good is	2010/11	2011/12					2012/13					Latest comparator group average	75.0 NFER (2010/11)	Report comparison	Quarter on quarter	Performance Judgement	æ	G
		Outturn	Target (Outturn)	Qu 1	Qu 2	Qu 3	Qu 4	Outturn	Target (Outturn)	Qu 1	Qu 2	Qu 3							
%	High	56.0	60	60.2	67.2	71.5	78.5	78.5	75	82.1	82.9								
<p><b>Comment:</b> The target of 75% was achieved in Quarter 2. This improvement in performance tells us that assessments are focussing correctly on the right children who need our services.</p> <p>To support changes required in response to the Munro Review of Safeguarding, it is expected that this indicator will be replaced in 2013/14 as this is a process indicator. The Council may choose to retain it as a local indicator however.</p>																			

C 9 MTP		Percentage of children's social care initial assessments undertaken within ten working days of referral (Cumulative)																
Unit	Good is	2010/11	2011/12					2012/13					Latest comparator group average	73.3 NFER (2010/11)	Report Comparison	Quarter on quarter	Performance Judgement	A
		Outturn	Target (Outturn)	Qu 1	Qu 2	Qu 3	Qu 4	Outturn	Target (Outturn)	Qu 1	Qu 2	Qu 3						
%	High	N/A	85.0	82.7	81.3	84.1	86.4	86.6	85.0	90.7	78.1							
<p><b>Comment:</b></p> <p>Although the percentage of initial assessments completed in 10 days is showing a dip in performance this quarter it is anticipated that performance will level out and that the end of year target of 85% will be achieved. The causes underlying this reduction in performance have been identified and addressed where necessary.</p> <p>To support changes required in response to the Munro Review of safeguarding, it is expected that this indicator will be replaced in 2013/14 as this is a process indicator. The Council may choose to retain it as a local indicator however.</p>																		



C10 MTP		Percentage of child protection cases which should have been reviewed during the year that were reviewed																
Unit	Good is	2010/11	2011/12					2012/13					Latest comparator group average	97.1 NFER (2010/11)	Report comparison	Quarter on quarter	Performance Judgement	G
		Outturn	Target (Outturn)	Qu 1	Qu 2	Qu 3	Qu 4	Outturn	Target (Outturn)	Qu 1	Qu 2	Qu 3						
%	High	100	100	100	100	100	100	100	100	100	100							
<p><b>Comment:</b> Performance remains on target. Reviews are a key element in delivering Child Protection Plans and effective reviews should ensure the provision of good quality interventions to keep children safe and protected. This target should remain on 100% and graphical representation is not relevant.</p>																		

C11 MTP		Average time in days between a child entering care and moving in with its adoptive family, for children who have been adopted																
Unit	Good is	2011/12	2012/13				2013/14				Latest comparator group average	560 NFER 2008-11	Report comparison	Quarter on quarter	Performance Judgement	æ	G	
		Outturn	Qu 1	Qu 2	Qu 3	Qu 4 / Outturn	Qu 1	Qu 2	Qu 3	Qu 4 / Outturn								
Days	Low																	
<b>Target</b>		<b>New</b>	<b>639</b>	<b>639</b>	<b>639</b>	<b>639</b>	<b>568</b>	<b>568</b>	<b>568</b>	<b>568</b>								
<b>Actual</b>		<b>579</b>	<b>576</b>	<b>552</b>														
<p><b>Comment:</b> Performance is within the target timescales, demonstrating that children are placed in their permanent home without undue delay which is particularly important in enabling very young children to form positive emotional attachments.</p> <p>This is a new indicator recently introduced by DfE based on a rolling 3 year cohort. Targets are established by DfE.</p>																		

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**Meeting:** Children's Services Overview and Scrutiny Committee  
**Date:** 11 December 2012  
**Subject:** Budget Management Report Quarter 2 ended 30 September 2012  
**Report of:** Cllr Mark A G Versallion, Executive Member for Children's Services  
**Summary:** The report sets out the projected full year forecast as at 30 September 2012

Advising Officer: Edwina Grant, Deputy Chief Executive / Director of Children's Services  
Contact Officer: Dawn Hill, Senior Finance Manager  
Public/Exempt: Public  
Wards Affected: All  
Function of: Council

## **CORPORATE IMPLICATIONS**

### **Council Priorities:**

1. Sound financial management contributes to the Council's value for money and enables the Council to successfully deliver its priorities. The recommendations will contribute indirectly to the priorities set out in the Medium Term Plan.

### **Financial:**

2. The financial implications are set out in the report.

### **Legal:**

3. There are no direct legal implications arising from the report.

### **Risk Management:**

4. Sound financial management and budget monitoring mitigates adverse financial risk.

### **Staffing (including Trades Unions):**

5. Not applicable.

### **Equalities/Human Rights:**

6. Public Authorities must ensure that decisions are made in a way which minimises unfairness and without a disproportionately negative effect on people from different ethnic groups, disabled people, women and men. It is important that Councillors are aware of this duty before they take a decision.
7. Equality Impact Assessments were undertaken prior to the allocation of the 2011/2012 budgets and each Directorate was advised of significant equality implications relating to their budget proposals.

**Community Safety:**

8. Not applicable.

**Sustainability:**

9. Not applicable.

**Procurement:**

10. Not applicable.

**RECOMMENDATION:**

**The Committee is asked to:-**

- **Note and consider this report.**

**Introduction and Key Highlights (Appendices A2)**

11. The full year projected outturn position for 2012/13 is £1.602M overspend (£0.822M overspend quarter 1). This assumes full spend against allocated grants.
12. The budget to date is £13.347M compared to actual spend to date of £13.696M, over budget by £0.349M. The main spend to date variances relate to Children with Disabilities £0.226M, School Support £0.347M and Transport £0.786M. This is a contribution of periodic spend and the trend of spend associated with Education budgets.
13. The two areas contributing to the current forecast overspend are Child Protection and Children in Care £1.253M (£452k quarter one), and the Fostering and Adoption Service £595k (£379k quarter one). This pressure is due to additional expensive specialist children placements, increases in Looked After Children and the cost of agency workers covering qualified posts. The development and recruitment of qualified social workers to fill vacancies is an ongoing activity.
14. Between April 2011 and March 2012, the number of Looked After Children increased by 32 to 208. The number of children currently in care, at 227, is below the comparable average of statistical neighbours, where the average is approximately 255 children.  
  
The number of children with a child protection plan (CPP) is now 250. Central Bedfordshire is now above the national figure and statistical neighbours for this category.  
  
Work to determine whether thresholds for child protection plans are sound, and whether the plans formulated properly address concerns for children, continues to be undertaken through auditing.

**Table A: Directorate Overall position**

	Approved Budget	Forecast Outturn	Forecast Variance	Variance after Use of Reserves
	£'000	£'000	£'000	£'000
Director CS	300	300	0	0
AD - CSO	20,725	23,831	3,106	1,838
AD – L & SC	5,311	5,300	(11)	(237)
Transport	7,437	7,438	1	1
Partnerships	606	661	55	0
<b>Sub Total</b>	<b>34,379</b>	<b>37,530</b>	<b>3,151</b>	<b>1,602</b>
DSG Contribution to Central Support	(1,817)	(1,817)	0	0
<b>Total Children Services</b>	<b>32,562</b>	<b>35,713</b>	<b>3,151</b>	<b>1,602</b>
Schools Individual Budgets	97,576	97,576	309	0
Supported by DSG/EFA	(97,026)	(96,718)	0	0
<b>Total Schools</b>	<b>550</b>	<b>859</b>	<b>309</b>	<b>0</b>
<b>Total Children's Services</b>	<b>33,112</b>	<b>36,572</b>	<b>3,460</b>	<b>1,602</b>

**Table B – Subjective Analysis (Based on Forecast Outturn)**

Expenditure type (Excluding Schools)	Forecast Outturn (Before use of Reserves) £'000
Staffing Costs	22,251
Premises and Transport	8,971
Supplies and Services	25,351
Third Party Payments	8,766
Other	2,156
<b>Total Expenditure</b>	<b>67,495</b>
Income	7,312
Grants (See Table C)	24,470
<b>Total Income</b>	<b>31,782</b>
<b>Net Expenditure</b>	<b>35,713</b>

**Table C – Grant Analysis**

The majority of Grants listed in the table below are ring fenced and have corresponding direct expenditure.

Grant	£000's	Ring fenced / Non ring fenced
Dedicated Schools Grant (DSG)	12,641	Ring fenced
Early Intervention Grant	9,770	Non Ring fenced
YPLA Grant	430	Ring fenced
Social Work Training	428	Ring fenced
Asylum Seekers Grant	479	Ring fenced
Music Grant	354	Ring fenced
LSCB	155	Ring fenced
Misc	213	Income
<b>Total Grants*</b>	<b>24,470</b>	

15. The distribution of the Dedicated Schools Grant (DSG) is in accordance with The School Finance (England) Regulations 2011 which prescribes in Schedule two the purposes that the LA may hold funding to contribute to central services. The DSG reported in Table C (£12.641M) can be further analysed as below:

	£000's
Special Education Provision	5,137
Academies Statements / Early Years	2,250
DSG Contribution to Central Overheads*	1,817
Pupil Referral Unit	1,336
School Contingency / School Forum	1,310
Access to Education	367
14 – 19 Practical Learning	168
Teachers Unions and Professional Associations	97
Other Expenditure (AST, Attainment, Academy support)	159
<b>Total</b>	<b>12,641</b>

16. The Central Overheads\* that are apportioned to Children's Services at year end are supported by £1.817M of Dedicated Schools Grant.

### Director of Children's Services

17. Full year forecast for the Director is expected to be on budget, there are no significant issues to report.

### Children's Services Operations

18. Children's Services Operations

AD Children's Services is expected to be on budget.

19. Child Protection & Children In Care

Full year forecast is £1.25M over budget (£452k quarter one). The pressure in this area for 2012/13 is £2M and has been managed in year by the use of reserves set aside from the 2011/12 financial year, as the rise in Looked after Children was expected. The increase in numbers in Specialist Residential Placements and Secure Provision are the main reasons for the overspend. This is further impacted upon by the use of Agency workers whilst the ongoing recruitment campaign is carried out for qualified Social Workers. An additional activity of speaking on a one to one basis to agency workers to seek to recruit them to the Council is ongoing as is work on identifying additional factors to attract workers to the Council. The pressures are expected to increase with the significant number of child protection plans currently in place and the implementation of recent OFSTED recommendations.

20. Children with Disabilities Service

Full year forecast is expected to be on budget although the unmet efficiency saving of £200k identified from the implementation of the new social care system has been met in part (£110k) by compensatory savings. Savings following the disability review will in future be reapplied to activity in support of parents and children in accordance with Executive recommendations. The variance of spend to date of £226k is due to unfilled posts and increased income.

21. Quality Assurance CRS Service

Full year forecast is currently on budget

22. Fostering & Adoption Service

Full year forecast for this service is £595k over spend (£379k quarter one). The pressure for the Medium Term Plan will be significantly higher as one off discretionary savings and use of reserves within the Children Services Directorate has reduced this in year. The overspend is in line with the increase in Looked After Children with overspends in Independent Fostering (£430k), Special Guardianship Orders (£253k), Adoption Allowances (£90k) and Residence Orders (£84k). A presentation of the ongoing and accelerated work to seek to recruit foster cares was considered by the Corporate Parenting Panel on 5 November 2012.

23. Local Safeguarding Children's Board

The full year forecast is currently on budget.

24. Early Intervention and Prevention

Full year forecast is currently on budget.

**Learning, Commissioning and Partnerships**

25. AD Learning, Commissioning and Partnerships

Full year forecast is currently on budget.

26. Children's Services Commissioning/Youth Service

Full year forecast is £94k under spend. This is due to the delay in the work on 'raising the participation age'. The variance of spend to date of £133k is in line with the forecast underspend and also is due to vacant posts in the first part of the financial year

27. School Support Service (including School Improvement and Music Service)

Full year forecast is currently on budget. SEN Recoupment remains a concern as disputes on charging levels with Bedford are not yet fully resolved. The variance of spend to date of £347k relates to the profile of education spend through the year.

28. Other School Budgets

The full year forecast is currently on budget. There is no foreseen pressure to arise from this area as these budgets are all funded by the Dedicated Schools Grant in agreement with School Forum.

29. Partnerships and Workforce Development

Full year forecast is an underspend of £71k due to salary savings in year.

30. School Organisation & Capital Planning

The full year forecast is an underspend of £73k due to a payment to Bedford Borough for the Contact Centre now being agreed below forecast.

### **Transport**

31. The full year forecast is currently on budget. The variance of spend to date, below budget by £786k, is mainly due to the pending contract retendering process at the beginning of the new school term. This will provide further information on the year end out-turn position. This is an area of high risk with efficiencies of £799K for 2012/13.

### **Partnerships**

32. Full year forecast is currently on budget.

### **Schools**

33. The Revenue carry forward for maintained schools to 2012/13 is £9.5M, a rise of £2.6M from the previous financial year. The rise in balances held is believed to be in part due to the increased funds directed through the ISB of £1.2M from School Contingency mid way through the 2011/12 and the pending outcome of the National Consultation with the uncertainties for School funding in future years.
34. The Capital reserves fell by £1.6M to £2.1M.
35. Academy conversions continue with recoupment of DSG currently forecast at £591K relating to 36 converted schools as at September 2012. It is anticipated a further 22 schools will convert by the end of the financial year.

36. Central Bedfordshire's School Funding Consultation commenced on the 4<sup>th</sup> September 2012 and closed on 28<sup>th</sup> September 2012. Schools were encouraged to respond and will inform the final proposals for funding Schools in 2013/14.

### **Virements**

37. There have been three cross directorate budget virements that have taken place during quarter two.
- £60K has been vired to Property and Assets, £51K for an Energy Officer and £9K for the transfer of responsibility of Schools Notifiable Projects.
  - £16K to Adults services for the shared Transition Co-ordinator post.

### **Efficiencies (Appendix B)**

38. The efficiency target for 2012/13 is £2.861M. Although the efficiency target is forecast as achieved, there is uncertainty on the delivery of the cross cutting saving for phase1 of the passenger transport review of £340k, In addition the £200k efficiency relating to the ICS case management system has been met by compensatory savings.

### **Reserves Position (Appendix C)**

39. There is a total proposed use of reserves of £1.602M.

Children Services Operations reserves amount to £1.239M, £1.06M has been set aside for the increased number of children in care and OFSTED recommendations and £179k for Early Years contracts.

DSG reserves of £403k have been set against a contribution to the School Individual budgets, Advances Skills Teacher payments and work relating to Academy transfers.

Partnerships have a proposed use of reserves of £55K and Corporate reserves of £161k have been used to fund redundancy / pension costs.

### **Debt Management (Appendix E1 and E2)**

40. Total debt for Children's Services is £395k (£1.43M quarter 1), £171k is debt over 61 days.

The debt over £10K (Appendix E1) totals £260k (£892k quarter 1), £171k of which relates to Bedford Borough.

An additional report is now provided as Appendix E2 detailing the top ten invoices for the directorate.

### **Appendices:**

Appendix A2 Directorate Position analysed by AD

Appendix A3 Movement since Quarter one

Appendix B Efficiencies

Appendix C Earmarked Reserves

Appendix E1 Debt over £10K

Appendix E2 Top Ten Invoices

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Month: September 2012	Cumulative to Date				Year							Risk	Activity level Medium/High risk budgets (COMMENTARY)	
	Budget to Date	Actual	Manual Adjustment to Actual	Use of Reserves	Variance	Approved Budget	Forecast Outcome	Forecast Variance	Manual Adjustment to Forecast	Proposed use of Estimated reserves	Forecast Variance after use of earmarked reserves and Adjustments			Forecast % of Budget
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000			
<b>Children's Services</b>														
Director of Children's Services	150	131		0	(19)	300	300	0	0	0	0	0%	green	L
AD Children's Services Operations	222	267		(10)	35	1,028	1,138	110	(100)	9	1%	1%	amber	L
Child Protection and Children in Care	4,531	6,009		(19)	1,459	9,894	11,624	1,730	277	(754)	1,253	13%	red	H
Children with Disabilities Service	1,592	1,365			(226)	3,183	3,173	(10)			(10)	0%	green	L
Quality Assurance CRS	595	470		(30)	(64)	979	1,033	54	(60)	(6)	(6)	-1%	green	L
Fostering & Adoption Service	3,119	3,523			404	5,431	6,201	770	(175)	595	11%	11%	red	L
Local Safeguarding Children's Board	(50)	(61)			(10)	61	56	(3)		(3)	(3)	-5%	green	L
Early Intervention and Prevention	77	167			90	148	327	179	(179)	0	0%	0%	amber	L
<b>Total Children's Services Operations</b>	<b>9,995</b>	<b>11,741</b>	<b>0</b>	<b>(59)</b>	<b>1,687</b>	<b>20,725</b>	<b>23,554</b>	<b>2,829</b>	<b>277</b>	<b>(1,288)</b>	<b>1,838</b>	<b>9%</b>	<b>amber</b>	<b>H</b>
AD Learning, Commissioning & Partnerships	340	336			(3)	679	679	(0)		0	(0)	0%	green	L
Children's Services Commissioning	217	147			(70)	436	393	(44)		0	(44)	-10%	green	L
Youth Service	271	208			(63)	920	870	(50)		0	(50)	-5%	green	L
School Support (incl Music)	766	551		(132)	(347)	1,982	2,113	132		(132)	0	0%	green	H
Other School Budgets	0	18			18	0	87	87		(87)	(0)	0%	green	L
Partnerships and Workforce Development	379	336			(42)	840	770	(71)		0	(71)	-8%	green	L
School Organisation & Capital Planning	248	105			(143)	455	389	(66)		(7)	(73)	-16%	amber	L
<b>Total Learning, Commissioning &amp; Partnerships</b>	<b>2,220</b>	<b>1,702</b>	<b>0</b>	<b>(132)</b>	<b>(650)</b>	<b>5,311</b>	<b>5,300</b>	<b>(11)</b>	<b>0</b>	<b>(228)</b>	<b>(237)</b>	<b>-4%</b>	<b>green</b>	<b>L</b>
JSCS - Transport SEN	1,486	1,023			(463)	3,461	3,461	1		0	1	0%	green	H
JSCS - Transport CWD	35	48			13	82	82	0		0	0	0%	green	H
JSCS - Transport Looked After Children	107	124			17	249	249	0		0	0	0%	green	H
JSCS - Mainstream Transport	1,581	1,230			(351)	3,645	3,645	0		0	0	0%	green	H
Joint School Commissioning Service (Transport)	3,211	2,425		0	(786)	7,437	7,438	1	0	0	1	0%	green	H
Partnerships	284	456		(55)	117	606	661	55		(55)	0	0%	green	L
DSG Contribution to Central Support	(909)	-909		0	0	(1,817)	(1,817)	0		0	0	0%	green	L
Director Children's Services (excl Schools)	14,951	15,647	0	(246)	349	32,561	35,435	2,874	277	(1,549)	1,802	0	amber	L
Individual Schools Budget (ISB)	48,788	48,788			0	97,576	97,576	0		0	0	0%	green	L
Supported by: DSG / EFA	(50,392)	(50,392)		0	0	(97,026)	(96,718)	309		(309)	(0)	0%	green	L
Total Schools	(1,604)	(1,604)	0	0	0	550	859	309	0	(309)	0	0%	green	L
<b>Total Director of Children's Services</b>	<b>13,347</b>	<b>13,942</b>	<b>0</b>	<b>(246)</b>	<b>349</b>	<b>33,111</b>	<b>36,294</b>	<b>3,182</b>	<b>277</b>	<b>(1,658)</b>	<b>1,602</b>	<b>0</b>	<b>amber</b>	<b>H</b>
<b>Net Forecast Outcome</b>		<b>34,436</b>					<b>1,858</b>							

Month: September 2012

Children's Services	Variance September	Variance June	Change in Variance	COMMENTARY
	£000	£000	£000	
<b>Director of Children's Services</b>	0	0	(0)	
AD Children's Services Operation	9	0	9	
Child Protection and Children In Care	1,253	452	801	
Children with Disabilities Service	(10)	0	(10)	
Quality Assurance CRS	(6)	0	(6)	
Fostering & Adoption Service	595	379	216	
Local Safeguarding Children's Board	(3)	0	(3)	
Early Intervention and Prevention	0	0	0	
<b>Total Children's Services Operations</b>	<b>1,838</b>	<b>831</b>	<b>1,007</b>	
AD Learning, Commissioning & Partnerships	(0)	0	(0)	
Children's Services Commissioning	(44)	0	(44)	
Youth Service	(50)	0	(50)	
School Support	0	(5)	5	
Other School Budgets	(0)	0	(0)	
Partnerships and Workforce Development	(71)	0	(71)	
School Organisation & Capital Planning	(73)	(5)	(68)	
<b>Total Learning, Commissioning &amp; Partnerships</b>	<b>(237)</b>	<b>(10)</b>	<b>(227)</b>	
JSCS - Transport SEN	1	0	1	
JSCS - Transport CWD	0	(0)	0	
JSCS - Transport Looked After Children	0	0	0	
JSCS - Mainstream Transport	0	0	0	
<b>Joint School Commissioning Service (Transport)</b>	<b>1</b>	<b>(0)</b>	<b>1</b>	
<b>Partnerships</b>	<b>0</b>	<b>(0)</b>	<b>0</b>	
<b>DSG Contribution to Central Support</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Director Children's Services (excl Schools)</b>	<b>1,602</b>	<b>821</b>	<b>781</b>	
Individual Schools Budget (ISB)	0	0	(0)	
Supported by: DSG / EFA	(0)	0	(0)	
<b>Total Schools</b>	<b>(0)</b>	<b>0</b>	<b>(0)</b>	
<b>Total Director of Children's Services</b>	<b>1,601</b>	<b>821</b>	<b>781</b>	

### Targeted Efficiency Savings Monitoring - Summary

Updated on : 30th June 2012

Sep 2012

Service Area	2012/13 Budget £m	Comments (please include here explanations around the current status of the efficiency i.e. why it is or is not on target and the full year implications)	Month			Year to date			Full Year		
			Budget	Actual	Variance	Budget	Actual	Variance	Budget	Forecast	Variance
			£m	£m	£m	£m	£m	£m	£m	£m	£m
<b>EFFICIENCIES</b>											
CS1 Strategic commissioning of social care placements and interventions.	0.500		0.042	0.000	(0.042)	0.250	0.355	0.105	0.500	0.500	0.000
CS2 Learning, Commissioning and Partnerships Workforce Strategy.	0.100		0.008	0.000	(0.008)	0.050	0.100	0.050	0.100	0.100	0.000
CS3 Special Educational Needs.	0.272		0.020	0.000	(0.020)	0.120	0.100	(0.020)	0.272	0.272	0.000
CS4 Post 16 Transport Policy	0.459		0.013	0.000	(0.013)	0.075	0.026	(0.050)	0.459	0.459	(0.000)
CS5 Childrens ICS Case Management System.	0.200		0.005	0.000	(0.005)	0.030	0.025	(0.005)	0.200	0.200	0.000
CS7 Parental Support.	0.100		0.005	0.000	(0.005)	0.030	0.025	(0.005)	0.100	0.100	0.000
CS8 Reduction in Administrative Services	0.150		0.010	0.000	(0.010)	0.060	0.050	(0.010)	0.150	0.150	0.000
CS10 Reduction to School Improvement	0.240		0.027	0.000	(0.027)	0.160	0.134	(0.026)	0.240	0.240	0.000
CS12 Removal of one of four Early Years consultant posts.	0.060		0.210	0.000	(0.210)	1.258	1.152	(0.106)	0.060	0.060	0.000
CS13 Removal of three consultant posts.	0.120		0.000	0.000	0.000	0.000	0.000	0.000	0.120	0.120	0.000
CS14 Early intervention and prevention work by Educational Psychologists.	0.320		0.000	0.000	0.000	0.000	0.000	0.000	0.320	0.320	0.000
<b>SUB TOTAL</b>	<b>2.521</b>		<b>0.339</b>	<b>0.000</b>	<b>(0.339)</b>	<b>2.032</b>	<b>1.967</b>	<b>(0.065)</b>	<b>2.521</b>	<b>2.522</b>	<b>0.001</b>
<b>CROSS CUTTING EFFICIENCIES</b>											
CS5 Passenger Transport Review Phase 1	0.340		0.000	0.000	0.000	0.000	0.000	0.000	0.340	0.340	0.000
<b>SUB TOTAL</b>	<b>0.340</b>		<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.340</b>	<b>0.340</b>	<b>0.000</b>
<b>TOTAL</b>	<b>2.861</b>		<b>0.339</b>	<b>0.000</b>	<b>(0.339)</b>	<b>2.032</b>	<b>1.967</b>	<b>(0.065)</b>	<b>2.861</b>	<b>2.862</b>	<b>0.001</b>

### Commentary for EIG Report - to explain latest forecast, key risks, any variances and compensatory savings to plug shortfall:

Children's Services - the CS efficiency target for 2012/13 is £2,861M (including Cross Cutting efficiencies - Transport £0,340M). Since the commencement of 2012/2013 financial year progress has been made in all CS efficiencies.

- Transport (Cross Cutting) £0,340M - CS5 Passenger Transport Review Phase 1. This is the cross-cutting transport efficiency and we are not confident to achieve the figures is due to the methodology and assumptions made in the identification of savings, which are being worked through to ascertain deliverability in 2012/13. The efficiencies relating to PTR1 are not secured as Children's Services are reliant on re-tendering transport contracts and implementing new walking assessments (road safety assessments). The re-tendering exercise has been completed but efficiencies will not be known until September; these will be reported via the tracker and through this report. The amount of efficiencies from PTR1 will be determined through the PTR2 Project Board. The ability to achieve these efficiencies will also be affected by overachieving efficiencies in 2011/12 and as not all accruals were completed at the end of 2011/12 by Sustainable Communities. This is being investigated further.

CS6 - Children's ICS Case Management system - £200k has been met by compensatory (in year) savings.

Earmarked Reserves -		Appendix C									
Children's Services Reserves	Opening Balance 2011/12	Spend against CS reserves	Spend against Corporate reserves	Release of reserves	Use of Reserves	Proposed tfr to Reserves	Proposed Closing Balance	Description			
	£000	£000	£000	£000	£000	£000	£000				
Performance Reward Grant	174	55					119				
LSP Sustainable Neighbourhoods	47						47				
DSG - SEN ISB adjustment	257	257					0	Unspent DSG for SEN - School Forum agreement to Earmark and add to ISB through HILLN factor for 12/13			
DSG - School Support	494	52					442	Expected DSG underspend to be carried forward and applied to Schools Budgets 2012/13			
DSG-School Org Team - Academy Transfers	7	7					0	DSG for Academy Recruitment process			
DSG/ Advanced Skills Teachers	162	87					75	DSG ringfenced - agreed with School Forum to carry forward reduced budget for AST 12/13			
DSG/School Contingency	900						900				
DSG/EIG	45						45	DSG/EIG Transfer to the Teaching School on behalf of all schools when the commission has been agreed following consultation			
EIG - Agreement of Childrens Trust	270	270					0	Decision of Children Trust to allocate remaining EIG to be spent on Parenting Support - Partnership Funds			
EIG - Early Years Specific	87	87					0	Contract Paid in advance funds set aside to reflect in 12/13 where service will be delivered			
EIG - Early Year/ Specific	67	67					0	Contract in place to be paid June			
EIG - FAST/FIP	81						81	Late payment and unspent EIG to be used in 12/13. £39K Participation Officer, £42K Troubled Families			
SEN Evaluation & positioning for additional duties when SEN Green paper becomes an Act	150	75					75	Green Paper late summer requires new duties that were flagged as risk last year that were not included as pressures			
"Working Together" - New National Guidance	200	150					50	New National Social Care guidance requiring enhanced working between all partners particular Health and Social Care			
OFSTED Action Plan	250						250	To be developed following publication of the OFSTED Action Plan, work needed in Health and to address adequate judgement on equalities			
OFSTED recommendations for Admin and continued Social Worker Support	300	300					0	The OFSTED inspector commented on the increase number of children in care and the fact this needs attention to resourcing, we remain in the lower quartile against statistical neighbours			
Developing Corporate Parenting Panel	50	40					10	Developing Corporate Parenting Panel, this is likely to need further development when the OFSTED report is published			
Health and School Links key deprivation areas across the Council	100	100					0	An evaluation on Health, focus in schools is poor and needs development work			
Children Health additional Staff	100	100					0	This supports the above item			

Earmarked Reserves -										Appendix C
Children's Services Reserves	Opening Balance 2011/12	Spend against CS reserves	Spend against Corporate reserves	Release of reserves	Use of Reserves	Proposed tfr to Reserves	Proposed Closing Balance	Description		
	£000	£000	£000	£000	£000	£000	£000			
Social Workers Recruitment Campaign	50	50					0			Funds set aside for Social Workers recruitment campaign delayed and not due to take place until April 2012
<b>School Reserves -</b>	<b>3,791</b>	<b>1,697</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,094</b>			
Revenue 3030030	9,548						9,548			
Capital 3030033	2,108						2,108			
PVI Revenue Reserves 3030030	416						416			
	<b>12,072</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,072</b>			
<b>GRAND TOTAL</b>	<b>15,863</b>	<b>1,697</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,166</b>			

Corporate Services Reserves										
Children's Services (412900)	Opening Balance 2011/12	Spend against CS reserves	Spend against Corporate reserves	Release of reserves	Use of Reserves	Proposed tfr to Reserves	Proposed Closing Balance	Description		
Children's Services (412900)			10				-10			Added Years Redundancy Compensation to be funded by Corporate Reserves
School Support Service - Learning Service Improvement (446260)			32				-32			Added Years Redundancy Compensation to be funded by Corporate Reserves
School Improvement Virtual School (446100)			44				-44			Added Years Redundancy Compensation to be funded by Corporate Reserves
Hearing Impaired unit (411130)			17				-17			Added Years Redundancy Compensation to be funded by Corporate Reserves
Child Protection - Family Support Biggleswade (412730)	0		19				-19			Added Years Redundancy Compensation to be funded by Corporate Reserves
School Support Service PRU (443200)	0		14				-14			Added Years Redundancy Compensation to be funded by Corporate Reserves
School Support Service	0		24				-24			Added Years Redundancy Compensation to be funded by Corporate Reserves
School Improvement Early Years (446270)										
<b>GRAND TOTAL</b>	<b>0</b>	<b>0</b>	<b>161</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-161</b>			

1,858

DATE	Customer Number	NAME OF ACCOUNT	Invoice Number	Profit Centre	Amount
20/07/11	114465	School	7010083571	120094	£ 18,511.00
27/02/12	109572	Other Local Authority	7010102446	456100	£ 32,948.96
18/07/12	109572	Other Local Authority	7010115289	414130	£ 13,634.69
24/07/12	112277	School	7010116006	433390	£ 57,907.00
06/08/12	158647	Other Local Authority	7010116617	415510	£ 13,138.00
04/09/12	109572	Other Local Authority	7010119721	415340	£ 37,137.96
04/09/12	109573	Other Local Authority	7010119722	415520	£ 10,228.88
04/09/12	109573	Other Local Authority	7010119724	423530	£ 10,517.54
18/09/12	109572	Other Local Authority	7010120738	415520	£ 10,228.88
18/09/12	109572	Other Local Authority	7010120739	415100	£ 10,034.50
18/09/12	109572	Other Local Authority	7010120740	423530	£ 10,517.54
18/09/12	109572	Other Local Authority	7010120737	415340	£ 35,568.68
					<b>£ 260,373.63</b>
				Bedford Borough	£ 170,817.63
				Other LA's	£ 13,138.00
				NHS	0
				Schools	£ 76,418.00
				Other	0
					<b>£260,373.63</b>

**Childrens Services**

Customer	Customer Name	Invoice reference	Baseline Payment Date	Total Debt
109572	Other Local Authority	7010102446 Total	27/02/12	130,039.86
112277	School	7010116006 Total	24/07/12	57,907.00
109572	Other Local Authority	7010119721 Total	04/09/12	37,137.96
109572	Other Local Authority	7010120737 Total	18/09/12	35,568.68
139423	Other Local Authority	7010119844 Total	07/09/12	21,538.80
114465	School	7010083571 Total	20/07/11	18,511.00
154612	Other Local Authority	7010084475 Total	01/08/11	15,424.00
109572	Other Local Authority	7010115289 Total	18/07/12	13,634.69
158647	Other Local Authority	7010116617 Total	06/08/12	13,135.00
109572	Other Local Authority	7010119724 Total	04/09/12	10,517.54

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**Meeting:** Children's Services Overview and Scrutiny Committee  
**Date:** 11 December 2012  
**Subject:** Capital Budget Management Report Quarter 2 ended 30<sup>th</sup> September 2012  
**Report of:** Cllr Mark A G Versallion, Executive Member for Children's Services  
**Summary:** The report sets out the projected full year forecast as at 30 September 2012

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**Advising Officer:** Edwina Grant, Deputy Chief Executive / Director of Children's Services  
**Contact Officer:** Dawn Hill, Senior Finance Manager  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** Council

<b>CORPORATE IMPLICATIONS</b>
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<b>Council Priorities:</b>
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- |   |
|---|
| <ol style="list-style-type: none"> <li>1. Sound financial management contributes to the Council's value for money which enables the Council to successfully deliver its priorities. The recommendations will contribute indirectly to all five Council priorities.</li> </ol> |
|---|

<b>Financial:</b>
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- |  |
|--|
| <ol style="list-style-type: none"> <li>2. The financial implications are set out in the report.</li> </ol> |
|--|

<b>Legal:</b>
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- |  |
|--|
| <ol style="list-style-type: none"> <li>3. There are no direct legal implications arising from the report.</li> </ol> |
|--|

<b>Risk Management:</b>
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- |  |
|--|
| <ol style="list-style-type: none"> <li>4. Sound financial management and budget monitoring mitigates adverse financial risks.</li> </ol> |
|--|

<b>Staffing (including Trades Unions):</b>
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- |   |
|---|
| <ol style="list-style-type: none"> <li>5. Not applicable</li> </ol> |
|---|

<b>Equalities/Human Rights:</b>
---------------------------------

- |   |
|---|
| <ol style="list-style-type: none"> <li>6. Public Authorities must ensure that decisions are made in a way which minimised unfairness and without a disproportionately negative effect on people from different ethnic groups, disabled people, women and men. It is important that Councillors are aware of this duty before they take a decision.</li> <li>7. Equality Impact Assessments were undertaken prior to the allocation of the 2010/2011 budgets and each Directorate was advised of significant equality implications relating to their budget proposals. Many of the pressures outlined in this report are in relation to those needs led services which support the most vulnerable children in our communities.</li> </ol> |
|---|

**Community Safety:**

8. Not applicable.

**Sustainability:**

9. Not applicable.

**Procurement:**

10. Not applicable.

**RECOMMENDATION:**

**The Committee is asked to:-**

- **Note and consider this report.**

**Introduction and Key Highlights (Appendices A1)**

11. Children's Services annual capital expenditure budget is £33.77M; this includes £7.1M of slippage from 2011/12 to be approved. The income budget is £32.73M which leaves a net expenditure capital budget of £1.04M.
12. The full year reported outturn position for 2012/13 is below budget by £5.73M., This is due to significant proposed slippage with New School places works continuing into 2013/14.
13. All but two projects (Schools Access and Temporary Accommodation) are funded wholly by grant receipts. The net Council contribution for Children Services £1.04M. There is no expenditure deadline to the spending of the grant receipts.

**14. Summary Table: Directorate Overall position (Appendices A1)**

	<b>Gross Expenditure Budget</b>	<b>Profiled Gross Expenditure Budget YTD</b>	<b>Gross Spend to Date</b>	<b>Gross Expenditure Variance to date</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Children Services	32,509	13,654	13,653	(1)
Partnerships	1,261	50	42	(8)
<b>Total</b>	<b>33,770</b>	<b>13,704</b>	<b>13,695</b>	<b>(9)</b>

15. New School Places /Basic Need

This grant funding is to enable management of pressures related to population growth and capacity within our schools. There is no expenditure deadline on this grant. Department for Education (DfE) capital announcements for 2012/13 included £5.8M of basic need funding for Central Bedfordshire. This is a significant reduction on the 2011/12 allocation as a result of changes in DfE methodology. The outline programme to commission new school places over the next five years will drive the expenditure of basic need grant and will also align S106 contributions that are being collected for major projects.

The current budget for 2012/13 has been reviewed to take account of the actual grant funding received for 2012/13, which was not known at the time the programme was approved by Executive. The forecast spend for 2012/13 is £5M with £12.9M proposed slippage into 2013/14.

16. Schools Capital Maintenance (formerly New Deal for Schools)

The project is externally funded by DfE grant but does require schools to contribute to the cost of works, as set out in a formula contained within the Scheme for Financing Schools. These contributions are invoiced once planned works are complete.

The slippage into 2012/13 has been reviewed by Property and Assets and is estimated at £2.253M, although there is no expenditure deadline on the grant itself. The 12/13 programme is drafted and was subject of consultation with School Forum on the 5<sup>th</sup> March 2012. The programme is now being commissioned but with a much reduced funding envelope as a result of Academy capital held centrally by the Education Funding Agency (EFA).

The current budget for 2012/13 has been reviewed to take account of the actual grant funding received for 2012/13, which was not known at the time the programme was approved by Executive. Property and Assets have confirmed that they are on track to deliver all schemes by March 2013. Forecast spend for 2012/13 is £6.6M with no slippage into 2012/13.

17. All Saints Academy

The Academy buildings and part of the site were completed in September and were occupied at the commencement of the Autumn Term. The remainder of the project is concerned with the demolition of the old school buildings, asbestos removal and the completion of external works, including the provision of remodelled playing fields. The second phase is due to be completed by the end of November 2012. At the point of final completion there will be a one-year retention which will become finally payable in the financial year 2013/14.

The project is externally funded by DfE, other than a commitment given by the Council's Executive to contribute £300k of its own capital over the lifetime of the project to the cost of site surveys, project management and CDM costs. The project is not reliant on other third party income.

18. School Devolved Formula Capital

The allocation to Schools is for use on capital condition / improvement works on their buildings in line with the priorities in their School Improvement Plan and in context with the Schools Asset Management Plan. The schools have three years to spend the funds

19. Temporary Accommodation

Central Bedfordshire Council provides capital funding for schools requiring temporary units where pupil numbers exceed the maximum capacity of a school. A rolling budget of £400k is used to set a programme each year, based on forecasts from the School Organisation Plan 2012- 2017. Full expenditure of this budget is forecast for 2012/13.

20. University Technical College (UTC)

This scheme was added to the Capital Programme in March 2012 and involves converting existing premises at the Kingsland Campus, Houghton Regis, vacated by Central Bedfordshire College, together with the addition of a small new adjoining block. The project has three Phases. Phase 1 (conversion works) has to be completed by September 2012 to enable the UTC to admit its first cohort of students. It is currently running behind programme but arrangements for accelerated working have recently been agreed with the contractors in order secure completion. Achieving Phase 1 is demanding but Phase 2 and 3 are less time critical. Phase 3 start arrangements are dependent on achieving planning permission, which is currently under consideration.

The project is funded by external capital grant from the EFA together with some £400k of 'section 106' funding for additional local secondary school provision. An element of this budget has been centrally retained by the Council and is being used to cover project support costs and the capital costs of relocating some existing users of the Kingsland Campus within the site.

The total spend for this project is £6.8M with £6.4M forecast as spent in 2012/13 and £400k slipping into 2013/14. The value and funding of this project was not known at the time the capital programme was approved by Executive.

21. School Access Initiative

Central Bedfordshire Council provides capital funding to improve access to mainstream schools for pupils with disabilities. All Central Bedfordshire Schools, with the exception of voluntary aided schools and academies, can apply for funding on a bid basis. A multi-agency Panel of officers from the Special Educational Needs (SEN) and Inclusion Service, the School Organisation, Admissions and Capital Planning Team and disability specialists from the Central Bedfordshire Special Schools consider the bids and award funding on a priority basis, as identified in Central Bedfordshire Council's Accessibility Strategy.

The budget for 2012/13 is currently £450K funds have been allocated for equipment (including hearing and sight aids) and access works projects.

The Panel met on 8 November 2012 to consider the second round of bids, following which it was possible to forecast a potential underspend. It is not envisaged that all of the current unallocated balance will be required.

22. Kingsland PRU

This project is funded from S106 contributions and direct revenue transfer from SEN budgets to address urgent health and safety issues at the Kingsland building, following disaggregation of the pupil referral unit from Bedford Borough Council and the more intensive use of the existing building. As a result of a recent health and safety audit a limited number of further projects have been identified and are planned to be addressed within the summer holiday period. The remaining active element of the project is to reconfigure the entrance to the building to make way for the UTC which is being provided for in the adjacent building. The Kingsland buildings used by the Pupil Referral Unit (PRU) are part of the Alternative Provision Free School Bid. A business case setting out further internal works required to deliver the Free School's curriculum, will be commissioned as part of the approval of the Free School capital project in due course.

23. Roecroft Lower School

This project is now complete apart from outstanding defects and the submission of the final account.

24. Arnold Middle School

This project is now complete apart from outstanding defects and the submission of the final account.

25. Holmemead School Autism Spectrum Disorder provision

This project is now complete apart from outstanding defects and the submission of the final account

26. Local Public Service Agreement (LPSA) & Local Area Agreement (LAA)

This funding belongs to the Central Bedfordshire Together partnership (CBT) and the Council holds this for administrative purposes. How it is spent rests with the CBT.

**Appendices:**

Appendix A1 Directorate Overall position

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**Meeting:** Children's Services Overview & Scrutiny Committee  
**Date:** 11 December 2012  
**Subject:** Work Programme 2012 – 2013 & Executive Forward Plan  
**Report of:** Chief Executive  
**Summary:** The report provides Members with details of the currently drafted Committee work programme and the latest Executive Forward Plan.

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**Contact Officer:** Bernard Carter, Corporate Policy & Scrutiny Manager  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** Council

#### **CORPORATE IMPLICATIONS**

**Council Priorities:**

The work programme of the Children's Services Overview & Scrutiny Committee will contribute indirectly to all 5 Council priorities.

**Financial:**

n/a

**Legal:**

n/a

**Risk Management:**

n/a

**Staffing (including Trades Unions):**

n/a

**Equalities/Human Rights:**

n/a

**Community Safety:**

n/a

**Sustainability:**

n/a

**RECOMMENDATION(S):**

1. **that the Children's Services Overview & Scrutiny Committee**
  - (a) **considers and approves the work programme attached, subject to any further amendments it may wish to make;**
  - (b) **considers the Executive Forward Plan; and**
  - (c) **considers whether it wishes to add any further items to the work programme and/or establish any Task Forces to assist it in reviewing specific items.**

**Work Programme**

1. Attached at Appendix A is the currently drafted work programme for the Committee.
2. Also attached at Appendix B is the latest version of the Executive's Forward Plan so that Overview & Scrutiny Members are fully aware of the key issues Executive Members will be taking decisions upon in the coming months. Those items relating specifically to this Committee's terms of reference are shaded in light grey.
3. The Committee is now requested to consider the work programme attached and amend or add to it as necessary. This will allow officers to plan accordingly but will not preclude further items being added during the course of the year if Members so wish and capacity exists.

**Task Forces**

4. In addition to consideration of the work programme, Members may also wish to consider how each item will be reviewed i.e. by the Committee itself (over one or a number of Committee meetings) or by establishing a Member Task Force to review an item in greater depth and report back its findings.

**Conclusion**

5. Members are requested to consider and agree the attached work programme, subject to any further amendments/additions they may wish to make and highlight those items within it where they may wish to establish a Task Force to assist the Committee in its work.

## Work Programme for Children's Services Overview & Scrutiny Committee 2012 - 2013

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Comment
1.	11 December 2012	Executive Member Update	To receive a brief verbal update from the Executive Member for Children's Services.	
		School Funding Reforms	To receive and consider a report and presentation regarding the changes proposed to school funding.	
		School Admission Arrangements	To consult with Overview & Scrutiny on proposed changes to the Council's Admissions Arrangements.	
		Policy Principles for Pupil Place Planning	To consult with Overview & Scrutiny on proposed Policy Principles for Pupil Place Planning in schools.	
		Quarter 2 Performance Monitoring	To consider performance monitoring information for the second quarter of 2012/13	

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Comment
		Quarter 2 Budget Monitoring	To consider the directorate's capital & revenue budget monitoring information for the second quarter of 2012/13	
2.	15 January 2013	<p>Executive Member Update</p> <p>2013/14 Budget</p> <p>Fees &amp; Charges</p> <p>Customer Feedback Annual Report</p> <p>New School Places Programme</p> <p>Children &amp; Families Draft Bill</p>	<p>To receive a brief verbal update from the Executive Member for Children's Services.</p> <p>To consider the 2013/14 draft budget.</p> <p>To consider proposed fees and charges relating to Children's Services for 2013/14.</p> <p>To consider the Council's annual report regarding Children's Services complaints and compliments</p> <p>To consider a progress report regarding delivery of the new school places programme</p> <p>To receive a presentation on the implications of the draft Children &amp; Families Bill.</p>	

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Comment
		Ofsted Action Plan	To receive an update on progress with regard to the Ofsted Action Plan	
3.	26 February 2013	Executive Member Update	To receive a brief verbal update from the Executive Member for Children's Services.	
		Healthy Child Programme	To receive a presentation regarding the 0-19 Healthy Child Programme.	
		Children & Young People's Plan	To consider a refresh of the Children & Young People's Plan.	
		Policy Change for Social Care	To receive a presentation on the outcome of the recent policy change for social care.	
		Key Stage Results and Ofsted Reports	To receive a report comparing schools published Ofsted classifications with Key Stage results.	
4.	23 April 2013	Executive Member Update	To receive a brief verbal update from the Executive Member for Children's Services.	

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Comment
		Peer Review	To consider the outcomes flowing from the Peer Review.	
		Ofsted Action Plan	To receive a final report regarding the Ofsted Action Plan.	
		Quarter 3 Performance Monitoring	To consider performance monitoring information for the third quarter of 2012/13	
		Quarter 3 Budget Monitoring	To consider the directorate's capital & revenue budget monitoring information for the third quarter of 2012/13	

**Central Bedfordshire Council  
Forward Plan of Key Decisions  
1 December 2012 to 30 November 2013**

- 1) During the period from **1 December 2012 to 30 November 2013**, Central Bedfordshire Council plans to make key decisions on the issues set out below. “Key decisions” relate to those decisions of the Executive which are likely:
- to result in the incurring of expenditure which is, or the making of savings which are, significant (namely £200,000 or above per annum) having regard to the budget for the service or function to which the decision relates; or
  - to be significant in terms of their effects on communities living or working in an area comprising one or more wards in the area of Central Bedfordshire.
- 2) The Forward Plan is a general guide to the key decisions to be determined by the Executive and will be updated on a monthly basis. Key decisions will be taken by the Executive as a whole. The Members of the Executive are:
- |                            |  |
|----------------------------|--|
| Cllr James Jamieson        | Leader of the Council and Chairman of the Executive  |
| Cllr Maurice Jones         | Deputy Leader and Executive Member for Corporate Resources                                 |
| Cllr Mark Versallion       | Executive Member for Children’s Services   |
| Cllr Mrs Carole Hegley     | Executive Member for Social Care, Health and Housing                                       |
| Cllr Nigel Young           | Executive Member for Sustainable Communities – Strategic Planning and Economic Development |
| Cllr Brian Spurr           | Executive Member for Sustainable Communities - Services                                    |
| Cllr Mrs Tricia Turner MBE | Executive Member for Economic Partnerships   |
| Cllr Richard Stay          | Executive Member for External Affairs  |
- 3) Whilst the majority of the Executive’s business at the meetings listed in this Forward Plan will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information.

This is a formal notice under the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 that part of the Executive meeting listed in this Forward Plan will be held in private because the agenda and reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

- 4) Those items identified for decision more than one month in advance may change in forthcoming Plans. Each new Plan supersedes the previous Plan. Any person who wishes to make representations to the Executive about the matter in respect of which the decision is to be made should do so to the officer whose telephone number and e-mail address are shown in the Forward Plan. Any correspondence should be sent to the contact officer at the relevant address as shown below. General questions about the Plan such as specific dates, should be addressed to the Committee Services Manager, Priory House, Monks Walk, Chicksands, Shefford SG17 5TQ.
- 5) The agendas for meetings of the Executive will be published as follows:

Meeting Date	Publication of Agenda
15 May 2012	3 May 2012
3 July 2012	21 June 2012
21 August 2012	9 August 2012
2 October 2012	20 September 2012
6 November 2012	25 October 2012
4 December 2012	22 November 2012
8 January 2013	20 December 2012
5 February 2013	24 January 2013
19 March 2013	7 March 2013
7 May 2013	25 April 2013
25 June 2013	13 June 2013



# Central Bedfordshire Council

## Forward Plan of Key Decisions for the period 1 December 2012 to 30 November 2013

### Key Decisions

Date of Publication: 30 October 2012

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
1.	Private Sector Property Accreditation Scheme -	To approve the Private Sector Property Accreditation Scheme, which intends to improve the quality of private rented accommodation.	4 December 2012	Private landlords, property owners and letting agents on the Council's Landlords' Forum were consulted directly following initial consultation and presentation of the draft scheme to Overview and Scrutiny.	Property Accreditation Scheme Overview Document and Code of Standards	Executive Member for Social Care, Health and Housing Comments by 05/11/12 to Contact Officer: Nick Costin, Head of Private Sector Housing Email: <a href="mailto:nick.costin@centralbedfordshire.gov.uk">nick.costin@centralbedfordshire.gov.uk</a> Tel: 0300 300 5219
2.	Land at Steppingley Road and Froghall Road, Flitwick Masterplan -	To adopt the masterplan for development at land at Steppingley Road and Froghall Road, Flitwick (Policy MA2, Site Allocations Development Plan Document, 2011) for development management purposes.	4 December 2012	Members and Officers briefed February 2012. Members and Officers briefed on 25 July 2012 at West Placemaking. Public Exhibitions on 7/8 September 2012. Public Consultation from 7 September to 5 October 2012.	Land at Steppingley Road Masterplan Site Allocations Development Plan Document (Adopted 2011)	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 03/11/12 to Contact Officer: Connie Frost-Bryant, Senior Planning Officer, Local Planning and Housing Team Email: <a href="mailto:connie.frost-bryant@centralbedfordshire.gov.uk">connie.frost-bryant@centralbedfordshire.gov.uk</a> Tel: 0300 300 4329

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
3.	Dog Warden and Kennelling Contract -	To seek approval to retender the Dog Warden and Kennelling Contract.	4 December 2012		Report	Executive Member for Sustainable Communities - Services Comments by 05/11/12 to Contact Officer: Jane Moakes, Assistant Director Community Safety & Public Protection Email: <a href="mailto:jane.moakes@centralbedfordshire.gov.uk">jane.moakes@centralbedfordshire.gov.uk</a> Tel: 0300 300 5441
4.	Revenue and Capital Quarter 2 Budget Monitor Reports -	To consider the revenue and capital quarter 2 budget monitor reports.	4 December 2012		Reports	Deputy Leader and Executive Member for Corporate Resources Comments by 03/11/12 to Contact Officer: Charles Warboys, Chief Finance Officer & Section 151 Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
5.	Local Broadband Plan - Procurement and options for intervention -	To approve the process for awarding contract.	4 December 2012	<p>An online broadband survey has been running since February 2012. This has been widely promoted (including through the Parish Council network) and the results used in developing the Local Broadband Plan and local priorities.</p> <p>A formal market consultation will also be undertaken (likely in August/September) to comply with EU state aid requirements.</p>	<p>The adopted Joint Local Broadband Plan and the Council's Broadband Plan  <a href="http://www.centralbedfordshire.gov.uk/local-business/business-information-and-advice/broadband.aspx">www.centralbedfordshire.gov.uk/local-business/business-information-and-advice/broadband.aspx</a> set the context for intervention.</p>	<p>Deputy Leader and Executive Member for Corporate Resources  Comments by 03/11/12 to Contact Officer:  James Cushing, Economic Policy Manager  Email: <a href="mailto:james.cushing@centralbedfordshire.gov.uk">james.cushing@centralbedfordshire.gov.uk</a>  Tel: 0300 300 4984</p>
6.	Future of the Adult Skills and Community Learning Service -	To agree the future delivery arrangements for the externally funded Adult Skills and Community Learning Service in Central Bedfordshire (please note that this service is currently a shared service with Bedford Borough Council)	4 December 2012	<p>November/December 2011 and August/September 2012: Key strategic partners through series of external interviews.</p> <p>May/June 2012: Focus groups and interviews with service users and no users (individuals and business).</p>	Report	<p>Executive Member for Sustainable Communities - Strategic Planning and Economic Development  Comments by 03/11/12 to Contact Officer:  Kate McFarlane, Head of Community Regeneration &amp; Adult Skills  Email: <a href="mailto:kate.mcfarlane@centralbedfordshire.gov.uk">kate.mcfarlane@centralbedfordshire.gov.uk</a>  Tel: 0300 300 5858</p>

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
7.	Policy Principles for Pupil Place Planning -	To approve commencement of consultation on the proposed Policy Principles for Pupil Place Planning.	4 December 2012		Draft Pupil Place Planning Policy Principles Report Draft Policy Principles	Executive Member for Children's Services Comments by 12/11/12 to Contact Officer: Pete Dudley, Assistant Director Children's Services (Learning & Strategic Commissioning) Email: <a href="mailto:pete.dudley@centralbedfordshire.gov.uk">pete.dudley@centralbedfordshire.gov.uk</a> Tel: 0300 300 4203
8.	Procurement of Premises and Construction Works for the Alternative Provision Free School -	To approve the arrangements for the procurement of premises and construction works for the Alternative Provision Free School	4 December 2012		Alternative Provision Free School Report	Executive Member for Children's Services Comments by 12/11/12 to Contact Officer: Pete Dudley, Assistant Director Children's Services (Learning & Strategic Commissioning) Email: <a href="mailto:pete.dudley@centralbedfordshire.gov.uk">pete.dudley@centralbedfordshire.gov.uk</a> Tel: 0300 300 4203

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
9.	Determination of Statutory Proposals to Extend the Age Ranges of Houghton Regis Lower School and St Mary's VA RC Lower School, Caddington -	To consider to extend the age range from 3-9 years to 3-11 years of Houghton Regis Lower School and St Mary's Voluntary Aided Roman Catholic Lower School, Caddington.	17 December 2012		Report	Executive Member for Children's Services Comments by 16/11/12 to Contact Officer: Rob Parsons, Head of School Organisation and Capital Planning Email: <a href="mailto:rob.parsons@centralbedfordshire.gov.uk">rob.parsons@centralbedfordshire.gov.uk</a> Tel: 0300 300 5572
10.	Central Bedfordshire CCTV Strategy -	To agree the CCTV Strategy for Central Bedfordshire.	8 January 2013	Key strategic partners will be consulted on the draft Strategy during July 2012. Further consultation on elements of the Strategy will be undertaken once the Strategy is agreed. Sustainable Communities Overview and Scrutiny Committee will consider the draft Strategy on 26 September 2012.	Report and draft Strategy	Executive Member for Sustainable Communities - Services Comments by 07/12/12 to Contact Officer: Jeanette Keyte, Head of Community Safety Email: <a href="mailto:jeanette.keyte@centralbedfordshire.gov.uk">jeanette.keyte@centralbedfordshire.gov.uk</a> Tel: 0300 300 5257

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
11.	Approval of Award of the Corporate Call-Off Contract for the Provision of Technical Consultancy Services. -	In line with corporate procurement procedures, the Executive is required to approve contract values exceeding £500k. Intended decision: Approval of award of the Corporate Call-Off Contract for the Provision of Technical Consultancy Services. Please note that this is a joint procurement exercise.	8 January 2013		Evaluation and Moderation Report - Exempt under Paragraph 3	Executive Member for Social Care, Health and Housing, Deputy Leader and Executive Member for Corporate Resources Comments by 07/12/12 to Contact Officer: Alan Fleming, Project Director - Business Services Email: <a href="mailto:alan.fleming@centralbedfordshire.gov.uk">alan.fleming@centralbedfordshire.gov.uk</a> Tel: 0300 300 6968
12.	Award of Kitchen and Bathroom Refurbishment Contract 2013 to 2016 to Council Housing Properties -	To award the preferred contractor for this service.	8 January 2013		Report on tenders Exempt Appendices - Exempt Paragraph 3	Executive Member for Social Care, Health and Housing Comments by 07/12/12 to Contact Officers: Ian Johnson, Housing Asset Manager or Basil Quinn, Housing Asset Manager Performance Email: <a href="mailto:ian.johnson@centralbedfordshire.gov.uk">ian.johnson@centralbedfordshire.gov.uk</a> Tel: 0300 300 5205 or <a href="mailto:basil.quinn@centralbedfordshire.gov.uk">basil.quinn@centralbedfordshire.gov.uk</a> Tel: 0300 300 5118

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
13.	Master Plan for Site Allocations Policy MA8 - Land at Chase Farm and Land West and North-East of High Street, Arlesey -	To adopt the Master Plan for Site Allocations Policy MA8 - land at Chase Farm and land west and north-east of High Street, Arlesey as technical guidance for development management purposes.	8 January 2013	<p>May – August 2012: A Stakeholder Group comprising ward Members, Town Councillors, residents, local interest groups and developers has been established whose purpose is to inform the emerging Master Plan. In accordance with the signed Planning Performance Agreement, consultation will take place:</p> <p>August 2012: The Master Plan will require sign off by Director/Portfolio Holder in order to commence consultation. Members will also be notified.</p> <p>22 August 2012: The Master Plan will be presented to Corporate Management Team.</p> <p>September/October 2012: A four week public consultation exercise will be carried out.</p> <p>December 2012: A presentation on the Master Plan (together with consultation responses) will be given to Overview and Scrutiny Committee with a recommendation that they endorse it.</p>	The Master Plan and Statement of Community Involvement	<p>Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 05/10/12 to Contact Officer: Mark Saccoccio, Local Planning and Housing Team Leader Email: <a href="mailto:mark.saccoccio@centralbedfordshire.gov.uk">mark.saccoccio@centralbedfordshire.gov.uk</a> Tel: 0300 300 5510</p>

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
14.	Leisure Facility Strategy -	To adopt the Leisure Facility Strategy.	8 January 2013	<p>Communication and Consultation Plan identifies stakeholders and methods of consultation at key stages.</p> <p>Consultation on emerging issues April 2012.</p> <p>Consultation on issues and options October – December 2012.</p>	Leisure Facility Strategy	<p>Executive Member for Sustainable Communities - Services</p> <p>Comments by 07/12/12 to Contact Officer:</p> <p>Jill Dickinson, Head of Leisure Services</p> <p>Email: <a href="mailto:jill.dickinson@centralbedfordshire.gov.uk">jill.dickinson@centralbedfordshire.gov.uk</a></p> <p>Tel: 0300 300 4258</p>
15.	Abolition of the Discretionary Social Fund and Transfer of Funding to Central Bedfordshire Council for a New Provision -	To approve the development of alternative provision to replace what is currently delivered by the discretionary aspects of the Social Fund.	8 January 2013	A wide-ranging consultation process will be planned to take place from October to December 2012.	Report and consultation responses	<p>Executive Member for Social Care, Health and Housing</p> <p>Comments by 07/12/12 to Contact Officer:</p> <p>Tim Hoyle, Head of Business Systems</p> <p>Email: <a href="mailto:tim.hoyle@centralbedfordshire.gov.uk">tim.hoyle@centralbedfordshire.gov.uk</a></p> <p>Tel: 0300 300 6065</p>



Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
16.	Contract for Refurbishment of Timberlands Gypsy and Travellers Site -	To award the contract to the preferred contractor for the refurbishment of Timberlands Gypsy and Travellers Site, Pepperstock, Slip End.	5 February 2013		Report Exempt Appendices - Exempt Paragraph 3	Executive Member for Social Care, Health and Housing Comments by 04/01/13 to Contact Officer: John Holman, Head of Housing Asset Management or Ian Johnson, Housing Asset Manager Email: <a href="mailto:john.holman@centralbedfordshire.gov.uk">john.holman@centralbedfordshire.gov.uk</a> Tel: 0300 300 5069 or <a href="mailto:ian.johnson@centralbedfordshire.gov.uk">ian.johnson@centralbedfordshire.gov.uk</a> Tel: 0300 300 5202
17.	Local Lettings Policy to Rural Exception Sites in Central Bedfordshire -	To adopt the Local Lettings Policy for Rural Exception Sites for Central Bedfordshire Council.	5 February 2013	A wide ranging public and stakeholder consultation has taken place between February 2012 and May 2012. Method via questionnaires and consultation workshop in April 2012. Social Care, Health and Housing Overview and Scrutiny Committee to be consulted on 17 December 2012.	Report	Executive Member for Social Care, Health and Housing Comments by 04/01/13 to Contact Officer: Hamid Khan, Head of Housing Needs Email: <a href="mailto:hamid.khan@centralbedfordshire.gov.uk">hamid.khan@centralbedfordshire.gov.uk</a> Tel: 0300 300 5369

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18.	Astral Park Football Project -	To approve expenditure for playing pitches, changing facilities and car parking at Astral Park, Leighton Buzzard. The project is led by Leighton Linslade Town Council, with project management advice and support provided by Leisure Services. The scheme is funded entirely by Section 106 funds of £1.1m.	5 February 2013	Consultation carried out with Leighton Linslade Town Council.	Report	Executive Member for Sustainable Communities - Services Comments by 04/01/13 to Contact Officer: Jill Dickinson, Head of Leisure Services Email: <a href="mailto:jill.dickinson@centralbedfordshire.gov.uk">jill.dickinson@centralbedfordshire.gov.uk</a> Tel: 0300 300 4258
19.	Implementation of the Refreshed School Organisation Plan: New School Places Programme 2013/14 - 2017/18 -	To consider the implementation of the refreshed School Organisation Plan: New School Places programme 2013/14 to 2017/18.	5 February 2013		Report	Executive Member for Children's Services Comments by 04/01/13 to Contact Officer: Pete Dudley, Assistant Director Children's Services (Learning & Strategic Commissioning) Email: <a href="mailto:pete.dudley@centralbedfordshire.gov.uk">pete.dudley@centralbedfordshire.gov.uk</a> Tel: 0300 300 4203

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
20.	Council's Admissions Arrangements for the Academic Year 2014/15 -	To determine the Council's Admissions Arrangements for the Academic Year 2014/15.	5 February 2013		Report	Deputy Executive Members for Children's Services Comments by 04/01/13 to Contact Officer: Pete Dudley, Assistant Director Children's Services (Learning & Strategic Commissioning) Email: <a href="mailto:pete.dudley@centralbedfordshire.gov.uk">pete.dudley@centralbedfordshire.gov.uk</a> Tel: 0300 300 4203
21.	Property Joint Ventures -	To consider property joint ventures.	19 March 2013		Report Joint Venture Examples	Deputy Leader and Executive Member for Corporate Resources Comments by 18/02/13 to Contact Officer: Peter Burt, MRICS, Head of Property Assets Email: <a href="mailto:peter.burt@centralbedfordshire.gov.uk">peter.burt@centralbedfordshire.gov.uk</a> Tel: 0300 300 5281
22.	Outdoor Access Improvement Plan -	To endorse the Outdoor Access Improvement Plan.	19 March 2013	The Central Bedfordshire and Luton Local Access Forum has established a sub group input into the development of the plan this will be followed by a full 13 week public consultation with both stakeholder and public engagement activities during period.	Report	Executive Member for Sustainable Communities - Services Comments by 18/02/13 to Contact Officer: Paul Cook, Head of Transport Strategy and Countryside Access Email: <a href="mailto:paul.cook@centralbedfordshire.gov.uk">paul.cook@centralbedfordshire.gov.uk</a> Tel: 0300 300 6999

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
23.	Revenue and Capital Quarter 3 Budget Monitor Reports -	To consider the revenue and capital quarter 3 budget monitor reports.	19 March 2013		Reports	Deputy Leader and Executive Member for Corporate Resources Comments by 18/02/13 to Contact Officer: Charles Warboys, Chief Finance Officer & Section 151 Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147
24.	Community Infrastructure Levy -	To approve the consultation and subsequent Submission of the Community Infrastructure Levy draft charging schedule.	19 March 2013		Report	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 18/02/13 to Contact Officer: Jonathan Baldwin, Senior Planning Officer Email: <a href="mailto:jonathan.baldwin@centralbedfordshire.gov.uk">jonathan.baldwin@centralbedfordshire.gov.uk</a> Tel: 0300 300 5510

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25.	Draft Gypsy and Traveller Plan -	To recommend to Council the draft Gypsy and Traveller Plan for approval prior to submission.	19 March 2013	In line with Regulation 18 of the new Town and Country Planning Regulations 2012, consultation will have been undertaken in autumn 2012 on what a Gypsy and Traveller plan ought to contain. This report follows that consultation and will propose the preferred sites and policies for Gypsy and Traveller provision.	Report and draft Plan	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 06/04/13 to Contact Officer: Richard Fox, Head of Development Planning and Housing Strategy Email: <a href="mailto:richard.fox@centralbedfordshire.gov.uk">richard.fox@centralbedfordshire.gov.uk</a> Tel: 0300 300 4105
26.	Central Heating Installations Contract District Wide -	To award the contract to the preferred contractor for the central heating installations contract district wide for 2013 to 2016 to council housing properties.	7 May 2013		Report	Executive Member for Social Care, Health and Housing Comments by 06/04/13 to Contact Officer: Peter Joslin, Housing Asset Manager or Basil Quinn, Housing Asset Manager Performance Email: <a href="mailto:peter.joslin@centralbedfordshire.gov.uk">peter.joslin@centralbedfordshire.gov.uk</a> Tel: 0300 300 5395 or <a href="mailto:basil.quinn@centralbedfordshire.gov.uk">basil.quinn@centralbedfordshire.gov.uk</a> Tel: 0300 300 5118

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
27.	Revenue and Capital Provisional Outturn 2012/13 -	To consider the revenue and capital provisional outturn 2012/13.	25 June 2013		Reports	Deputy Leader and Executive Member for Corporate Resources Comments by 24/05/13 to Contact Officer: Charles Warboys, Chief Finance Officer & Section 151 Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
28.	Central Bedfordshire's Flood and Water Management Act 2010 Duties -	To approve a local flood risk strategy for Central Bedfordshire and to create a Sustainable Urban Drainage Advisory Board.	September 2013	<p>CBC is required under the Flood and Water Management Act 2010 to produce a Local Flood Risk Management Strategy. The draft strategy will be subject to public consultation. Sustainable Communities Overview and Scrutiny Committee will consider the draft strategy and the public consultation response to the strategy in August/September 2013.</p> <p>Following Department for Environment, Food and Rural Affairs confirmation of the mandatory sustainable drainage application processes, CBC will also be required to establish a SUDS Approval Board to evaluate, approve and adopt suitable SUDS measures for all new developments.</p>	Summary of Flood and Water Management Act Draft Local Flood Risk Management Strategy	<p>Executive Member for Sustainable Communities - Services  Iain Finnigan, Senior Engineer - Policy and Flood Risk Management  Email: <a href="mailto:iain.finnigan@centralbedfordshire.gov.uk">iain.finnigan@centralbedfordshire.gov.uk</a>  Tel: 0300 300 4351</p>

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
<b>NON KEY DECISIONS</b>						
29.	Quarter 2 Performance Report -	To consider quarter 2 performance report.	4 December 2012		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 03/11/12 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: <a href="mailto:elaine.malarky@centralbedfordshire.gov.uk">elaine.malarky@centralbedfordshire.gov.uk</a> Tel: 0300 300 5517
30.	Draft Revenue Budget 2013/14 -	To consider the first draft of the revenue budget for 2013/14.	8 January 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 07/12/12 to Contact Officer: Chief Finance Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147
31.	Community Safety Partnership Plan and Priorities 2013 - 2014 -	To recommend to Council to approve the Community Safety Partnership Plan and Priorities 2013 - 2014	8 January 2013	Strategic Assessment & Partnership Plan will be considered by the Community Safety Partnership Executive, the relevant Overview and Scrutiny Committee and the Local Strategic Partnership.	Strategic Assessment Priorities & Community Safety Partnership Plan 2013-2014	Executive Member for Sustainable Communities - Services Comments by 07/12/12 to Contact Officer: Joy Craven, CSP Manager Email: <a href="mailto:joy.craven@centralbedfordshire.gov.uk">joy.craven@centralbedfordshire.gov.uk</a> Tel: 0300 300 4649



Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
32.	Treasury Management Policy and the Treasury Management Strategy -	To recommend to Council the adoption of the Treasury Management Policy and the Treasury Management Strategy.	8 January 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 07/12/12 to Contact Officer: Chief Finance Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147
33.	Localisation of Council Tax Support Scheme -	To recommend to Council the approval of the Localisation of the Council Tax Support Scheme.	8 January 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 07/12/12 to Contact Officer: Charles Warboys, Chief Finance Officer & Section 151 Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147

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34.	Housing Revenue Account 2013/14 -	To recommend to Council the Housing Revenue Account budget 2013/14 for approval.	5 February 2013		Report	Deputy Leader and Executive Member for Corporate Resources, Director of Social Care, Health and Housing Comments by 04/01/13 to Contact Officer: Chief Finance Officer or Tony Keaveney, Assistant Director Housing Services Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147 or <a href="mailto:tony.keaveney@centralbedfordshire.gov.uk">tony.keaveney@centralbedfordshire.gov.uk</a> Tel: 0300 300 5210
35.	Budget 2013/14 -	To recommend to Council the proposed budget for 2013/14: <ul style="list-style-type: none"> <li>• Revenue budget</li> <li>• Capital budget</li> <li>• Fees and Charges</li> </ul>	5 February 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 04/01/13 to Contact Officer: Chief Finance Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147

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36.	Quarter 3 Performance Report -	To consider quarter 3 performance report.	19 March 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 18/02/13 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: <a href="mailto:elaine.malarky@centralbedfordshire.gov.uk">elaine.malarky@centralbedfordshire.gov.uk</a> Tel: 0300 300 5517
37.	Minerals and Waste Core Strategy -	To recommend to Council the adoption of the Minerals and Waste Core Strategy.	7 May 2013	A wide range of stakeholders were involved in consultations undertaken from 2006 to 2012, using methods which include an internet portal, deposit of hard copies at points of presence, and displaying the Core Strategy on the Council website. Consultees included the Parish Councils, statutory bodies, special interest groups, minerals industry, waste management industry, and individuals who had expressed an interest at previous consultations.	Minerals and Waste Core Strategy and the Inspector's report following the Examination in public.	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 06/04/12 to Contact Officer: Roy Romans, Minerals and Waste Team Leader Email: <a href="mailto:roy.romans@centralbedfordshire.gov.uk">roy.romans@centralbedfordshire.gov.uk</a> Tel: 0300 300 6039

Postal address for Contact Officers: Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford SG17 5TQ

**Central Bedfordshire Council  
Forward Plan of Decisions on Key Issues**

For the Municipal Year 2012/13 the Forward Plan will be published on the thirtieth day of each month or, where the thirtieth day is not a working day, the working day immediately proceeding the thirtieth day, or in February 2013 when the plan will be published on the twenty-eighth day:

<b>Date of Publication</b>	<b>Period of Plan</b>
13.04.12	1 May 2012 – 30 April 2013
15.05.12	1 June 2012 – 31 May 2013
15.06.12	1 July 2012 – 30 June 2013
13.07.12	1 August 2012 – 31 July 2013
15.08.12	1 September 2012 – 31 August 2013
14.09.12	1 October 2012 – 30 September 2013
05.10.12	1 November 2012 – 31 October 2013
30.10.12	1 December 2012 – 30 November 2013
30.11.12	1 January 2013 – 31 December 2013
28.12.12	1 February 2013 – 31 January 2014
30.01.13	1 March 2013 – 28 February 2014
28.02.13	1 April 2013 – 31 March 2014