

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



**please ask for** Bernard Carter

**direct line** 0300 300 4175

**date** 3 January 2013

## **NOTICE OF MEETING**

### **CHILDREN'S SERVICES OVERVIEW & SCRUTINY COMMITTEE**

Date & Time

**Tuesday, 15 January 2013 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 11 December 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	<p><b>Executive Member Update</b></p> <p>To receive a brief verbal update from the Executive Member for Children’s Services.</p>	*
10	<p><b>Draft Budget 2013/14, Medium Term Financial Plan 2013 - 2017 and Capital Programme 2013/14 to 2016/17</b></p> <p>The report details the Council’s draft Budget for 2013/14, Medium Term Financial Plan and Capital Programme, which was presented to Executive on 8 January 2013.</p> <p><b>Members are requested to bring their 8 January Executive papers (Items 8 &amp; 9) to this Committee meeting.</b></p>	* 11 - 12
11	<p><b>Fees and Charges 2013/14</b></p> <p>The report proposes the revised fees and charges rates to be effective from 1 April 2013 and identifies those charges where increases are different from the 2% advisory increase as per the 2013/14 Budget Strategy.</p>	* 13 - 20
12	<p><b>Children &amp; Families Draft Bill</b></p> <p>To receive a presentation on the implications of the draft Children &amp; Families Bill.</p>	*
13	<p><b>Policy Principles for Pupil Place Planning in Schools and Annual Refresh of the New School Places Programme 2013/14 - 2017/18</b></p> <p>The report details the outcome of the consultation on the proposed Policy Principles for Pupil Place Planning and outlines the annual refresh of the rolling five year investment programme in new school places.</p>	* 21 - 84
14	<p><b>Customer Feedback - Complaints, Compliments Annual Report</b></p> <p>This report fulfills a statutory duty to produce an annual complaints report for Children’s Social Care.</p>	* 85 - 98
15	<p><b>Work Programme 2012 - 2013 &amp; Executive Forward Plan</b></p> <p>To consider the currently drafted Committee work programme and the latest Executive Forward Plan.</p>	* 99 - 126

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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, 11 December 2012

**PRESENT**

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

Councillors:	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

Church of England  
Co-optee:  
Roman Catholic  
Co-optee:

Apologies for  
Absence: Cllrs Mrs A Barker  
Mrs F Image  
J Reynolds

Substitutes: Cllrs N J Sheppard (In place of Mrs A Barker)  
E Grundy (In place of J Reynolds)

Members in  
Attendance: Cllrs P N Aldis  
Mrs S Clark Deputy Executive Member for  
Children's Services  
A L Dodwell Deputy Executive Member for  
Children's Services

Officers in  
Attendance: Mr B Carter Corporate Policy & Scrutiny  
Manager  
Mr P Dudley Assistant Director Children's  
Services (Learning & Strategic  
Commissioning)  
Mr R Parsons Head of School Organisation and  
Capital Planning  
Miss H Redding Head of Learning and School  
Support

CS/12/49 **Minutes**

**RESOLVED**

**That the minutes of the meeting of the Children's Services Overview and Scrutiny Committee held on 18 October 2012 be confirmed and signed by the Chairman as a correct record.**

CS/12/50 **Members' Interests**

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

CS/12/51 **Chairman's Announcements and Communications**

The Chairman had no announcements.

CS/12/52 **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/12/53 **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/12/54 **Call-In**

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

CS/12/55 **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/12/56 **Executive Member Update**

The Deputy Executive Member for Children's Services provided the Committee with an update on current activities pertaining to her portfolio, which were not already included on today's agenda. This covered the recent national publicity regarding Ofsted's primary school rankings throughout England, which confirmed that Central Bedfordshire schools were in the top 10%. Members of the Committee congratulated the Deputy Executive Member on this achievement but reiterated their concern over the performance of upper schools, which were not as good. The Assistant Director, Children's Services acknowledged the issue and confirmed that a related report would be submitted and considered by the Committee at its February 2013 meeting.

CS/12/57 **School Funding Reforms**

The Deputy Executive Member introduced this report, which provided the Committee with details of the changes being made to schools funding in response to requirements from the Department for Education introduced in Summer 2012 (with the changes coming into full effect in the 2013/14 financial year). The report was supplemented by a presentation delivered by the Assistant Director, Children's Services, which specifically addressed the following issues:-

- Background, covering the introduction of the current Dedicated Schools Grant (DSG), its calculation and the Guaranteed Unit of Funding (GUF), which for Central Bedfordshire amounted to £4,658 (less than many neighbouring authorities);
- Arrangements for 2013/14, covering how DSG will now be split into 3 notional unringfenced blocks (Schools, High Needs & Early Years), with allocation of the Schools block delegated to schools;
- The funding of Free Schools, UTC, Studio Schools and FE Colleges based on local formula;
- The simplification of local arrangements for the distribution of funding to schools and other providers;
- The Minimum Funding Guarantee in 13/14 and 14/15, which will be set at negative 1.5% per pupil;
- The key points impacting upon the Schools Block calculation, which will be pupil led, using only 5 factors (basic entitlement, deprivation, lump sum, split site and rates); and
- The key points impacting upon the Early Years and High Needs Blocks.

At the end of the presentation, the Assistant Director, Children's Services also paid tribute to the Schools Forum for its collaborative and positive approach to the allocation of schools funding to ensure a secure future for all schools.

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

- How the introduction of these changes affected individual schools. The Assistant Director, Children's Services confirmed that such information was available on the Council's website;
- Why Academies were included in schools funding. The Assistant Director, Children's Services confirmed that the local authority acted merely as a conduit for Academy Schools funding;
- The funding of places in Special Schools particularly with regard to those pupils who lived outside of the Authority's area. The Assistant Director, Children's Services confirmed that the Council was in discussion with the Department for Education and its neighbouring Authorities regarding the methodology for setting charges for such pupils.

Finally, Members of the Committee wished to record its thanks and congratulate all officers involved for sensitively managing what could have been a divisive issue.

**RECOMMENDATION:**

**That the changes made to Schools Funding be noted.**

CS/12/58

**Consultation on Proposed Changes to the Council's Admissions Arrangements**

The Assistant Director, Children's Services presented this report, which outlined the Executive's approval of the commencement of consultation on proposed changes to the Council's Admission Arrangements, with specific reference to the Council's coordinated admissions scheme and admission arrangements for Community and VC Schools. The Assistant Director went on to explain the differences between the admissions policy as it currently stands and that which was proposed for the academic year 2014/15.

Members of the Committee discussed the contents of the report in detail and raised the following issues:

- With regard to pupils with siblings at a school, Members queried the definition of a "school" in this context when set against the changing educational landscape of federations and split school sites. The Assistant Director confirmed that the term "school" in this context could refer to a single federation of schools or a school with split sites;
- With regard to the principle of "straight line distance", Members expressed some concern over the difficulties this may create for pupils resident in Central Bedfordshire wishing to attend schools near county boundaries;
- With regard to parental choice, the difficulty some parents experienced when trying to realise such choice at good schools which were already over-subscribed and conversely, the difficulty less popular schools had in trying to ensure sufficient pupil numbers.

The Assistant Director acknowledged the complexity of these issues and the possibility of reviewing admission arrangements to reflect local circumstances following the consultation exercise. It was therefore important to encourage a good response rate to the consultation exercise, which would hopefully capture these issues in more detail.

In conclusion, whilst the Committee was generally supportive of the proposed admission arrangements outlined within the report, it acknowledged the need for Members to encourage parents, school governors and head teachers to respond to the consultation before final admission arrangements were determined.

**RECOMMENDATION:**

**That the Committee endorses the proposed school admission arrangements in principle, but requests all to encourage parents, school**



**governors and head teachers to respond to the consultation exercise before final arrangements are determined.**

CS/12/59

### **Consultation on Policy Principles for Pupil Place Planning in Schools**

The Assistant Director, Children's Services presented this report, which outlined the Executive's approval of the commencement of consultation on proposed Policy Principles for Pupil Place Planning in schools which, if adopted, would form the basis for the development of commissioning options for New School Places in Central Bedfordshire.

Members of the Committee discussed the contents of the report in detail and raised the following issues:

- The definition of a "new school" in the context of Department for Education guidance. The Head of School Organisation and Capital Planning confirmed that in this context, a new school meant a new legal entity and brand new provision;
- Concern over the description of Principle 9 regarding Special Educational Needs provision, which seemed to suggest provision in mainstream schools only. The Assistant Director confirmed that this was not the intention and would therefore revise the description to ensure place planning at Special Schools was also captured explicitly;
- Whilst Members were generally supportive of the principles outlined within the report, there was some concern over the difficulty in executing them in practice in a consistent and compatible manner.

In conclusion, the Committee was content to endorse for consultation the nine policy principles outlined within the report subject to the amendment of principle 9 to ensure place planning at Special Schools was also captured.

#### **RECOMMENDATION:**

**That the Committee endorses for consultation the nine policy principles outlined within the report subject to the amendment of principle 9 to ensure place planning at Special Schools is also captured.**

CS/12/60

### **Q2 Performance Monitoring**

The Assistant Director, Children's Services presented the Quarter 2 Performance report, which highlighted performance within the Children's Services directorate for the second quarter of 2012/13. The Assistant Director commented that performance overall was good, with all but one indicator on track. He also confirmed that mitigating actions had been implemented to address this one particular indicator (designated as Amber), which would ensure the target would be achieved by year end.

Members of the Committee were content with performance and noted the report.

#### **RECOMMENDATION:**

**That the report be noted.**

CS/12/61 **Quarter 2 Revenue Budget Monitoring**

The Assistant Director, Children's Services presented this report, which set out the revenue position of the Children's Services Directorate to the end of September 2012 (the second quarter of 2012/13).

He further explained that the full year projected revenue outturn position for 2012/13 was a £1.602M over spend against a £33.112M net budget. He also discussed the continuing trend of pressures within Children's Services operations (safeguarding, looked after children, etc) mitigated by under spends within Learning, Commissioning and Partnerships.

Members of the Committee were content with the budgetary position outlined and noted the report.

**RECOMMENDATION:**

**That the report be noted.**

CS/12/62 **Quarter 2 Capital Budget Monitoring**

The Assistant Director, Children's Services presented this report, which set out the capital position of the Children's Services Directorate as at 30 September 2012 (the second quarter of 2012/13).

Members of the Committee discussed the contents of the report and noted the position with regard to scheme slippage.

**RECOMMENDATION:**

**That the report be noted.**

CS/12/63 **Work Programme 2012 - 2013 & Executive Forward Plan**

The Committee considered its current Work Programme and the latest Executive Forward Plan and were content with the agenda items proposed for consideration at forthcoming meetings.

**RECOMMENDATION:**

**That the Children's Services OSC Work Programme be noted.**

(Note: The meeting commenced at 10.00 a.m. and concluded at 11.40 a.m.)

Chairman .....

Dated .....

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**Meeting:** Children's Services Overview & Scrutiny Committee  
**Date:** 15 January 2013  
**Subject:** Draft Budget 2013/14, Medium Term Financial Plan 2013 – 2017 and Capital Programme 2013/14 to 2016/17  
**Report of:** Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources  
**Summary:** The report allows Members the opportunity to review the Council's draft Budget for 2013/14, Medium Term Financial Plan and Capital Programme, which was presented to Executive on 8 January 2013.

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**Advising Officer:** Charles Warboys, Chief Finance Officer and Section 151 Officer  
**Contact Officer:** Charles Warboys, Chief Finance Officer and Section 151 Officer  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** Executive

#### **CORPORATE IMPLICATIONS**

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

1. Please see Executive Report (circulated separately).

##### **Financial:**

2. Please see Executive Report (circulated separately).

##### **Legal:**

3. Please see Executive Report (circulated separately).

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

4. Please see Executive Report (circulated separately).

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

5. Please see Executive Report (circulated separately).

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

6. Please see Executive Report (circulated separately).

##### **Public Health**

7. Please see Executive Report (circulated separately).

**Community Safety:**

8. Please see Executive Report (circulated separately).

**Sustainability:**

9. Please see Executive Report (circulated separately).

**Procurement:**

10. Please see Executive Report (circulated separately).

**Overview and Scrutiny:**

11. Please see Executive Report (circulated separately).

**RECOMMENDATION(S):**

**The Committee is asked to:**

1. **consider the Council's Draft Budget for 2013/14, Medium Term Financial Plan and Capital Programme 2013/14 to 2016/17; and**
2. **submit its comments, observations and recommendations in respect of the Executive's proposals with particular reference to the Children's Services proposals, to the meeting of the Executive on 5 February 2013.**

**Executive Summary**

Members are requested to bring along the following papers issued for the meeting of the Executive on 8 January 2013 to this Committee meeting:

1. Draft Budget 2013/14 and Medium Term Financial Plan 2013 – 2017 (Executive Item 8); and
2. Capital Programme 2013/14 to 2016/17 (Executive Item 9).

**Appendices:**

None

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

None

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**Meeting:** Children's Services Overview and Scrutiny Committee  
**Date:** 15 January 2013  
**Subject:** Fees and Charges 2013/14  
**Report of:** Cllr Maurice Jones , Deputy Leader and Executive Member for Corporate Resources

**Summary:** The report proposes the revised fees and charges rates to be effective from 1 April 2013 and identifies those charges where increases are different from the 2% advisory increase as per the 2013/14 Budget Strategy.

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**Advising Officer:** Charles Warboys, Chief Finance Officer  
**Contact Officer:** Denis Galvin, Head of Financial Performance  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** Council

#### **CORPORATE IMPLICATIONS**

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

1. The annual review and setting of the Council's Fees and Charges are integral to the Council's Budget Strategy and the legal requirement to deliver a balanced budget. The review ensures a rigorous, responsible and realistic approach is taken to determine the appropriateness and relevance of the Council's schedule of fees and charges. Setting a balanced budget ensures the Council allocates its resources to deliver the priorities. These are:

- Enhancing Central Bedfordshire
- Improved Educational Attainment
- Better Infrastructure
- Great universal services
- Value for money

##### **Financial:**

2. The financial implications are set out in the report. The proposals set out in this report may be subject to amendment, once the Local Government Financial Settlement has been announced. At the time of writing this report this announcement is still awaited and it could have significant adverse financial implications for the Council, requiring it to make adjustment to the charges proposed in this report

**Legal:**

3. The Council has various powers to charge for aspects of the services it provides. The general rule is that when it is carrying out a statutory duty the Council can only make a charge where there is specific power to do so.

Section 93 of the Local government Act 2003 provides that when the Council is providing a discretionary service, it may charge for the service, provided the person receiving the service has agreed to its provision. Overall the income from such charges must not exceed the cost of the provision.

**Risk Management:**

4. Risks relating to service take-up and organisational reputation can be associated with increases to fees and charges that are perceived to be 'comparatively' high. The key risks are:

- Subject to the level of increase (and in view of the current financial climate), services might become unaffordable to some members of the community, which may impact take-up and therefore overall income levels. This may also impact on the Council's reputation.

- Those paying fees and charges may perceive that a higher than expected increase on any given area will be used to cross-subsidise increased costs of other service areas and not to cover the direct cost of the service they receive. This again may present a reputational risk.

- Services subject to significant increases in fees might attract unfavourable media attention, which again could result in reputational damage to the Council.

**Staffing (including Trades Unions):**

5. Not applicable.

**Equalities/Human Rights:**

6. Where appropriate, Equalities Impact Assessments will be carried out for proposals.

**Community Safety:**

7. Not applicable.

**Sustainability:**

8. Not applicable.

**Procurement:**

9. Not applicable.

**RECOMMENDATION(S):**

**The Committee is asked to:-**

- 1. Consider the report and schedule of proposed fees and charges and comment as necessary to the Executive.**

**Background**

10. The Council's Charging Policy states that '*All fees and charges will be reviewed annually and adjusted as necessary in line with the Council's charging policy. The Chief Finance Officer will provide services with guidance each year as to the maximum inflation rate that may be applied.*'
11. It also states that '*All fees and charges should be reviewed on a more fundamental basis at least every 3 years, where it will be necessary to examine all the factors set out below in accordance with good practice guidance i.e. the CIPFA Practical Guide for Local Authorities on Income Generation (Fully revised 2008).*' This was undertaken in 2010/11 with the Revenue Income Optimisation Project where successful business cases were integrated into the fees and charges as agreed by Council in February 2011 and published thereafter. The next review is scheduled for autumn 2013.
12. In accordance with the policy, the Chief Finance Officer has advised that the minimum inflation rate to be applied in line with the Corporate Budget Strategy is 2% which is below the latest reported Retail Price Index. Where there have been significant variations from this advisory level these have been identified separately in this report.  
  
The proposals set out in this report may be subject to amendment, once the Local Government Financial Settlement has been announced. At the time of writing this report this announcement is still awaited and it could have significant adverse financial implications for the Council, requiring it to make adjustment to the charges proposed in this report

**General 2% increase**

13. For the majority of services there will be a 2% increase for 2013/14. There are instances where this is not practically possible and these are highlighted in the following paragraphs. The detail of the changes is set out in Appendix A.
14. Social Care Health and Housing

Adult Social Care charges have been increased by 2% in line with the Council's budget strategy. It is usual practice to increase these charges in line with the DWP statutory increase in benefits and pensions. The inflation rate that is expected to be applied is 2.2% (based on CPI for September 2012) but this is subject to final confirmation by the government. If this is confirmed then the 2% proposals would stand. If not the charges can be reviewed again once the announcement is

made.

15. As part of the Landlord Services' plans to develop an Outreach Service to non-tenants a new charge is proposed that will combine the provision of a Careline Emergency Response facility with one or more visits from a Sheltered Housing Officer per week.

16. In Learning Disabilities it is considered that the charge for Linsell House is no longer representative of the costs involved in providing the service. An initial evaluation is being conducted by the Head of Learning Disabilities and Mental Health and the Finance Manager to determine the level of disparity and to make recommendations for the level of increase which may differ from the 2% currently proposed

17. In Mental Health services consideration over 2013/14 will be given to the advisability of implementing the charge for adult customers with mental health needs attending day centres provided by the NHS

18. Children's Services

Music Services

Children's Services are recommending to hold prices for music services at the 2012/13 rate. The service was redesigned in 2011 to be a front end cost neutral provision.

19. Sustainable Communities

Key Changes include:

20. Public Protection

Licences:

Riding establishments – it is proposed to vary the cost of the licence based on the number of horses. This means that those who have the highest risk pay the most. The variances will better reflect the cost to the Council and reduce burden on businesses.

Dangerous wild animals and renewal of dangerous wild animals, Pet shops, Animal breeders and Animal Boarding Establishments – it is proposed to reduce the cost of the licence so that they better reflect the cost to the Council and reduce burden on businesses.

Animals Boarding and Breeding – where animal breeders and animal boarding are carried out on the same site, it is proposed to charge a reduced combined rate to reflect the reduced cost to the Council.

Animal Home Boarding – it is proposed to introduce a new charge due to an increase in the number of home run boarders.

Zoos – it is proposed to change the way this licence is charged for to better reflect the amount of officer time required.

Licensing of Hackney Cabs and Private Hire Vehicles – following consultation with the Licensing Committee and the trade, it is proposed to



freeze the charges.

Acupuncturists – a new charge for acupuncturists already registered with a recognised professional body is proposed to be introduced due to the reduction in work required by the Council.

21. Building Control

High Hedges – it is proposed to increase the charge to better reflect the cost of the service including the need to run any potential appeals

22. Highways and Transport

Off street parking hourly charges, penalty charge notices and permits (except annual – see below) are proposed to be held at 2012/13 rates.

Parking permits – following requests from Members it is proposed to decrease the Residents permit per annum.

Book 25 visitors day tickets – due to the low take up it is proposed to reduce this charge. It will also be offered in conjunction with the first permit to try and increase take up.

Replacement of concessionary travel permits and Travel Aid Scheme – it is proposed to increase these charges to better reflect the true cost and bring the Council in line with other Concessionary Fare Authorities.

Construction of Crossover – it is proposed to charge a 10% admin fee to cover the costs of administration

23. Rights of Way

Documents – it is proposed to add £2 for postage and packing for documents when a request is made to post then.

24. Libraries

Following benchmarking it is proposed to freeze the following library charges:

- CDs
- Videos
- Fines
- Lost and damaged items
- Requests (apart from Additional charge for books borrowed from outside Bedfordshire)
- Lost ticket replacement
- Colour CD-ROM and internet prints
- Colour photocopies
- UK faxes

Picture hanging service – it is proposed to delete this charging structure as it is not required (i.e. the service does not receive requests).

Display of commercial posters and Libraries sale items – it is proposed to

delete this charging structure as it is not required (i.e. the service does not receive requests). More fundamentally, the service wants to use library wall space to create attractive displays for library events and activities and promote their own services in order to increase usage.

Charity and commercial group sales – it is proposed to delete this charging structure as it is not required (i.e. the service does not receive requests). It was originally set up when the library service used to receive requests from charities to operate charity Christmas card sales. This has not happened for many years.

Meeting Room Hire – it is proposed to harmonise the Leighton Buzzard Theatre meeting room hire charge, with the Leighton Buzzard (and Flitwick) Libraries’ room hire charge.

25. Planning

Pre application advice - This has now been replaced by a new charging scheme due to user feedback. The future scheme will make a simpler charging regime and one which does not discourage larger developments.

26. Corporate Resources

27. The Registration Service is provided for Bedford Borough Council via a Service Level Agreement and both authorities must agree those fees which are set locally.

28. Fees for marriages and civil partnerships use at Local Authority premises have been held at 2012/13 levels.

29. Fees for Celebratory Ceremonies have been reduced as a consequence of a change of process which has reduced costs.

30. Local Land Charges are required by a statutory instrument to be non profit making and the current set fees are at an appropriate level to comply with this.

31. Charges for Freedom of Information (FOI) requests that require more than 18 hours to collate and extract information to complete are subject to the FOI Act Fees Regulations where the charge can be no more than £25 per hour.

**Fees and Charges Schedule**

32. The full revised schedule is shown at Appendix A.

**Appendices:**

Appendix A – Fees and Charges Schedule

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

None

Directorate: Children's Services	2012/13 Rate	2013/14 Rate
	£	£
<b>Music Service VAT (n/a)</b>		
<b>Lesson Setting (Per Term)</b>	Direct Debit	Direct Debit
Lower Schools		
Group	<b>86.90</b>	<b>86.90</b>
Individual	<b>130.50</b>	<b>130.50</b>
Middle, Upper and Community		
Group	<b>86.90</b>	<b>86.90</b>
Individual 20 mins	<b>130.50</b>	<b>130.50</b>
Middle and Upper		
Individual 30 mins	<b>195.60</b>	<b>195.60</b>
Individual 40 mins	<b>260.80</b>	<b>260.80</b>
Out of County and non-LEA schools		
Group	<b>92.50 - 90.70 by DD</b>	<b>92.50 - 90.70 by DD</b>
Individual 20 mins	<b>144.20 - 141.40 by DD</b>	<b>144.20 - 141.40 by DD</b>
Individual 30 mins	<b>216.30 - 212.10 by DD</b>	<b>216.30 - 212.10 by DD</b>
<b>School Transport</b>		
Concessions & Post 16 bus pass		
per term	<b>146.90</b>	<b>149.80</b>
half term	<b>73.30</b>	<b>74.75</b>
year	<b>398.80</b>	<b>406.80</b>
Replacement Bus Pass	<b>tour operators charge plus a handling fee of £10</b>	<b>tour operators charge plus a handling fee of £10</b>

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**Meeting:** Children's Services Overview and Scrutiny Committee

**Date:** 15 January 2013

**Subject:** Central Bedfordshire's Policy Principles for Pupil Place Planning in Schools and annual refresh of the Council's New School Places Programme 2013/14 – 2017/18

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

**Summary:** Attached at Appendix 1 is a report to be considered by the Council's Executive on 5 February 2013 which will inform the outcome of the consultation on the proposed Policy Principles for Pupil Place Planning in Schools and will seek their adoption. The report also outlines the annual refresh of the Council's rolling five year investment programme in new school places to fulfil the Council's statutory duty regarding sufficiency of school places and to implement the identified need in the previously published school organisation plan.

**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:

1. This programme reflects an estimated total capital investment in new school places commissioned within the period 2011/12 to 2018/19 of £101M. This is funded by developer contributions and Basic Need grant income from the Department for Education (DfE). The programme also reflects a significant capital contribution, on current planning assumptions, that the Council may be required to provide from its own resources of approximately £11.85M in 2015/16, although this may be offset by significant income in following years. Further detail on this forecast will be provided to Executive in March 2013.

2. A further report will be presented to Executive in March 2013, updated following the DfE announcement of basic need grant, expected to be made in January 2013. The report will also bring forward a number of specific commissioning proposals for approval and it will also provide clarity on cash flow within the programme and amendments that may be required to the Council's current Capital Programme.
3. The DfE allocations to the programme based on 2012/13 allocations, could amount to approx £4m per annum although the allocation methodology has been changed for 2013/14 onwards and the announcement was expected at the time of writing this report. A verbal update will therefore be given to Executive. This is in addition to the current S106 planning obligations summarised in the report. It is important that this is drawn together into a single capital pot in order to deliver the requirements of the Council over the next 5 years.

**Legal:**

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. In terms of new or expanded school or Academy provision, requirements of the decision making process include full public consultation. Details of options, processes and decision makers for commissioning new school places are set out in this report.
6. The main legislation governing school organisation is found in sections 7-32 of the Education and Inspections Act 2006, The School Organisation (Establishment and Discontinuance of Schools) (England Regulations 2007 and the School Organisation (Prescribed Alterations to Mainstream Schools) (England) Regulations 2007. This legislation relating to new school provision has most recently been amended by the Education Act 2011.

**Risk Management:**

7. This programme of commissioning new school places and related investment of capital implements the identified need in the annually refreshed school organisation plan and mitigates the risk on the Council of failing in its statutory duty to provide sufficient 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.
  - Non realisation of a reduction in programme costs.

8. Without a formal process of strategic planning in place there is a risk that the DfE will not approve future allocations of Basic Need Funding to the Council. There is also a risk that S106 monies will not be able to be properly planned in order to achieve the spend of funds in an appropriate and timely manner. This reinforces the importance of the Council adopting a new Development Strategy and Community Infrastructure Levy in 2014 to ensure that well designed appropriately located housing is supported by educational infrastructure.
9. The commissioning of each scheme identified within the programme will include risk assessment and management criteria to ensure these are clear to decision makers. Contract and construction risks will be overseen through the project management of the agreed projects.

**Staffing (including Trades Unions):**

10. Staff and Trades Unions will be consulted on any options proposed as a result of this programme where the Council is the decision maker. Where the Council is not the decision maker, Governing Bodies and Academy Trusts will make their own arrangements for consultation. These arrangements will not be subject to quality control by the Council although the Council may offer comment as a consultee.
11. Schools will have the support of the Council's Human Resources team in order to meet the Council's statutory responsibilities as employer where these are implicated throughout any change management process.
12. Both the Church of England and Roman Catholic Diocese have been informed of this programme and are represented by their Education Officers on the Children's Services Overview and Scrutiny Committee.
13. Whilst there are no immediate human resource implications for the Council resulting from this programme, there are issues which need to be considered both within Children's Services and corporately particularly in the Property and Assets Team in terms of the capacity to deliver. This is subject of a separate exercise which is currently considering the most effective procurement of programme management support for the delivery of the programme.

**Equalities/Human Rights:**

14. The commissioning and decision making processes set out within this report include an evaluation on a project by project basis of any equalities and human rights issues that might arise from proposals to expand existing or to create new schools.

**Public Health:**

15. Extended Services around School and Early Years settings will be further developed as a result of the growing 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. The Council has a statutory duty to consider community safety implications in undertaking its delivery of core services. The community safety impact and the opportunity to reduce crime and disorder, by working in partnership with schools, will be considered in conjunction with the Council's duty to secure sufficient and suitable school places to provide for 5 – 16 year old statutory aged children.

**Sustainability:**

18. 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 for each individual project within the programme. These measures would contribute to reduced running costs through better energy and resource efficiency, alongside creating a better learning environment for the pupils.

**Procurement:**

19. The programme of capital investment outlined in this report requires significant engagement with the Council's Procurement Team to ensure that value for money is secured and a range of potential procurement routes are considered, including the use of national frameworks that already exist and have been used on major capital projects in Central Bedfordshire including All Saints Academy, the University Technical College and the current Alternative Provision Free School scheme.

**RECOMMENDATION:**

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

Appendices:

Appendix 1 – Executive Report – Central Bedfordshire's Policy Principles for Pupil Place Planning in Schools and annual refresh of the Council's New School Places Programme 2013/14 – 2017/18

Appendix A – Central Bedfordshire Schools Organisation Plan

Appendix B - Responses to the consultation on the proposed Policy Principles for Pupil Place Planning in Schools **Note: This is not attached as it will be provided in a hard copy draft at the meeting as the consultation period for the Policy Principles for Pupil Place Planning in Schools will not expire until the 15 February 2013.**

Appendix C – Summary indicative programme New School Places 2012 - 2017



Appendix 1 - Draft

**Meeting:** Executive  
**Date:** 5th February 2013  
**Subject:** Central Bedfordshire's Policy Principles for Pupil Place Planning in Schools and annual refresh of the Council's New School Places Programme 2013/14 – 2017/18

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

**Summary:** The report informs the Council's Executive of the outcome of the consultation on the proposed Policy Principles for Pupil Place Planning in Schools and seeks their adoption. The report also outlines the annual refresh of the Council's rolling five year investment programme in new school places to fulfil the Council's statutory duty regarding sufficiency of school places and to implement the identified need in the previously published school organisation plan.

**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:**

1. This programme reflects an estimated total capital investment in new school places commissioned within the period 2011/12 to 2018/19 of £101M. This is funded by developer contributions and Basic Need grant income from the Department for Education (DfE). The programme also reflects a significant capital contribution, on current planning assumptions, that the Council may be required to provide from its own resources of approximately £11.85M in 2015/16, although this may be offset by significant income in following years. Further detail on this forecast will be provided to Executive in March 2013.
2. A further report will be presented to Executive in March 2013, updated following the DfE announcement of basic need grant, expected to be made in January 2013. The report will also bring forward a number of specific commissioning proposals for approval and it will also provide clarity on cashflow within the programme and amendments that may be required to the Council's current Capital Programme.

3. The DfE allocations to the programme based on 2012/13 allocations, could amount to approx £4m per annum although the allocation methodology has been changed for 2013/14 onwards and the announcement was expected at the time of writing this report. A verbal update will therefore be given to Executive. This is in addition to the current S106 planning obligations summarised in the report. It is important that this is drawn together into a single capital pot in order to deliver the requirements of the Council over the next 5 years.

**Legal:**

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. In terms of new or expanded school or Academy provision, requirements of the decision making process include full public consultation. Details of options, processes and decision makers for commissioning new school places are set out in this report.
6. The main legislation governing school organisation is found in sections 7-32 of the Education and Inspections Act 2006, The School Organisation (Establishment and Discontinuance of Schools) (England Regulations 2007 and the School Organisation (Prescribed Alterations to Mainstream Schools) (England) Regulations 2007. This legislation relating to new school provision has most recently been amended by the Education Act 2011.

**Risk Management:**

7. This programme of commissioning new school places and related investment of capital, implements the identified need in the annually refreshed school organisation plan (see appendix A) and mitigates the risk on the Council of failing in its statutory duty to provide sufficient 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.
  - Non realisation of a reduction in programme costs.
8. Without a formal process of strategic planning in place there is a risk that the DfE will not approve future allocations of Basic Need Funding to the Council. There is also a risk that S106 monies will not be able to be properly planned in order to achieve the spend of funds in an appropriate and timely manner. This reinforces the importance of the Council adopting a new Development Strategy and Community Infrastructure Levy in 2014 to ensure that well designed appropriately located housing is supported by educational infrastructure.
9. The commissioning of each scheme identified within the programme will include risk assessment and management criteria to ensure these are clear to decision makers. Contract and construction risks will be overseen through the project management of the agreed projects.

**Staffing (including Trades Unions):**

10. Staff and Trades Unions will be consulted on any options proposed as a result of this programme where the Council is the decision maker. Where the Council is not the decision maker, Governing Bodies and Academy Trusts will make their own arrangements for consultation. These arrangements will not be subject to quality control by the Council although the Council may offer comment as a consultee.
11. Schools will have the support of the Council's Human Resources team in order to meet the Council's statutory responsibilities as employer where these are implicated throughout any change management process .
12. Both the Church of England and Roman Catholic Diocese have been informed of this programme and are represented by their Education Officers on the Children's Services Overview and Scrutiny Committee.
13. Whilst there are no immediate human resource implications for the Council resulting from this programme, there are issues which need to be considered both within Children's Services and corporately particularly in the Property and Assets Team in terms of the capacity to deliver. This is subject of a separate exercise which is currently considering the most effective procurement of programme management support for the delivery of the programme.

**Equalities/Human Rights:**

14. The commissioning and decision making processes set out within this report include an evaluation on a project by project basis of any equalities and human rights issues that might arise from proposals to expand existing or to create new schools.

**Public Health:**

15. Extended Services around School and Early Years settings will be further developed as a result of the growing 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. The Council has a statutory duty to consider community safety implications in undertaking its delivery of core services. The community safety impact and the opportunity to reduce crime and disorder, by working in partnership with schools, will be considered in conjunction with the Council's duty to secure sufficient and suitable school places to provide for 5 – 16 year old statutory aged children.

**Sustainability:**

18. 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 for each individual project within the programme. These measures would contribute to reduced running costs through better energy and resource efficiency, alongside creating a better learning environment for the pupils.

**Procurement:**

19. The programme of capital investment outlined in this report requires significant engagement with the Council's Procurement Team to ensure that value for money is secured and a range of potential procurement routes are considered, including the use of national frameworks that already exist and have been used on major capital projects in Central Bedfordshire including All Saints Academy, the University Technical College and the current Alternative Provision Free School scheme.

**Overview and Scrutiny:**

20. The Children's Services Overview and Scrutiny Committee will consider this report at its meeting on 15 January 2013.

**RECOMMENDATIONS:**

**The Executive is asked to:**

1. **Consider the 2013 refresh of the Council's New School Places Programme and the scale of new places required for implementation in 2014 and 2015. Proposals for commissioning these new places will be brought to the Council's Executive in March 2013 for approval, and the report will also provide clarity on cashflow within the programme and amendments that may be required to the Council's current Capital Programme.**
2. **Consider the responses to the consultation of the proposed Policy Principles for Pupil Place Planning in Schools, as attached at Appendix B, and**
3. **Approve the Policy Principles for Pupil Place Planning in Schools, as attached at Appendix B, as the basis for the future development of commissioning options for New School Places in Central Bedfordshire.**

<i>Reason for Recommendations:</i>	<i>So that the Council can meet its statutory obligations for ensuring sufficient school places in Central Bedfordshire and apply a set of clear policy principles to its commissioning processes.</i>
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**Executive Summary**

21. This report provides the outcome of a consultation approved by the Council's Executive in December 2012 of nine key principles that will guide the development of options for commissioning new schools places in Central Bedfordshire. This report also provides a reminder of the Council's statutory obligations to ensure sufficient school places in Central Bedfordshire. It builds on the work undertaken within the previous year's school organisation plan, now updated, which identifies the demographic pressures that have an influence on the local supply of school places and the need for new provision in Central Bedfordshire.
22. The report summarises the processes of pupil place planning and the major influence of housing growth in Central Bedfordshire. The report explains the sources of capital at the Council's disposal for meeting the challenge of new places.
23. The Council's role as commissioner of new school places is explained as are the options for providing new places as expansions to existing schools or by establishing new stand alone provision. The Council's role as decision maker for some of these options is also clarified.
24. Design standards for new provision in Central Bedfordshire will be brought forward to the Council's Executive once the DfE has published long awaited guidance but the responsibility for procurement and for overseeing the delivery, review and refresh of the

programme are suggested within this report.

25. A summary of the refreshed indicative programme is provided as Appendix C to the report.

### **Introduction**

26. Section 14 of the Education Act 1996 placed a duty on Local Authorities 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 also gave Councils a strategic role as commissioners but not providers of school places to promote parental choice, diversity, high standards, the fulfillment of every child's educational potential and fair access to educational opportunity.
27. To fulfill these obligations the Council's first School Organisation Plan was published in September 2011, setting out the extent of provision and the challenges of local demographic change in the period 2011-16 arising from changes in birth rates, housing developments and proposals by neighbouring authorities. This Plan has now been updated and is attached in amended form as Appendix A.
28. The latest Official Statistical Release issued in January 2012 by the Department for Education provided national projections for the number of pupils in schools. In summary the findings were:
- Overall pupil numbers (aged up to and including 15) in state-funded schools began to increase in 2011 and are projected to continue.
  - Numbers in maintained nursery and state-funded primary schools started increasing in 2010 and are expected to continue rising. By 2020 numbers are projected to be 20% higher than in 2011, reaching levels last seen in the late 1970s.
  - By 2015, pupil numbers in maintained nursery and state-funded primary schools are projected to increase by 10%. The number of pupils aged 5 to 6 will increase by 10%. For pupils aged 7 to 10, an 9% increase is projected over the same period.
  - State-funded secondary school rolls of pupils aged under 16 have been in decline since 2004 and are expected to decline further until around 2016, when the increases in primary pupil numbers will start to flow through.
  - By 2015, state-funded secondary pupil numbers aged under 16 are expected to be five per cent lower than in 2011.
  - State-funded secondary pupil numbers aged 16 and over have risen every year since the mid 1990s. By 2013 (the latest year for which data is available) they are projected to be around 8000 higher than in 2011.
29. In Central Bedfordshire this national picture in changing birth rate feeding into the education system is mirrored, although the impact of growth in the numbers of households is the predominant factor that will drive the demand for new school places in a number of specific locations and at all phases across the Council's area.
30. An average of 2,100 new homes are expected to be completed each year over the next five years in Central Bedfordshire. Therefore, the forecasts of growth in pupil numbers in Central Bedfordshire show an increase in numbers each year both as a result of the naturally changing demographics with an increase in pre-school numbers and the impact of the housing growth. At post 16, school populations are also increasing as a result of higher student numbers staying on into school based sixth forms.

### **School Places Planning and Capital funding**

31. The School Organisation Plan is subject to annual review and is refreshed with pupil level annual school census data, area health authority statistics on pre-school children, housing occupancy predictions and other influences on the local supply of school places across four planning areas which subdivide Central Bedfordshire. A map of these planning areas is provided in the School Organisation Plan.
32. The School Organisation Plan establishes a clear overview of the forecast change in pupil numbers over the next five years, and provides the basis for the development of a programme of capital investment in major projects which is represented by this report, to provide new school places in the areas of demand where new schools or significant expansions of existing schools are required.
33. The annual refresh and review of area health authority data also enables the assessment of demand in the pre-school population identifying temporary or more sustained increases in pupil numbers forecast to come through to specific schools.
34. Where there is a demand for additional places at any phase the Council utilises its rolling capital programme of temporary accommodation or applies developer contributions where appropriate in a range of minor capital projects typically with a value of less than £100k. This cyclical process of review, assess and invest in minor projects is outside the scope of this report.
35. Ongoing liaison meetings are held throughout the year between schools in each of the four planning areas with Children's Services staff, ensuring that there is an appropriate flow of information and opportunity to influence and develop options for managing growth. This regularly requires focussed discussions with individual schools via headteachers on options for local management of increasing pupil numbers. This will often involve families of schools and school Trusts that are actively working in partnership to achieve a common goal. Options can therefore be considered that ensure continuity of education provision 0-19 years.

### **Planning Obligations**

36. The School Organisation Plan is the Council's key evidence base for seeking developer contributions where new permanent school places (and sites) are required as a consequence of new housing developments. The Council has a presumption that developer contributions will be sought towards the cost of the new provision secured through planning agreements or unilateral undertakings under S106 of the Town and Country Planning Act 1990.
37. Over the next five years, based on current predictions of the rate of housing growth, Central Bedfordshire is expected to receive approximately £56M in S106 contributions towards the cost of major projects outlined in this report and commissioned in this period. In addition, the Council is expected to secure new sites or additional land to extend playing field provision in thirteen locations. Where education contributions are sought to expand existing schools the potential to address existing suitability issues and to simultaneously improve the design and layout of existing facilities is substantial.
38. The approach to negotiation and calculation of contribution, based on the expected pupil product from new housing is outlined in the Council's Planning Obligations Supplementary Planning Documents. A pupil yield of *4 children per year group per 100 houses* is assumed as the broad basis for assessing contributions. The resulting pupil product is multiplied by a DfE cost multiplier per pupil place for new build at specific phases, with a weighting for local build costs in our area, to give the total contribution.

39. It should be noted that Section106 (S106) income cannot be relied upon to cover the full capital cost of new provision. This is for a number of reasons including:
- the DfE cost multipliers used in Central Bedfordshire are based on part primary school and part secondary, there are no specific DfE figures for middle schools.
  - the DfE multipliers are now a couple of years out of date although they are the best we can use as an objective measure.
  - they are also based on average costs and therefore exclude any abnormalities or other extraneous factors
  - the requested S106 is based on the actual numbers that would be expected from a development, which rarely reflects the equivalent of a school in organisational terms i.e 4FE Middle (480 places) reflecting an additional cost over and above the figures derived from the development itself (400 places)
  - the S106 when negotiated, is based on "current" figures, although these would be expected to be linked to an appropriate index in order to inflation proof them.
40. Planning obligations are sought for mainstream education, early years education and childcare and Children's Centres where evidence can show additional demand, above current capacity or sufficiency of provision, as a result of new housing. These obligations are established through binding legal agreements between developers and the Council.
41. The Council's robust internal process for monitoring and spending planning obligations is set out in Planning Obligations Guidance, published by the Council. To enable the Council to continue to receive developer contributions for new infrastructure, a Community Infrastructure Levy is to be adopted by the Council in April 2014, supporting the Council's new Development Strategy which is to be adopted in February 2014. The potential for educational infrastructure can be seen in new schools funded in recent years at Fairfield Lower School, now undergoing further enlargement, and the relocated and enlarged Roecroft Lower School.

### **Government Grant**

42. In recent years the DfE has made annual allocations of Basic Need grant to Councils to support the capital requirement for providing new pupil places at any publicly funded schools, including voluntary-aided schools and academies (including at existing or new Free Schools) where they face pressures caused by demographic growth. Announcements have usually been made in the autumn each year although for 2013/14 the announcement will not be made until January 2013 and may cover multiple years.
43. In 2011-12, the allocation to Central Bedfordshire of £9.8M was based entirely on pupil growth as forecast in the 2010 School Capacity collection, an annual return made by the Council to the DfE. £2M of this income was allocated as a contribution towards the project budget to build a new, enlarged Roecroft Lower School in Stotfold, required as a result of local demographic growth, freeing the Council from a previous commitment to fund the contribution from its own resources in 2011/12.
44. In November 2011 a further £730k was allocated to Central Bedfordshire as one of a number of Local Authorities expected to experience the greatest need in managing the shortfall in pupil places.

45. For 2012-13, the allocation to Central Bedfordshire was a reduced sum of £5.8M based on a new methodology including elements of both predicted growth and calculated shortfall against capacity. The DfE are currently further reviewing this allocation methodology for 2013/14 onwards but based on current allocations, and extended across the five year span of this report also beyond the current Spending Review Period, Central Bedfordshire could expect to receive £37M in Basic Need grant. The 2013/14 allocation is expected to be announced by the DfE in January 2013 and the Executive will therefore receive a verbal update at its February 2013 meeting.
46. Aside from Basic Need, Central Government only now provides capital to address priority condition related issues in schools. Schools Capital Maintenance for Community, Voluntary Controlled, Foundation and Trust schools is allocated to the Council on an annual basis with Voluntary Aided schools and Academies funded through separate mechanisms.

### **Other capital funding sources**

47. The allocations by Central Government of devolved formula capital to schools has reduced very considerably, by approximately 80% over the past year, largely removing the potential for schools to invest in additional accommodation where they may previously have chosen to do so. This capital funding will however enable schools to make purchases of ICT equipment and to address priority maintenance and health and safety issues but realistically nothing more.
48. Those Academies which are currently considering options for the investment of considerable revenue funding that they have been allocated under the current Academy funding regime have indicated a willingness to work with the Council to consider options for expenditure, including alignment with the projects that are represented by this report.
49. The Council ultimately holds the statutory obligation to provide sufficient school places and may need to make resources available from its own capital programme if project costs cannot be held within the overall budget as summarised in this report. Potential mitigations are outlined later in this report, as are the range of assumptions built into the summarised indicative programme set out in Appendix C.
50. The day to day running costs of new and expanded provision is met through separate revenue funding which is made available to each school as part of the dedicated schools grant.

### **Early Years Education and Childcare**

51. The Childcare Act 2006 places a duty on Councils to secure sufficient childcare in its area, for parents who need it to access training, study or work, for children 0-14 years old, up to 18 for children with a disability. Fulfilment of this duty is overseen by Children's Services staff through a Sufficiency Assessment undertaken every 3 years, most recently in March 2011. The current entitlement to free nursery and childcare places is to be extended for disadvantaged two year olds, to be introduced from September 2013 and expanded in 2014.
52. In December 2012 the DfE announced a capital grant of £349k for 2012/13 for Central Bedfordshire to assist with the costs of fulfilling this extended entitlement. Central Bedfordshire also requires developer contributions to be made towards new and expanded early years education and day care provision for 3+ year olds where housing development places additional demand in an area without surplus places.
53. The duty to secure sufficient childcare provision places the Council in the role of commissioner of these places. Provision in Central Bedfordshire is operated in a range of private, voluntary, independent and school settings.



54. Early Years Education and Childcare provision is currently outside of the scope of the major investment programme represented by this report but where capital finance is available, and sufficiency assessments support the need for new places, opportunities will be taken to provide early years facilities on school sites. For any project, on any scale of capital investment, officers will first of all consider how new provision will integrate with existing education provision, childcare services and other services for young children and their families.

#### **Post 16**

55. Local authorities have a duty under section 41 of the Apprenticeships, Skills, Children and Learning Act 2009 to "secure that enough suitable education and training is provided" to meet the needs of people in their area who are over compulsory school age but under 19. In commissioning these places the Council work with providers in the 14-19 Strategy Group including schools, FE colleges and other providers.
56. The Education Funding Agency (EFA) currently administers capital funding through an annual bidding process to create or expand accommodation for new learners aged 16 to 19 in local areas, arising from increases in the local population or increases in participation due to the engagement of young people who were not in education, employment or training (NEET). Academies, maintained schools and sixth form colleges are eligible for this funding which for 2012/13 provided a national budget of £44M.
57. From the summer of 2013 the Education and Skills Act 2008 places a duty on all young people to participate in education or training until the age of 17, rising to 18 from 2015. The EFA will therefore also consider exceptional cases in which demographic growth has resulted in overcrowding resulting from this pressure. Providers of post 16 accommodation for pupils with learning difficulties and/or disabilities who require local provision including that in further education colleges are also be eligible to bid for capital to support growth in local LLD/D provision.
58. Since 2012-13, the EFA have invited all Councils to identify the numbers of young people aged 16 to 19 in their areas that fit these definitions, and the most appropriate providers to accommodate predicted growth. Academies, sixth form colleges of which Central Bedfordshire does not have provision, and further education colleges are also able to submit independent proposals if they are not supported by local authorities.
59. Opportunities will be taken where they exist, to align required investment in Post 16 provision with investment within the New School Places programme on new or expanding school sites.

#### **Special School Provision**

60. The School Organisation Plan sets out the range of Special Schools within Central Bedfordshire and also specific settings within mainstream schools and Academies. The Council monitors demand for special school places in maintained and non-maintained settings in Central Bedfordshire and this process ensures that there continues to be sufficient and appropriate high quality places for all children requiring a special school place or additional support in a mainstreamed setting in Central Bedfordshire. Demographic change clearly also impacts on Special Educational Needs (SEN) provision and the supply and demand for places will continue to be a priority focus within the School Organisation Plan.

#### **Commissioners of places and option appraisals**

61. Central Bedfordshire is the strategic commissioner of school places, but is not the service provider, a role that fits with the increasing diversification and autonomy within the school system. New school places are provided either by expanding existing provision or by establishing new schools.
62. In many instances new school places are commissioned through expansion of existing catchment schools. This expansion may include additional sites and/or playing field provision, where it is required and can be secured, in addition to changes to the built form of the school.
63. The scale of population growth in Central Bedfordshire requires a significant number of new sites to be provided. Options for configuring provision on new sites can include the establishment of new schools, opportunities to enlarge and relocate existing schools, and can enable the expansion of successful and popular schools across both current and new sites.
64. The potential to expand existing successful and popular schools across two or more sites is not limited to those within the existing phase of the planned new provision and can offer opportunities for 5-13, 13-19 or “all through schools”, 3 – 19 if they develop through Trusts or Academies.
65. In December 2012 the Council’s Executive approved a consultation on nine key principles which it considers are critical in considering school organisation proposals and in achieving the Council’s Education Vision and key strategic priorities. Responses received are attached at Appendix B to this report, alongwith the final nine principles that if adopted will be applied through evaluation against all future commissions for new school places and will be reported to the Council’s Executive as and when decisions are required.
66. In evaluating options for sponsors of provision on new sites the Council will have regard if approved, to its Policy Principles and its statutory obligations to promote parental choice, diversity, high standards, the fulfilment of every child’s educational potential and fair access to educational opportunity.

### **Commissioning New Schools**

67. The Council, as the commissioner of school places, is able to propose, and is the decision maker for expansions to existing community, voluntary controlled, voluntary aided, foundation and trust schools. There are tensions in expanding popular and successful schools where new places are needed in the immediate area but where surplus places may also exist in other schools nearby. Where proposals are made to expand popular and successful schools the statutory guidance for decision makers is clear that there should be a presumption of approval.
68. Where the Council seeks to commission new school places by the expansion of an existing Academy, it will invite the Academy to publish proposals which are ultimately decided upon by the DfE.
69. Where the Council seeks to establish a new school, Section 6A of the Education and Inspections Act, inserted by the Education Act 2011, requires Local Authorities to seek proposals from promoters for the establishment of an Academy or Free School. The Secretary of State is the decision maker for any proposals received and in the absence of any coming forward from sponsors he may require the Council as the Local Authority, to hold a competition to establish providers of a new foundation or voluntary school.

70. However, it also still remains possible to establish voluntary schools outside of the Section 6A restrictions, without seeking Secretary of State's consent. This is possible where a voluntary proposer consults and publishes its proposals to establish a new school in furtherance of its objects. In this circumstance the Council is decision maker and the Secretary of State's approval is not required.
71. The Council is responsible for the commissioning of new school places, for commissioning early feasibility studies where required and for evaluating options for new provision. The Council must adhere to the legal processes set out in regulation and statutory guidance where the Local Authority is decision maker.
72. In commissioning new school places a report will be provided for approval to the Council's Executive on each of the projects outlined within the programme to provide a recommendation on the chosen option proposed to be taken forward in consultation i.e. expansion of a catchment school or Academy, expansion of an existing school or Academy to include a new site or the establishment of a new school.

A number of proposals will be brought forward to Executive in March 2013 where decisions are now required to progress with projects to commission new school places that require implementation by September 2014 and 2015.

### **Design standards & procurement**

73. The National independent Review of Education Capital, led by Sebastian James (Group Operations Director of Dixons Retail plc), was published by the Department for Education on 8 April 2011. It was asked to review, in the context of the Government's deficit reduction plans and emerging policy the Department's existing capital expenditure and make recommendations on the future delivery models for capital investment.
74. The recommendations arising from the review which were brought forward by the DfE in further consultations included the need to review the regulations and guidance on school premises. New school premises regulations have now been published but the essential guidance is still awaited.
75. When the guidance is published a further report will be provided to the Council's Executive.
76. The vast majority of maintained primary and secondary schools in England are built to the standards established by the non-statutory DfE Building Bulletin briefing standards 99 (BB 99) and Building Bulletin 98 (BB 98) introduced in 2004. In essence the publications give minimum sizes, types and number of spaces that should be provided in maintained schools.
77. In Central Bedfordshire these standards have been adapted to provide specific space and suitability standards for each phase in our three tier education system. They also support negotiations with developers which are currently based on the per pupil cost of new provision, based upon the appropriate Building Bulletin standards, which is the current regulatory guidance.
78. Suitability surveys have been conducted of all of our schools to determine how well the existing premises meet the needs of pupils, teachers and other users. The assessments concentrate mainly on the numbers and characteristics of each type of internal and external space. While there is no specific focus of Central Government grant to address these issues in isolation, where capital investment is planned for the expansion of existing schools the suitability of the current school is a key input to the process of defining a brief for feasibility studies to be undertaken.

79. Likewise where significant new education infrastructure is being planned, opportunities will be considered to join up with other services including leisure and those that provide other benefits to the wider community, where affordable. This will also include early years education and childcare provision where required and where funding is available. The development of new educational infrastructure will be supported by Central Bedfordshire's Design Guide, part of the current Local Development Framework which sets out the principles which contribute to good placemaking and sustainable development, within the context of creating a safe, accessible, attractive and healthy built environment. It also seeks to ensure that new development responds to the challenges, opportunities and character of its site and setting.
80. This need to integrate with local infrastructure planning is enabled through the work of the Place Making Board and supporting local groups and member advisory groups where detail on the planned programme to provide new school places is shared. The Council's Corporate Asset Management procedures also scrutinise investment proposals to ensure that they are technically deliverable, that the procurement routes to construction are appropriate and that opportunities to join up with other Council services have been considered.
81. Children's Services staff are responsible for guiding the early stage of each project with schools and sponsors through initial brief, feasibility and on to design ensuring that the scheme stays within its indicative budget but also remains focussed on providing the additional school places required.
82. The Council's Property and Assets Team support the process and have historically been primarily responsible for the procurement and project management of resulting contracts where the Council holds the responsibility for the build. Options are currently being developed to transfer the responsibility for procurement to schools and Academies where they are supported appropriately and are able to prove the ability and capacity to manage the contract.

### **Programme and governance**

83. Appendix C sets out a summary of the indicative programme of major schemes for new school places that are to be commissioned and constructed in the period 2012/13 to 2018/19. It indicates the location of required new or expanded provision, the scale of new places that each will provide and the current planned implementation date for each. It sets out the indicative budget for each scheme and sources of funding.
84. It is important to note that the programme does not illustrate the separate commissioning and legal processes outlined earlier in this report that are required to enable the expansion of existing schools or the establishment of new provision. Ideally these processes would be complete or at least running in parallel with the early feasibility work and complete by the time that detailed design work is underway.
85. The Council's New School Places programme was initially approved in March 2012 and its annual refresh has included a review of a range of assumptions including:
- the potential timing of commencement of development on current LDF sites i.e North Houghton Regis, as indicated in the Council's Draft Development Strategy
  - the rate of housing development in many areas, therefore the required date for the additional or new provision and the trigger points for s106 income
  - the continued level of Basic Need allocations as income to the Council
  - the need to integrate new schools with the existing pattern of provision, therefore the reference to new lower, middle, primary or secondary schools
  - the project costs, which are based on the additional/new floor areas required for the planned provision, including inflation, fees, furniture and equipment

86. The costs for each project are based on a typical floor area for the new or enlarged school, but feasibility studies have "fine tuned" these requirements on a number of projects where decisions for required commencement is approaching. The figures in the spreadsheet attached at Appendix C will also be refined through the design development process and fine-tuning of the actual requirements.
87. The costs are also based on stand-alone provision whereas many of the projects are integrating growth with existing and even where new standalone is indicated there would be benefits of scale and sharing of some costs where provision is linked i.e. 5-13, rather than separate lower and middle.
88. A key challenge at this point is the reduction of programme costs to minimise or remove the potential impact on the Council's inevitable requirement to contribute to any shortfall in funding.
89. Capital expenditure within the programme will be subject to the Council's Code of Financial Governance and approval for expenditure to commission early feasibility studies and design work for projects within this rolling programme will be sought from the Executive Member for Children's Services, in consultation with the Deputy Chief Executive/Director of Children's Services as per Sec 4.10.7 of the Council's constitution. Likewise, the tendering and approval process for awarding construction contracts will be in accordance with the Council's Code of Procurement Guidance and the thresholds indicated in section 5.1 of the Council's constitution.
90. Opportunities continue to be taken to capitalise salary costs wherever appropriate for those engaged directly in this programme.

### **Conclusion**

91. The planning and provision of new school places is one of the key challenges for the Council in managing growth effectively and providing quality infrastructure for its new and existing communities. This challenge must be managed in partnership with schools, many of which are now independent of the Council and with whom it shares a new relationship.
92. The planning, management and scrutiny arrangements outlined in this report will ensure the timely delivery of the programme, ensuring limited resources are targeted where most needed and allocated to ensure value for money, maximising opportunities to join up with other infrastructure planning where possible.
93. A further report will be made to the Council's Executive in March 2013 which will seek approval for detailed proposals for new places required for implementation in 2014 and 2015 and evaluated against the Policy Principles for Pupil Place Planning in Schools if adopted. The report will also provide clarity on cashflow within the programme and amendments that may be required to the Council's current Capital Programme.

### **Appendices:**

Appendix A – Central Bedfordshire's School Organisation Plan

Appendix B – Responses to the consultation on the proposed Policy Principles for Pupil Place Planning in Schools

Appendix C – Summary indicative programme New School Places 2012 – 2017

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A green circular logo with the text "Central Bedfordshire" in white, bold, sans-serif font.

**Central  
Bedfordshire**

A detailed map of Central Bedfordshire, England, showing various towns and villages. The council's boundary is highlighted in a light blue color. Major roads like the A1, A10, and A11 are visible. The map is overlaid with text and a logo.

# Central Bedfordshire Council

## School Organisation Plan

**2012 - 2017**

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## **PART 1: INTRODUCTION**

### 1. The Planning of School Places in Central Bedfordshire

Under Section 14 of the Education Act 1996 each Local Authority is required to ensure the provision of sufficient and suitable places for pupils within its area.

The Plan which follows is Central Bedfordshire Council's second School Organisation Plan (SOP) and covers the period 2012 to 2017. It sets out the current level of mainstream and special school provision across the Council and identifies those areas where change may be necessary over the next five years as a result of changing demography and new housing developments. It also builds on or reflects changes between the first plan and this updated plan. The time-frame covered by the plan is consistent with known pre-school data supplied by the respective health authorities. Whilst there is an approved Local Development Framework (LDF) covering the North of Central Bedfordshire, the Council is currently consulting on a new Core Strategy for the whole of Central Bedfordshire which will then cover the period to 2031 and which the Council aims to be able to formally adopt in early 2014. Consequently, there may be some emerging housing developments towards the end of this SOP period which have not been able to be taken into consideration. It should be noted that the current plan does not include reference to 0-4 year old provision (or nursery schools), which is subject to a separate sufficiency assessment and reporting process, nor Post 16 provision unless this is provided in a school sixth form setting.

No Authority can decide or propose strategic changes over the supply and organisation of school places without establishing a core set of key principles on which to base its actions or consideration of proposals by others. As a new Authority in 2009, the Council worked with its schools to produce its first Education Vision for Central Bedfordshire which was adopted by the Council's Executive in March 2010. This was subsequently reviewed in 2011 and a revised vision adopted by the Council in March 2012. The amended Vision is set out in Part 2 of the Plan.

The original Education Vision also proposed that a series of reviews of provision should take place across the Council commencing with Dunstable and Houghton Regis in 2010, followed by Leighton and Linslade, Biggleswade and Sandy and finally Rural Mid-Bedfordshire. A map of the review areas and the schools concerned is set out at Appendix A of this plan. Whilst the reviews have ceased for the reasons set out in the revised Vision, in order to provide more local granular data and provide a level of consistency with the first SOP and the Council's reporting processes to the department for Education, this school organisation plan is set out in these four Education Areas. Where appropriate, these are further broken down into Planning Areas based on the main Upper school which serves the particular area.

(Note: The development at Wixams is not currently included in the plan since it is assumed that pupils from the development will be catered for within the Bedford Borough group of schools.)

Part 3 of the Plan provides an overview of demographic change in pupil numbers in the Council's area with a commentary on the anticipated levels of extra housing during the period and highlights some of the specific issues expected to arise as a consequence.

## PART 2: EDUCATION VISION FOR CENTRAL BEDFORDSHIRE

### Summary

The first Education Vision for Central Bedfordshire was developed following extensive consultations with headteachers, chairs of governors, elected members and others. However, since that Education Vision and the four area reviews were agreed with schools, national and local education policies have radically changed following the May 2010 general election and local elections in May 2011. Indeed, on completion of the first of these four area reviews in June 2011, the Council stated its commitment to the new coalition government's education policy by encouraging schools to take advantage of the freedoms now available to them to seek structural changes themselves.

There is now a strong emphasis on autonomous schools taking increased responsibility for the development of local improvement capacity. The addition of Free Schools, University Technical Colleges (UTCs), Studio Schools, and Alternative Provision schools to the existing Academy designation and a dramatic acceleration in the conversion of schools to academy status has become a key national and local CBC policy. While it remains vital that the Council continues to review the impact of population growth on school provision, these changes have created a context where changes in school designation and organisation (and changes in school improvement functions) are swift, dramatic and are occurring simultaneously across Central Bedfordshire.

We want children and young people to enjoy their childhood and to have the best possible start in life. We want every child to do well at school, to make friends and to build strong relationships with their family. By the age of 19, as young adults, we want every young person to have the knowledge and skills and qualifications that will give them the best chance of success, so that they are prepared to take their place in society as a happy, healthy, contributing and confident citizen.

Following an analysis of the current context, amendments to the original key principles were approved. These amendments reflect changes in the role of the Council and of central government and also take account of the increased need for the Central Bedfordshire school system to be one in which all education partners work together to provide excellent learning for all our children and young people.

The revisions to the Education Vision are underpinned by the principle of schools working together in strong governed partnerships to improve outcomes for all young people from 0-19 by developing the best approaches within their community and family of schools. The approach is designed to put in place the conditions so that a good rate of educational progress will be maintained for young people, particularly at transition points between key stages and current phases of schooling.

The principles are:

- *That there is a need to raise standards and to improve outcomes for young people.*
- *That continuity of provision across the 0 to 19 age range creates a 'one phase' approach to learning.*
- *That schools should be based around communities and the needs of their learners.*
- *That what is best for children and families should be at the centre of any change.*
- *That as far as possible services should be commissioned and delivered locally.*
- *That new models of leadership and governance for schools are considered.*
- *That all partners will capture what is working well and publish this in ways that allow others to learn from the success.*

- That stakeholders will use this vision to inform the way they respond to changes in local and national educational policy contexts and set revised priorities.

In particular, the Education vision recommends the identification of local solutions driven by the principle of a one phase approach 0 to 19 with the Council as a commissioner of services. These local solutions will be developed by schools working together in strong partnerships to develop the best arrangements within their community and family of schools. Such partnerships should seek to remove barriers to progress and improvement, particularly at transition points between schools and key stages.

Realising the vision will require significant collaboration between schools to establish effective, partnerships which are driven by the need to improve outcomes and raise achievement for all young people within the community. Many schools have already carried out initial work to evaluate how well they are doing across their community and to identify what needs to improve and how this can be achieved together, including the identification of alternative solutions or forms of organisation.

A full copy of the 2012 Education Vision for Central Bedfordshire can be found at:

[http://www.centralbedfordshire.gov.uk/Images/Education%20Vision%20March%202012\\_tcm6-31059%5B1%5D\\_tcm6-30347.pdf](http://www.centralbedfordshire.gov.uk/Images/Education%20Vision%20March%202012_tcm6-31059%5B1%5D_tcm6-30347.pdf)

In particular in terms of School organisation, the Education Vision acknowledges that;

- There are a number of factors which have influenced the character of schools across the area. In supporting its schools, the Council also needs to take into account changing circumstances and will work in partnership with all schools, the local community, Dioceses and other interested parties when commissioning new provision within an area.
- The Council has confirmed its commitment to a comprehensive system of education as the best means of providing educational opportunities for all its pupils and recognises, supports and encourages the diverse range and ethos of comprehensive schools within the area.
- At present, the majority of schools are based on a three tier system of education
- The Council comprises only co-educational schools
- Schools will be encouraged to support, co-operate and partner with each other to sustain an efficient and effective system of education.

### **PART 3: DEMOGRAPHIC CHANGE AND SCHOOL PROVISION**

This part sets out by education areas, the expected changes in pupil numbers and compares these with school capacities to assess the extent to which surpluses or deficits exist. Where stated, these changes take into account the known or anticipated new housing developments within a given area. These are then assessed to indicate specific issues which are expected to arise over the plan period and action which is expected to need to be taken to ensure the continuing sufficiency of school places. This includes reference to where new schools (and sites) may be required to meet future need.

However, given the nature of the forecasts which are across the whole of the particular Planning area, there may be some cases where there will be a continuing surplus or shortfall in places at some individual schools although this may not be reflected across the wider area.

Where new permanent school places (and sites) are required as a consequence of new housing developments, the Council has a presumption that developer contributions will be sought towards the cost of the new provision secured through planning agreements under S106 of the Town and Country Planning Act 1990.

Thereafter, the Council may need to supplement these contributions from any capital funding it may receive from the Department for Education or make available from its own capital programme. The Plan will be used to prioritise where the funding will be required and this will form the basis of an annual School Places report to the Council. The day to day running costs will be met through separate revenue funding which is made available to each school.

As at January 2012, there were a total of 129 mainstream schools (excluding nurseries) catering for a school population of just under 39,000 pupils aged 4+ to 18+. Nationally, until recently there has been a decline in the primary school aged population which had begun to reflect in a falling secondary aged population as a result of natural changes in birth rates. This is also reflected in Central Bedfordshire where lower school numbers had been falling, but have now begun to rise, again in line with national expectations, as have middle and upper school numbers albeit more slowly.

Between January 2011 and January 2012, total pupil numbers rose overall by approx 1500 pupils (4%) aged 4 + to 18+, with the greatest rise in 4+ to 8+ aged pupils (4.25%) and at Post 16 (6%). However, Central Bedfordshire is also identified as a growth area in terms of housing with an average of 2,100 new homes expected to be completed each year over the next five years. In line with national trends and taking into account known housing allocations or commitments, total pupil numbers are expected to rise over the next five years by approximately 6,000 (15%) additional pupils to just under 45,000 pupils across all ages with the greatest rises in Lower School aged pupils of approximately 3,000 (20%) and Middle School aged pupils of approx 2,000 (21%) with smaller increases of about 5% in the Upper Schools within Central Bedfordshire. Hence, the forecasts in the plan show an increase in numbers each year both as a result of the naturally changing demographics with an increase in pre-school numbers and the impact of the housing growth. There is also reference to the need to plan for longer time frames since many of the proposed developments will span this and future school organisation plan periods.

The Raising Participation age will require all young people to remain in education or training up to the age of 17 from 2013 and to 18 from 2015. To qualify as education or training activity must be accredited and be for a minimum of 20 hours a week and will demand that the 12% of the Central Bedfordshire population of 17 and 18 year olds currently not in education or training are fruitfully and purposefully engaged. This will therefore be a major priority for providers and partners over the coming five years.

Appendix A illustrates the Education Areas mentioned earlier in this report and also records the status of each school.

A new UTC will open in the Dunstable and Houghton Regis area from September 2012. There are also proposals for an Alternative Provision Free school in Stotfold and for a new primary school in Aspley Heath to enter the system from September 2013. If approved, these will be reflected in the next revision of the Plan.

Note: in terms of the status of schools in the main body of the plan, these were correct as at 1<sup>st</sup> July 2012.

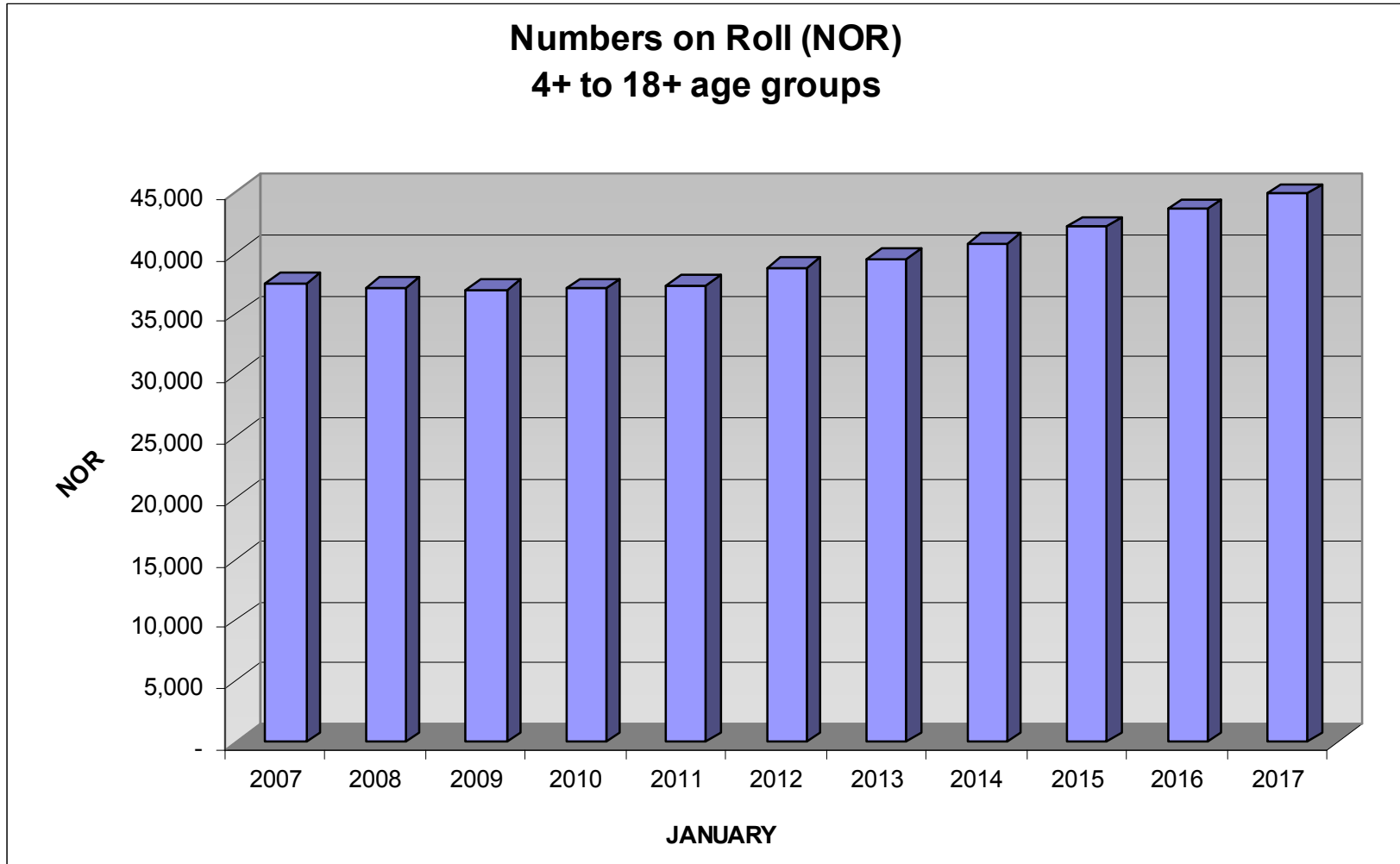
AUGUST 2012

If you have any queries on this plan, please contact:

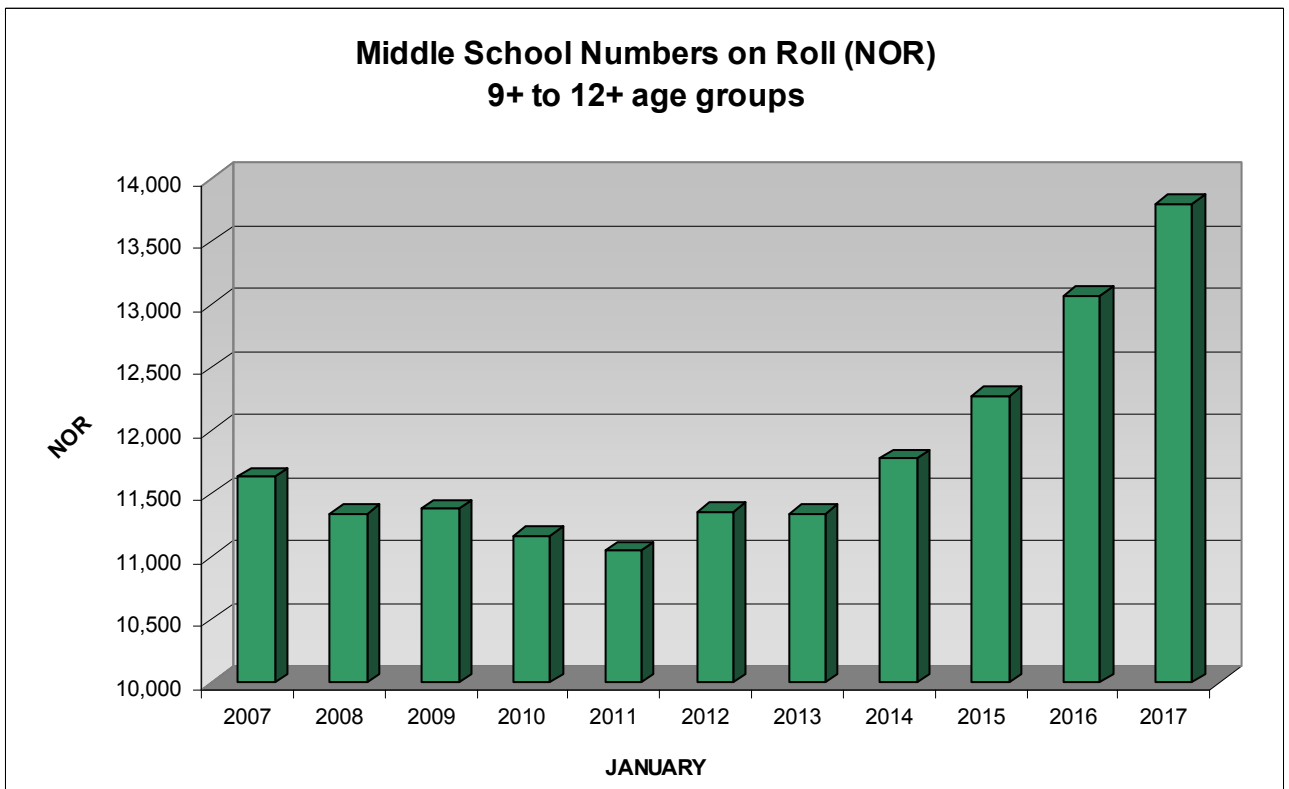
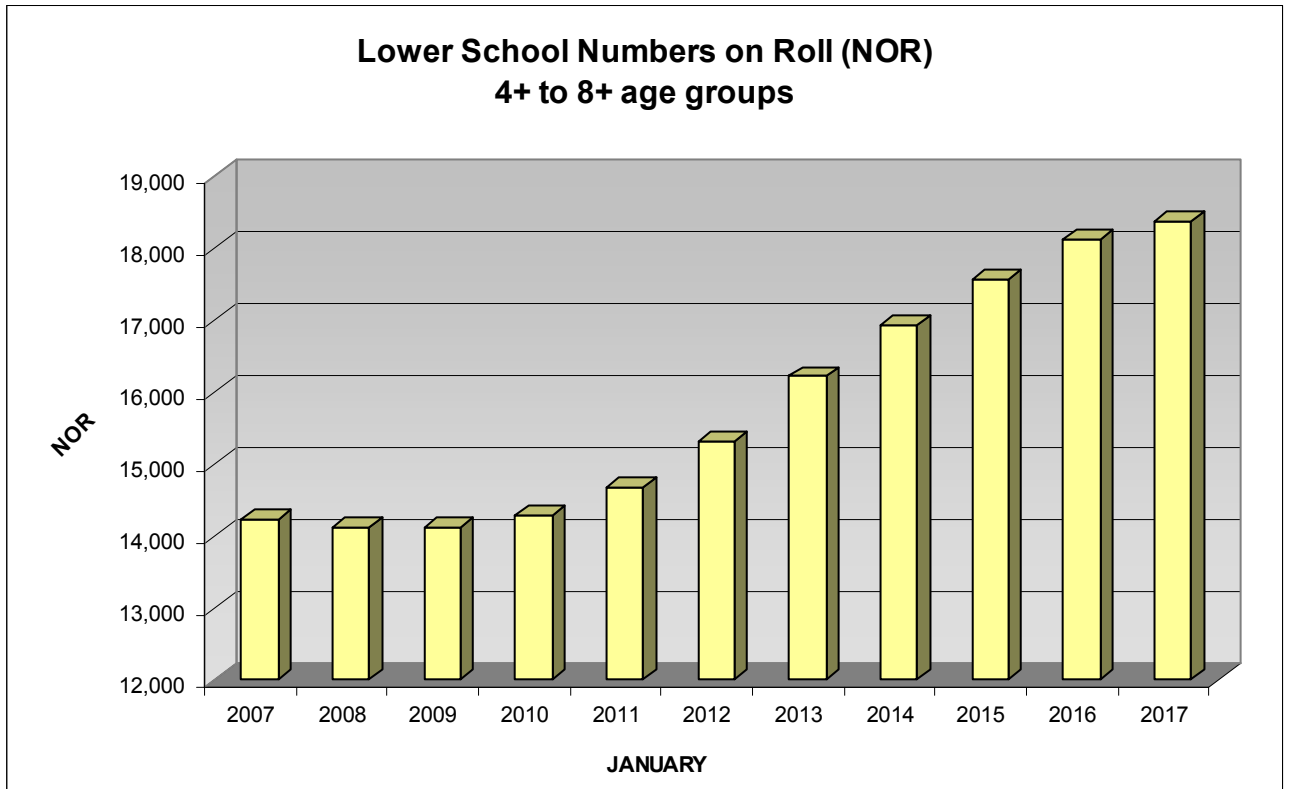
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**CENTRAL BEDFORDSHIRE ACTUAL AND ESTIMATED JANUARY SCHOOL POPULATION**

**4+ TO 18+**

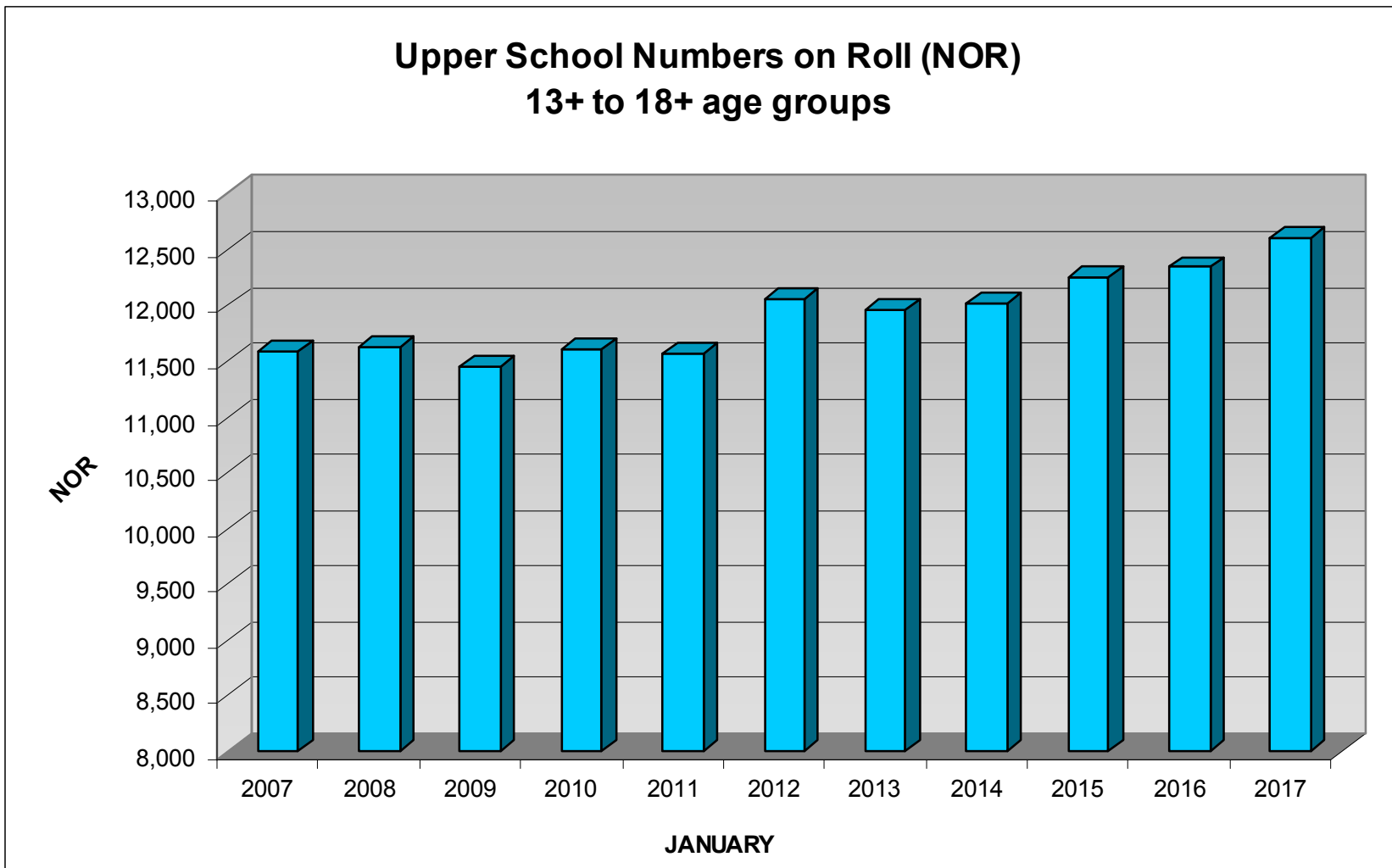


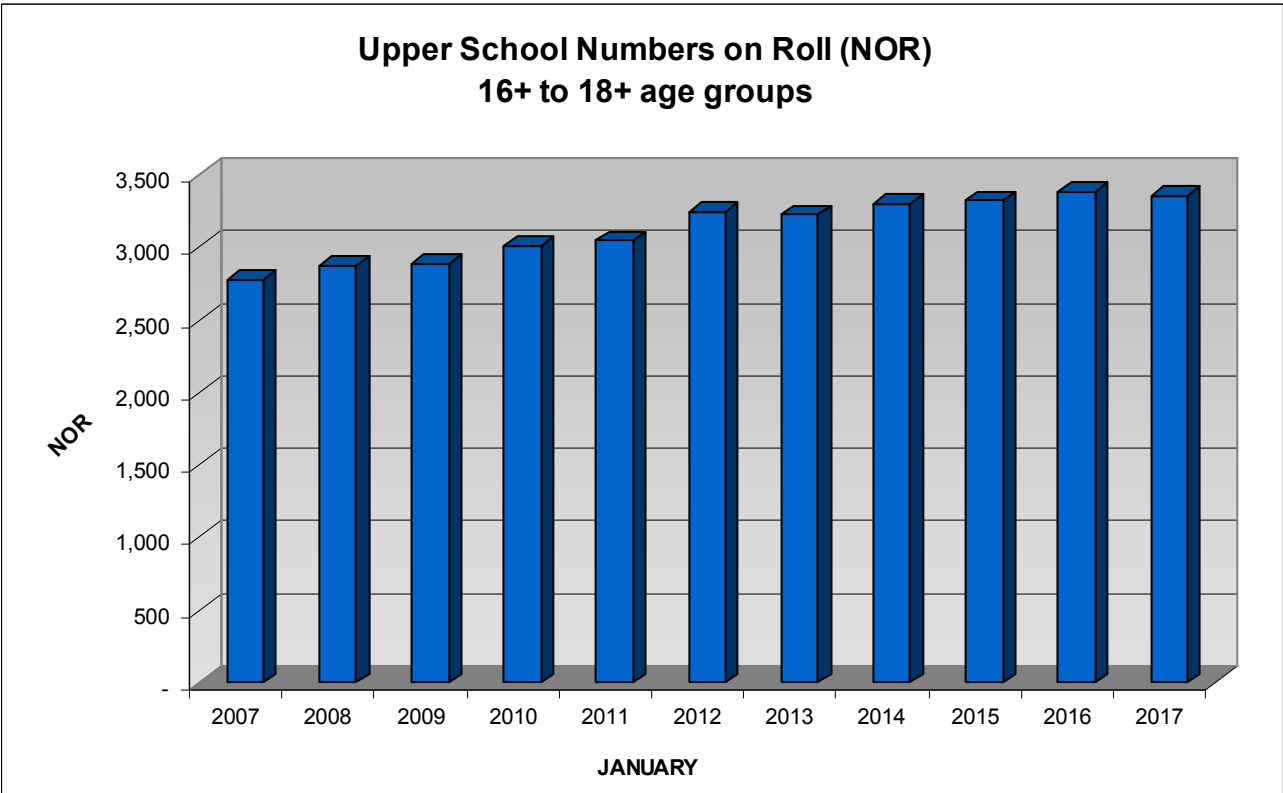
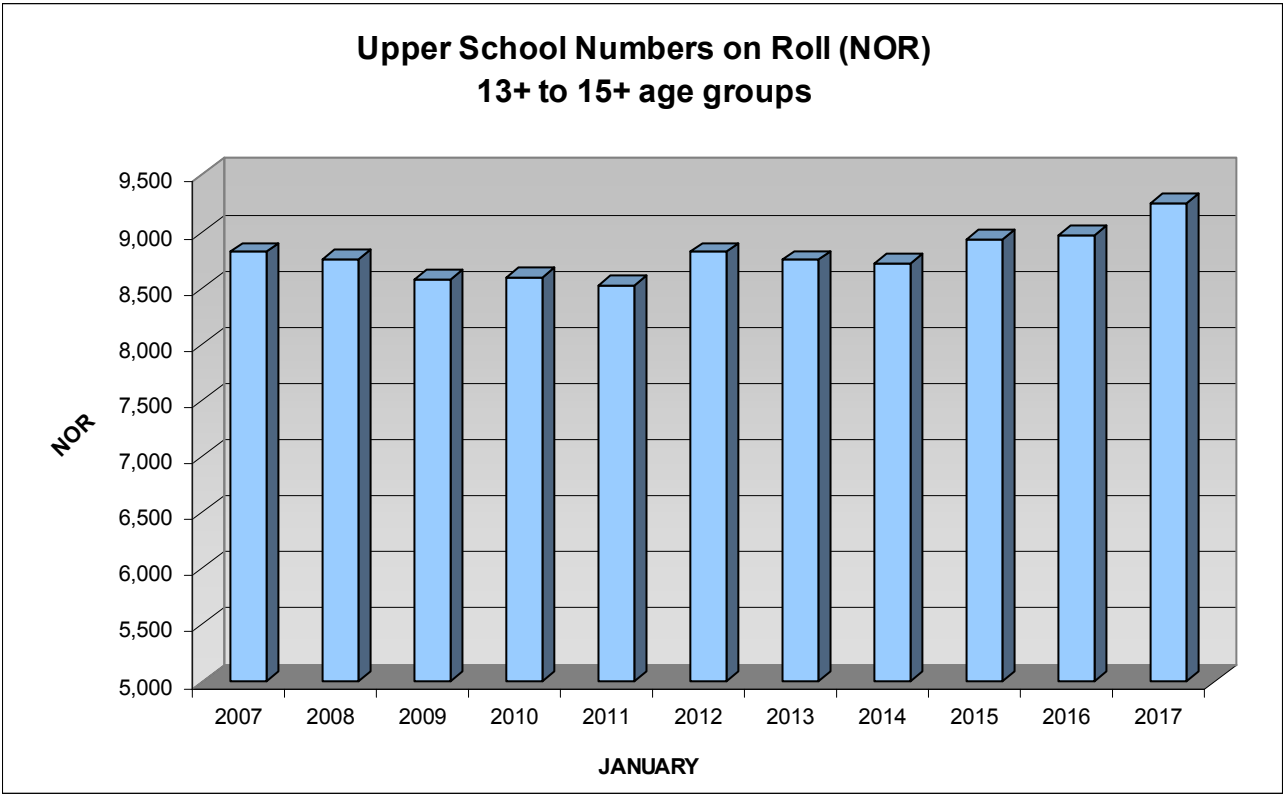
**4+ TO 8+ (LOWER) / 9+ TO 12+ (MIDDLE)**



CENTRAL BEDFORDSHIRE ACTUAL AND ESTIMATED JANUARY SCHOOL POPULATION

13+ TO 18+







# DEMOGRAPHIC INFORMATION FOR MAINSTREAM SCHOOLS – BY PLANNING AREA

## EDUCATION REVIEW AREA: DUNSTABLE & HOUGHTON REGIS

### PLANNING AREA: DUNSTABLE & HOUGHTON REGIS

Numbers on Roll (NOR) and Net Capacity Assessments (NCA) correct as at January 2012.

Status of School's (Sta): Community (C); Foundation (F); Voluntary Aided (VA); Voluntary Controlled (VC); Academy (A). Denominations of School's (Den): Church of England (CE); Roman Catholic (RC).

Figures exclude children attending Designated Nursery Units and Designated Special Units attached to School's.

School Name	Sta	Den	Age	NOR Jan 2012					Total	NCA	Surplus		
				4+	5+	6+	7+	8+			Places (NCA)	Places % (NOR)	
Ardley Hill Lower	A		4-9	35	51	43	47	39	215	300	85	28.33%	
Ashton St Peters VA Lower	VA	CE	4-9	29	30	30	33	31	153	150			
Beecroft Lower	C		4-9	55	48	41	48	54	246	300	54	18.00%	
Caddington Village School*	C		4-13	46	46	45	44	59	240	300	60	20.00%	
Downside Lower	C		4-9	15	19	27	19	16	96	150	54	36.00%	
Dunstable Icknield Lower*	C		4-9	54	59	54	49	47	263	300	37	12.33%	
Eaton Bray Academy	A		4-9	27	28	31	19	19	124	120			
Hadrian Academy	A		4-9	60	60	56	57	46	279	260			
Hawthorn Park Lower*	C		4-9	55	48	64	59	41	267	300	33	11.00%	
Houghton Regis Lower*	C		4-9	34	42	38	30	38	182	225	43	19.11%	
Kensworth VC Lower	VC	CE	4-9	8	12	12	13	6	51	75	24	32.00%	
Lancot Lower*	C		4-9	56	61	60	57	52	286	300	14	4.67%	
Lark Rise Academy*	A		4-9	45	45	45	45	40	220	225	5	2.22%	
Slip End Lower	C		4-9	22	15	20	14	11	82	110	28	25.45%	
St Christopher's Lower	A		4-9	45	45	44	38	39	211	225	14	6.22%	
St Mary's RC Lower (Caddington)*	VA	RC	4-9	29	30	28	24	21	132	134	2	1.49%	
St Vincent's RC Lower*	VA	RC	4-11	30	30	30	29	30	149	150	1	0.67%	
Studham VC Lower	VC	CE	4-9	13	8	6	8	8	43	75	32	42.67%	
Thomas Whitehead Lower*	VA	CE	4-9	45	37	41	34	37	194	210	16	7.62%	
Thornhill Lower*	C		4-9	19	34	19	25	32	129	180	51	28.33%	
Tithe Farm Lower*	C		4-9	30	31	32	30	27	150	240	90	37.50%	
Totternhoe Lower	C		4-9	15	8	10	9	15	57	145	88	60.69%	
Watling Lower	C		4-9	35	27	27	31	37	157	225	68	30.22%	
				<b>Totals</b>	<b>802</b>	<b>814</b>	<b>803</b>	<b>762</b>	<b>745</b>	<b>3926</b>	<b>4699</b>	<b>799</b>	<b>17.00%</b>
* Designated Nursery Unit attached to School													
			<b>Lower Forecast Totals</b>	<b>4+</b>	<b>5+</b>	<b>6+</b>	<b>7+</b>	<b>8+</b>	<b>Total</b>		<b>Surplus</b>	<b>Surplus</b>	
											<b>Places (NCA)</b>	<b>Places %</b>	
											<b>NOR)</b>		
				<b>2013</b>	882	900	833	826	781	<b>4222</b>		477	10.15%
				<b>2014</b>	955	890	908	841	834	<b>4428</b>		271	5.77%
				<b>2015</b>	974	967	902	920	853	<b>4616</b>		83	1.77%
				<b>2016</b>	972	998	991	926	944	<b>4831</b>			
				<b>2017</b>	988	988	1014	1007	942	<b>4939</b>			

**MIDDLE**

DFE No.	School Name	Sta	Den	Age	NOR Jan 2012					Total	NCA	Surplus	
					9+	10+	11+	12+	Places (NCA- Places % NOR)			Places %	
5410	Ashton VA Middle	VA	CE	9-13	135	152	140	153	580	620	40	6.45%	
4046	Brewers Hill Middle	C		9-13	45	27	65	53	190	480	290	60.42%	
3353	Caddington Village School	C		4-13	59	63	71	56	249	300	51	17.00%	
4088	Kings Houghton Middle	C		9-13	115	109	109	109	442	480	38	7.92%	
4056	Mill Vale Middle	C		9-13	98	98	110	90	396	563	167	29.66%	
4007	Priority Academy	A		9-13	122	120	109	121	472	492	20	4.07%	
3348	St Vincent's RC Lower	VA	RC	4-11	30	21			51	60	9	15.00%	
4093	Streetfield Middle	C		9-13	85	112	80	107	384	515	131	25.44%	
<b>Totals</b>					<b>689</b>	<b>702</b>	<b>684</b>	<b>689</b>	<b>2764</b>	<b>3510</b>	<b>746</b>	<b>21.25%</b>	
<b>Middle Forecast Totals</b>					<b>9+</b>	<b>10+</b>	<b>11+</b>	<b>12+</b>	<b>Total</b>	<b>Surplus Places (NCA- Places % NOR)</b>			
					<b>2013</b>	732	713	704	710	<b>2859</b>	651	18.55%	
					<b>2014</b>	744	740	690	712	<b>2886</b>	624	17.78%	
					<b>2015</b>	800	756	721	702	<b>2979</b>	531	15.13%	
					<b>2016</b>	828	824	751	745	<b>3148</b>	362	10.31%	
					<b>2017</b>	907	844	810	767	<b>3328</b>	182	5.19%	

DFE No.	School Name	Sta	Den	Age	NOR Jan 2012						Total	NCA	Surplus	
					13+	14+	15+	16+	17+	18+			Places (NCA- Places % NOR)	Places %
6905	All Saints Academy Dunstable**	A		13-18	113	157	140	42	31	8	491	800	309	38.63%
5401	Manshead Upper	VA	CE	13-18	260	269	261	156	119	18	1083	1083		
5400	Queensbury Upper	F		13-18	231	253	285	167	116	17	1069	1252	183	14.62%
<b>Totals</b>					<b>604</b>	<b>679</b>	<b>686</b>	<b>365</b>	<b>266</b>	<b>43</b>	<b>2643</b>	<b>3135</b>	<b>492</b>	<b>15.69%</b>
<b>Upper Forecast Totals</b>					<b>13+</b>	<b>14+</b>	<b>15+</b>	<b>16+</b>	<b>17+</b>	<b>18+</b>	<b>Total</b>	<b>Surplus Places (NCA- Places % NOR)</b>		
					<b>2013</b>	668	629	708	385	329	<b>2719</b>	416	13.27%	
					<b>2014</b>	645	676	637	382	319	<b>2659</b>	476	15.18%	
					<b>2015</b>	660	657	688	357	316	<b>2678</b>	457	14.58%	
					<b>2016</b>	666	684	681	390	297	<b>2718</b>	417	13.30%	
					<b>2017</b>	690	682	700	384	317	<b>2773</b>	362	11.55%	

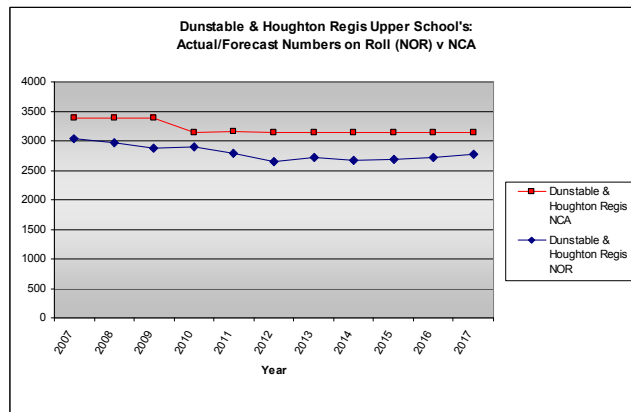
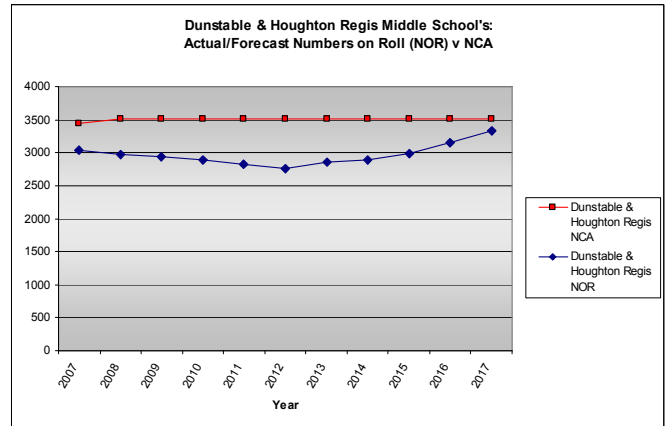
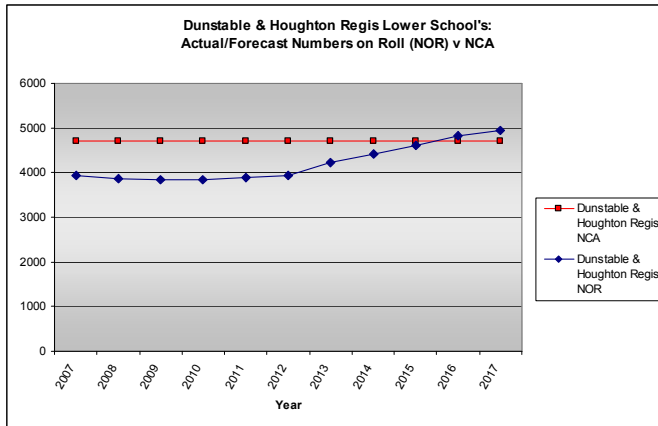
\*\* NCA based on size of School pending completion of proposed alteration works

**AREA CONCLUSIONS**

EDUCATION REVIEW AREA: DUNSTABLE & HOUGHTON REGIS

PLANNING AREA: DUNSTABLE & HOUGHTON REGIS

TYPE OF SYSTEM: THREE-TIER



**HOUSING:**

There is a housing allocation of approximately **1,800** new dwellings for the period up to **2017** for the Dunstable & Houghton Regis area. 700 of these dwellings will be provided as part of the North Houghton Regis Urban Extension and a further 1,100 will be provided through existing commitments and allocated sites across the wider Dunstable & Houghton Regis area.

Beyond 2017, an additional 5,230 dwellings will be provided up to the end of the plan period to 2026. 3,150 of these dwellings will be provided by the North Houghton Regis Urban Extension and 1,900 by the proposed North Luton Urban Extension. The remaining 180 will be provided through existing commitments and allocated sites across the wider Dunstable & Houghton Regis area. These dwellings are **not** included in the pupil forecasts so will be in addition to growth accounted for by the figures in this planning document.

The remaining 1,750 and 1,000 dwellings within the North Houghton Regis, and North Luton Urban Extensions respectively will be built out up to 2031. North Houghton Regis and North Luton Urban Extensions have potential for extra capacity beyond 2031 – 1400 additional dwellings in North Houghton Regis and North of Luton a potential extra 1100 dwellings. These dwellings are **not** included in the pupil forecasts so will be in addition to growth accounted for by the figures in this planning document.

**SPECIFIC ISSUES:**

Changes have been agreed (and further changes proposed) to the pattern of provision at a number of schools across the Dunstable and Houghton Regis area. In particular, 4 of the Houghton Regis Lower schools; Hawthorn Park, Tithe Farm, Thornhill and Thomas Whitehead will become primary schools with effect from September 2013 and Houghton Regis Lower has just commenced consultation on a similar proposal. A further 4 schools; Mill Vale Middle, St Christophers, Hadrian and Eaton Bray Lower schools have recently completed consultation on proposals to become primary schools and a decision on these is awaited from the Secretary of State. All Saints Academy has recently been approved to change its age range from 13-18 to become 11-18 and further proposals are expected to come forward in

2012 from other Upper or Middle schools to effect changes to their age ranges. Separately, a new University Technical College (UTC) will become operational with effect from September 2012 catering for approx 600 students aged 14-19 on the former Kingsland school site in Houghton Regis.

At this stage, the Plan reflects the current age ranges of these schools and the proposed changes will be reflected in the next revision to the plan once final decisions on some of these key changes are known and a full assessment can be undertaken of the impact of these changes.

Currently, the additional need for places generated by the existing commitments and allocated sites (1100 dwellings) will be expected to be met through use of existing capacity supplemented where necessary by the expansion of existing schools.

The North Houghton Regis urban extension will require new school provision to be secured as part of the development. Overall, this will be expected to generate a requirement for an additional 9/10 Forms of entry (270/300 extra pupil places per age group) to meet the demand from the whole 7,000 dwellings over the period to 2031. This is the equivalent of 4 new primary schools, and extensions to proposed secondary schools, although the exact timing and final form of provision will need to be subject to further analysis in order to match the anticipated rate of development.

The proposed North Luton Urban extension will also require new school provision to be secured as part of the development. Overall, in the long term this will be expected to generate a requirement for an additional 5/6 Forms of entry (160/180 extra pupil places per age group) to meet the demand from the whole 4,000 dwellings over the lifetime of the development. The exact timing and final form of provision will need to be subject to further analysis in order to match the anticipated rate of development. Additionally, given its location, discussion should take place with neighbouring Authority Luton to consider how best this new provision might be configured.

## EDUCATION REVIEW AREA: LEIGHTON BUZZARD & LINSLADE

### PLANNING AREA: LEIGHTON BUZZARD & LINSLADE

Numbers on Roll (NOR) and Net Capacity Assessments (NCA) correct as at January 2012.

Status of School's (Sta): Community (C); Foundation (F); Voluntary Aided (VA); Voluntary Controlled (VC); Academy (A). Denominations of School's (Den): Church of England (CE); Roman Catholic (RC).  
 Figures exclude children attending Designated Nursery Units and Designated Special Units attached to School's.

LOWER														
DfE No.	School Name	Sta	Den	Age	NOR Jan 2012					Total	NCA	Surplus Places (NCA- Places % NOR)	Surplus Places %	
					4+	5+	6+	7+	8+					
2002	Aspley Guise Lower	C		4-9	26	28	28	28	23	133	135	2	1.48%	
2067	Beaudesert Lower	C		4-9	58	48	46	44	38	234	276	42	15.22%	
2201	Clipstone Brook Lower*	C		4-9	43	39	34	34	28	178	225	47	20.89%	
2189	Doverly Down Lower	C		4-9	30	30	30	30	29	149	150	1	0.67%	
2289	Greenleas Lower*	C		4-9	60	57	57	54	54	282	285	3	1.05%	
2184	Heathwood Lower	C		4-9	31	29	31	28	23	142	150	8	5.33%	
2218	Hockliffe Lower	C		4-9	9	10	15	15	8	57	75	18	24.00%	
2059	Husborne Crawley Lower	C		4-9	8	12	9	12	11	52	60	8	13.33%	
2177	Leedon Lower	C		4-9	60	58	57	57	50	282	300	18	6.00%	
2188	Linslade Lower*	C		4-9	45	45	44	38	44	216	225	9	4.00%	
2176	Mary Bassett Lower	C		4-9	59	47	30	24	20	180	150			
3313	Pulford VA Lower	VA	CE	4-9	31	30	30	28	29	148	150	2	1.33%	
2118	Ridgmont Lower	C		4-9	9	10	5	2	6	32	75	43	57.33%	
2203	Southcott Lower	C		4-9	68	59	60	54	58	299	300	1	0.33%	
2069	St George's Lower	C		4-9	16	11	15	14	9	65	150	85	56.67%	
3310	St Leonard's VA Lower	VA	CE	4-9	22	23	22	16	19	102	110	8	7.27%	
2125	Stanbridge Lower	C		4-9	21	25	13	13	19	91	117	26	22.22%	
2003	Swallowfield Lower	C		4-9	56	59	59	52	58	284	287	3	1.05%	
2143	Woburn Lower	C		4-9	11	12	9	4	8	44	60	16	26.67%	
				<b>Totals</b>	<b>663</b>	<b>632</b>	<b>594</b>	<b>547</b>	<b>534</b>	<b>2970</b>	<b>3280</b>	<b>340</b>	<b>10.37%</b>	
* Designated Nursery Unit attached to School														
				<b>Lower Forecast Totals</b>	<b>4+</b>	<b>5+</b>	<b>6+</b>	<b>7+</b>	<b>8+</b>	<b>Total</b>		<b>Surplus Places (NCA- Places % NOR)</b>	<b>Surplus Places %</b>	
					<b>2013</b>	636	684	649	611	571	<b>3152</b>		128	3.91%
					<b>2014</b>	642	648	696	661	623	<b>3270</b>		10	0.30%
					<b>2015</b>	761	659	665	713	678	<b>3477</b>			
					<b>2016</b>	719	788	686	692	740	<b>3624</b>			
					<b>2017</b>	737	737	806	704	710	<b>3696</b>			

<b>MIDDLE</b>												
DFE No.	School Name	Sta	Den	Age	NOR Jan 2012				Total	NCA	Surplus	
					9+	10+	11+	12+			Places (NCA- Places % NOR)	Places %
4038	Brooklands School	A		9-13	67	58	64	72	261	600	339	56.50%
4043	Fulbrook Middle	A		9-13	105	102	83	68	358	440	82	18.64%
4073	Gilbert Inglefield Middle	A		9-13	107	126	105	126	464	603	139	23.05%
4120	Leighton Middle	C		9-13	119	117	119	111	466	478	12	2.51%
4077	Linslade School	A		9-13	143	161	154	146	604	600		
<b>Totals</b>					<b>541</b>	<b>564</b>	<b>525</b>	<b>523</b>	<b>2153</b>	<b>2721</b>	<b>572</b>	<b>21.02%</b>
<b>Middle Forecast Totals</b>					<b>9+</b>	<b>10+</b>	<b>11+</b>	<b>12+</b>	<b>Total</b>	<b>Surplus Places (NCA- Places % NOR)</b>		
					<b>2013</b>	596	562	564	546	<b>2269</b>	452	16.63%
					<b>2014</b>	622	608	548	576	<b>2354</b>	367	13.49%
					<b>2015</b>	682	639	599	565	<b>2486</b>	235	8.63%
					<b>2016</b>	748	709	640	626	<b>2722</b>		
					<b>2017</b>	805	766	701	658	<b>2931</b>		

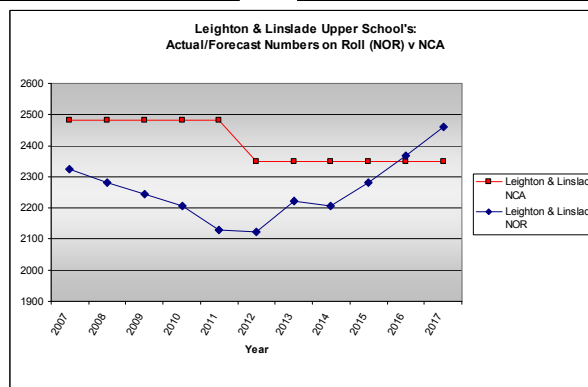
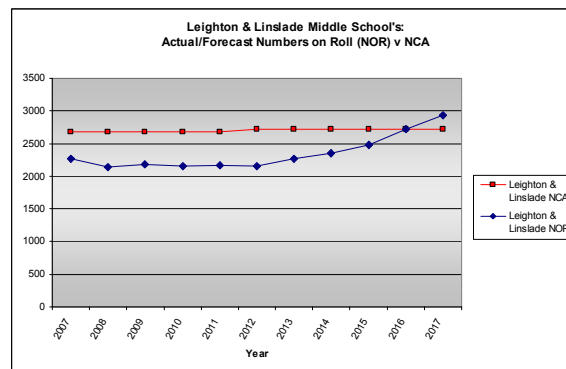
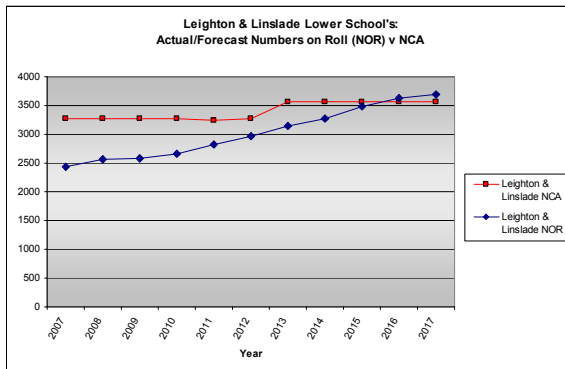
DFE No.	School Name	Sta	Den	Age							Total	NCA	Surplus	
					13+	14+	15+	16+	17+	18+			Places (NCA- Places % NOR)	Places %
4011	Cedars Upper	A		13-18	244	304	304	168	146	3	1169	1345	176	13.09%
4096	Vandyke Upper	A		13-18	258	206	226	167	91	7	955	1003	48	4.79%
<b>Totals</b>					<b>502</b>	<b>510</b>	<b>530</b>	<b>335</b>	<b>237</b>	<b>10</b>	<b>2124</b>	<b>2348</b>	<b>224</b>	<b>9.54%</b>
<b>Upper Forecast Totals</b>					<b>13+</b>	<b>14+</b>	<b>15+</b>	<b>16+</b>	<b>17+</b>	<b>18+</b>	<b>Total</b>	<b>Surplus Places (NCA- Places % NOR)</b>		
					<b>2013</b>	524	528	540	318	311	<b>2222</b>	126	5.39%	
					<b>2014</b>	536	536	540	316	280	<b>2208</b>	140	5.96%	
					<b>2015</b>	570	553	553	327	278	<b>2281</b>	67	2.85%	
					<b>2016</b>	570	597	580	339	283	<b>2368</b>			
					<b>2017</b>	620	588	615	352	286	<b>2461</b>			

**AREA CONCLUSIONS**

EDUCATION REVIEW AREA: LEIGHTON BUZZARD & LINSLADE

PLANNING AREA: LEIGHTON BUZZARD & LINSLADE

TYPE OF SYSTEM: THREE-TIER



**HOUSING:**

There is a housing allocation of approximately **2,190** new dwellings for the period up to **2017** for the Leighton Buzzard & Linslade area. 600 of these dwellings will be provided as part of the East Leighton Linslade Urban Extension and a further 1,590 will be provided through existing commitments and allocated sites across the wider Leighton & Linslade area.

Beyond 2017, an additional 1,958 dwellings will be provided up to the end of the plan period to 2026. 1,900 of these dwellings will be provided by the East Leighton Linslade and the remaining 58 will be provided through existing commitments and allocated sites across the wider Leighton & Linslade area. These dwellings are **not** included in the pupil forecasts so will be in addition to growth accounted for by the figures in this planning document.

**SPECIFIC ISSUES:**

The additional need for places generated by the existing commitments and allocated sites (1590 dwellings) will, for the most part, be expected to be met through use of existing capacity at Middle School level supplemented where necessary by the expansion of provision at other schools, including the need for new lower school provision to serve the southern part of Leighton Buzzard for which a site (and contributions) have been secured through previous legal agreements and which has recently been approved to open as a 300 place extension (second site) to the existing Greenleas Lower School with effect from September 3013.

The East Leighton Buzzard extension will require new school provision to be secured as part of the development. Overall, this will be expected to generate a requirement for an additional approx 4 forms of entry (120 extra pupil places per age group) to meet the demand from the whole 2,500 dwellings over the period to 2026. This is the equivalent of 2 new lower schools, 1 new Middle School and the likely expansion of the neighbouring Vandyke Upper School and site, although the exact timing and final form of provision will need to be subject to further analysis in order to match the anticipated rate of development.

Separately, within the period covered by this plan, proposals are expected to come forward for the development of the Strategic Reserve Areas within the South Eastern part of Milton Keynes, adjacent to Woburn Sands and for the further development of the area known as Nampak. Both are located within the boundary of Milton Keynes and it is expected that additional/new primary and secondary school places will be required to serve these areas. This may impact upon the current cross-border arrangements in the area which may in turn impact on Swallowfield Lower, and Fullbrook Middle schools. This will need to be kept under review as will the current proposal for the creation of a new Free School, to convert from an existing independent lower school, in the Woburn Sands/Aspley Heath area from September 2013.



## EDUCATION REVIEW AREA: BIGGLESWADE & SANDY

### PLANNING AREA: BIGGLESWADE

Numbers on Roll (NOR) and Net Capacity Assessments (NCA) correct as at January 2012.

Status of School's (Sta): Community (C); Foundation (F); Voluntary Aided (VA); Voluntary Controlled (VC); Academy (A). Denominations of School's (Den): Church of England (CE); Roman Catholic (RC).

Figures exclude children attending Designated Nursery Units and Designated Special Units attached to School's.

<b>LOWER</b>														
DfE No.	School Name	Sta	Den	Age	NOR Jan 2012					Total	NCA	Surplus Places (NCA Places % NOR)	Surplus Places %	
					4+	5+	6+	7+	8+					
3003	Caldecote Lower	VC	CE	4-9	12	22	14	15	12	75	90	15	16.67%	
3006	Dunton VC Lower	VC	CE	4-9	10	12	9	11	11	53	60	7	11.67%	
2153	Lawnside Lower	C		4-9	48	60	60	49	57	274	300	26	8.67%	
3323	Northill VA Lower	VA	CE	4-9	10	15	14	14	15	68	75	7	9.33%	
2210	Southlands Lower	C		4-9	60	58	49	54	52	273	300	27	9.00%	
3001	St Andrew's VC Lower	VC	CE	4-9	81	90	58	70	77	376	450	74	16.44%	
				<b>Totals</b>	<b>221</b>	<b>257</b>	<b>204</b>	<b>213</b>	<b>224</b>	<b>1119</b>	<b>1275</b>	<b>156</b>	<b>12.24%</b>	
				<b>Lower Forecast Totals</b>	<b>4+</b>	<b>5+</b>	<b>6+</b>	<b>7+</b>	<b>8+</b>	<b>Total</b>		<b>Surplus Places (NCA Places % NOR)</b>	<b>Surplus Places %</b>	
					<b>2013</b>	280	258	276	221	233	<b>1268</b>		7	0.55%
					<b>2014</b>	286	287	265	283	228	<b>1349</b>			
					<b>2015</b>	303	294	295	273	291	<b>1456</b>			
					<b>2016</b>	307	312	303	304	282	<b>1508</b>			
					<b>2017</b>	323	323	328	319	320	<b>1613</b>			

<b>MIDDLE</b>													
DfE No.	School Name	Sta	Den	Age	NOR Jan 2012				Total	NCA	Surplus		
					9+	10+	11+	12+			Places (NCA)	Places % (NOR)	
4502	Edward Peake Middle	VC	CE	9-13	77	71	88	109	345	463	118	25.49%	
4006	Holmemead Middle	A		9-13	115	117	126	107	465	560	95	16.96%	
<b>Totals</b>					<b>192</b>	<b>188</b>	<b>214</b>	<b>216</b>	<b>810</b>	<b>1023</b>	<b>213</b>	<b>20.82%</b>	
<b>Middle Forecast Totals</b>					<b>9+</b>	<b>10+</b>	<b>11+</b>	<b>12+</b>	<b>Total</b>	<b>Surplus</b>			
										<b>Places (NCA)</b>			
										<b>Places % (NOR)</b>			
					<b>2013</b>	237	212	209	232	<b>890</b>		133	13.00%
					<b>2014</b>	237	244	219	216	<b>916</b>		107	10.46%
					<b>2015</b>	232	245	252	227	<b>956</b>		67	6.55%
					<b>2016</b>	275	241	254	261	<b>1031</b>			
					<b>2017</b>	286	291	257	270	<b>1104</b>			

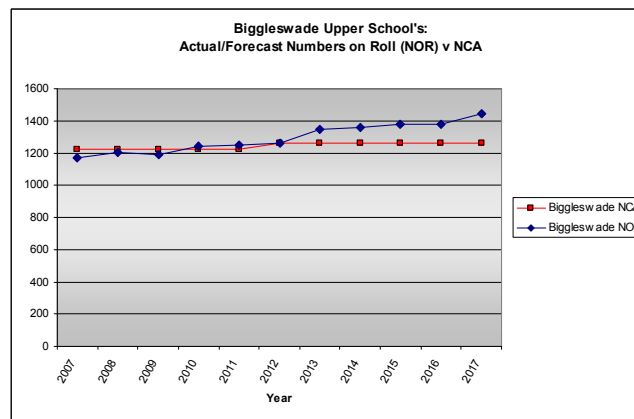
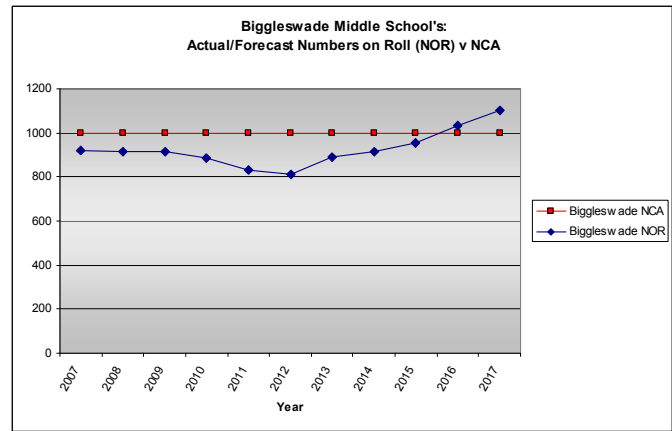
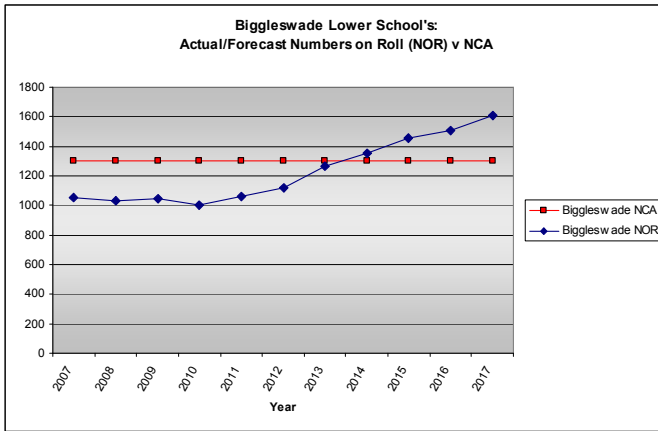
<b>UPPER</b>														
DfE No.	School Name	Sta	Den	Age	NOR Jan 2012						Total	NCA	Surplus	
					13+	14+	15+	16+	17+	18+			Places (NCA)	Places % (NOR)
4005	Stratton Upper	A		13-18	310	303	290	187	158	16	1264	1263		
<b>Upper Forecast Totals</b>					<b>13+</b>	<b>14+</b>	<b>15+</b>	<b>16+</b>	<b>17+</b>	<b>18+</b>	<b>Total</b>	<b>Surplus</b>		
												<b>Places (NCA)</b>		
												<b>Places % (NOR)</b>		
					<b>2013</b>	318	326	322	205	178	<b>1349</b>			
					<b>2014</b>	301	325	333	218	180	<b>1357</b>			
					<b>2015</b>	320	309	333	226	189	<b>1377</b>			
					<b>2016</b>	309	329	318	227	195	<b>1378</b>			
					<b>2017</b>	359	325	345	221	196	<b>1446</b>			

**AREA CONCLUSIONS**

EDUCATION REVIEW AREA: BIGGLESWADE & SANDY

PLANNING AREA: BIGGLESWADE

TYPE OF SYSTEM: THREE-TIER



**HOUSING:**

There is a housing allocation of approximately **1,177** new dwellings for the period up to **2017** for the Biggleswade area. 550 of these dwellings will be provided as part of the Land East of Biggleswade development and a further 627 dwellings will be provided through other existing commitments and allocated sites in the Town.

Beyond 2017, an additional 678 dwellings will be provided by the Land East of Biggleswade development up to the end of the plan period to 2021. These dwellings are **not** included in the pupil forecasts so will be in addition to growth accounted for by the figures in this planning document.

New allocations of between 250-500 dwellings are proposed for Biggleswade under the newly adopted LDF for North Central Bedfordshire towards the end of the plan period when existing commitments are nearing completion. These dwellings are **not** included in the pupil forecasts so will be in addition to growth accounted for by the figures in this planning document.

**SPECIFIC ISSUES:**

The additional need for places generated by the existing commitments and allocated sites will, for the most part, be expected to be met through use of existing capacity, supplemented where necessary by the expansion of existing schools.

The Land East of Biggleswade development extension will require new school provision to be secured as part of the development. In the long term when added to other allocations, this will be expected to generate a requirement for an additional approx 3 Forms of entry (90 extra pupil places per age group) to meet the demand from the whole developments over the period to 2021. In addition to the existing capacity, this will require new Lower School provision for which a site has been secured under an existing legal agreement and the expansion of provision (and site) at Edward Peake Middle and the expansion of Upper School provision. The exact timing and final form of provision will need to be subject to further analysis in order to match the anticipated rate of development.

## EDUCATION REVIEW AREA: BIGGLESWADE & SANDY

### PLANNING AREA: SANDY

Numbers on Roll (NOR) and Net Capacity Assessments (NCA) correct as at January 2012

Status of School's (Sta): Community (C); Foundation (F); Voluntary Aided (VA); Voluntary Controlled (VC); Academy (A). Denominations of School's (Den): Church of England (CE); Roman Catholic (RC).

Figures exclude children attending Designated Nursery Units and Designated Special Units attached to School's.

DfE No.	School Name	Sta	Den	Age	NOR Jan 2012					Total	NCA	Surplus Places (NCA- NOR)	Surplus Places %
					4+	5+	6+	7+	8+				
2047	Everton Lower	C		4-9	6	6	9	12	8	41	49	8	16.33%
3302	John Donne VA Lower*	VA	CE	4-9	15	18	14	14	17	78	90	12	13.33%
2119	Laburnum Lower*	C		4-9	18	30	30	18	28	124	150	26	17.33%
2001	Maple Tree Lower*	C		4-9	37	35	34	41	34	181	225	44	19.56%
5204	Moggerhanger Lower	F		4-9	9	13	5	11	15	53	75	22	29.33%
2117	Potton Lower	C		4-9	50	58	43	40	44	235	298	63	21.14%
2202	Robert Peel Lower*	C		4-9	52	54	46	56	59	267	300	33	11.00%
3012	St Swithun's VC Lower*	VC	CE	4-9	29	20	30	27	25	131	150	19	12.67%
3331	Sutton VA Lower	VA	CE	4-9	15	12	11	17	13	68	75	7	9.33%
3017	Wrestlingworth Lower	VC	CE	4-9	12	13	12	11	8	56	65	9	13.85%
				<b>Totals</b>	<b>243</b>	<b>259</b>	<b>234</b>	<b>247</b>	<b>251</b>	<b>1234</b>	<b>1477</b>	<b>243</b>	<b>16.45%</b>
	* Designated Nursery Unit attached to School												
				<b>Lower Forecast Totals</b>	<b>4+</b>	<b>5+</b>	<b>6+</b>	<b>7+</b>	<b>8+</b>	<b>Total</b>		<b>Surplus Places (NCA- NOR)</b>	<b>Surplus Places %</b>
					<b>2013</b>	261	263	262	238	254	<b>1278</b>	199	13.47%
					<b>2014</b>	261	264	266	265	241	<b>1297</b>	180	12.19%
					<b>2015</b>	275	263	266	268	267	<b>1339</b>	138	9.34%
					<b>2016</b>	267	275	263	266	268	<b>1339</b>	138	9.34%
					<b>2017</b>	267	267	275	263	266	<b>1338</b>	139	9.41%

<b>MIDDLE</b>												
DfE No.	School Name	Sta	Den	Age	NOR Jan 2012				Total	NCA	Surplus Places (NCA)	Surplus Places % (NOR)
					9+	10+	11+	12+				
4092	Burgoyne Middle	C		9-13	51	71	51	66	239	360	121	33.61%
4033	Sandye Place Academy	A		9-13	123	130	111	122	486	600	114	19.00%
<b>Totals</b>					<b>174</b>	<b>201</b>	<b>162</b>	<b>188</b>	<b>725</b>	<b>960</b>	<b>235</b>	<b>24.48%</b>
<b>Middle Forecast Totals</b>					<b>9+</b>	<b>10+</b>	<b>11+</b>	<b>12+</b>	<b>Total</b>		<b>Surplus Places (NCA)</b>	<b>Surplus Places % (NOR)</b>
					<b>2013</b>	210	175	206	168	<b>759</b>	201	20.94%
					<b>2014</b>	206	213	178	209	<b>806</b>	154	16.04%
					<b>2015</b>	196	208	215	180	<b>799</b>	161	16.77%
					<b>2016</b>	233	196	208	215	<b>852</b>	108	11.25%
					<b>2017</b>	223	233	196	208	<b>860</b>	100	10.42%

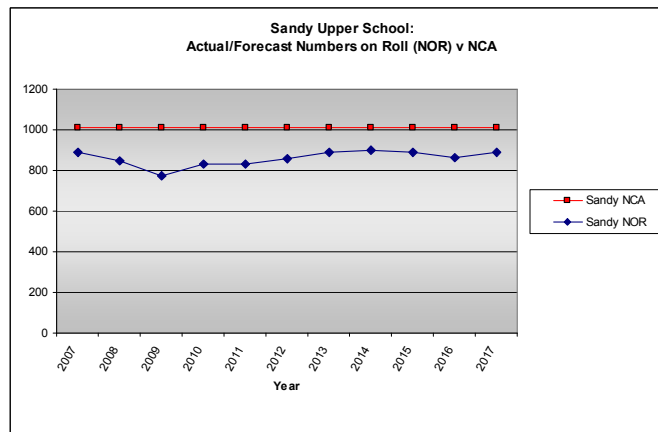
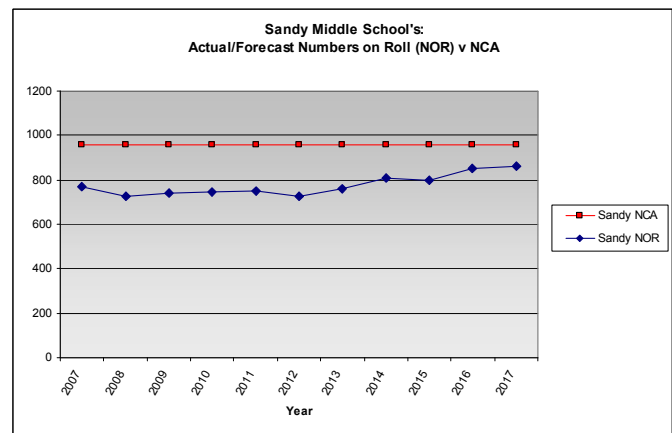
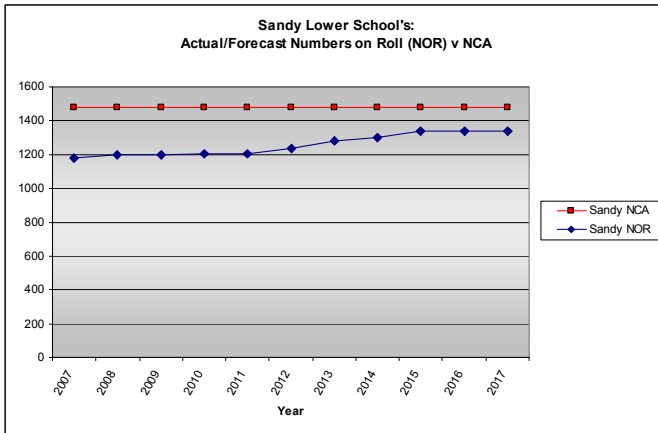
<b>UPPER</b>														
DfE No.	School Name	Sta	Den	Age	NOR Jan 2012						Total	NCA	Surplus Places (NCA)	Surplus Places % (NOR)
					13+	14+	15+	16+	17+	18+				
4078	Sandy Upper	C		13-18	226	240	231	80	81	2	860	1009	149	14.77%
<b>Upper Forecast Totals</b>					<b>13+</b>	<b>14+</b>	<b>15+</b>	<b>16+</b>	<b>17+</b>	<b>18+</b>	<b>Total</b>		<b>Surplus Places (NCA)</b>	<b>Surplus Places % (NOR)</b>
					<b>2013</b>	233	232	248	115	62	<b>890</b>		119	11.79%
					<b>2014</b>	218	236	235	122	86	<b>897</b>		112	11.10%
					<b>2015</b>	228	220	238	115	91	<b>892</b>		117	11.60%
					<b>2016</b>	213	228	220	116	85	<b>862</b>		147	14.57%
					<b>2017</b>	256	213	228	107	85	<b>889</b>		120	11.89%

**AREA CONCLUSIONS**

EDUCATION REVIEW AREA: BIGGLESWADE & SANDY

PLANNING AREA: SANDY

TYPE OF SYSTEM: THREE-TIER



**HOUSING:**

There is a housing allocation of approximately **270** new dwellings for the period up to **2017** for the Sandy area.

Up to an additional 50 dwellings are proposed in Sandy under the adopted LDF for North Central Bedfordshire, with a further 36 in Blunham, and up to 150 in Potton. These dwellings are **not** included in the pupil forecasts so will be in addition to growth accounted for by the figures in this planning document.

**SPECIFIC ISSUES:**

Most of the allocations and current developments will be expected to be provided by the existing schools where there is forecast to be sufficient spare capacity to meet the need generated by the developments. However, there may be a need for extra Lower School places to be provided to meet the need generated by the housing allocation in Potton.





<b>MIDDLE</b>												
DfE No.	School Name	Sta	Den	Age	NOR Jan 2012				Total	NCA	Surplus	
					9+	10+	11+	12+			Places (NCA)	Places % (NOR)
4040	Arnold Academy	A		9-13	131	110	131	146	518	601	83	13.81%
4054	Parkfields Middle	F		9-13	110	118	119	119	466	491	25	5.09%
<b>Totals</b>					<b>241</b>	<b>228</b>	<b>250</b>	<b>265</b>	<b>984</b>	<b>1092</b>	<b>108</b>	<b>9.89%</b>
<b>Middle Forecast Totals</b>					<b>9+</b>	<b>10+</b>	<b>11+</b>	<b>12+</b>	<b>Total</b>	<b>Surplus</b>		
										<b>Places (NCA)</b>		
										<b>Places % (NOR)</b>		
<b>2013</b>					246	244	231	255	<b>976</b>		116	10.62%
<b>2014</b>					257	249	247	234	<b>987</b>		105	9.62%
<b>2015</b>					275	259	251	249	<b>1034</b>		58	5.31%
<b>2016</b>					271	277	261	253	<b>1062</b>		30	2.75%
<b>2017</b>					288	273	279	263	<b>1103</b>			

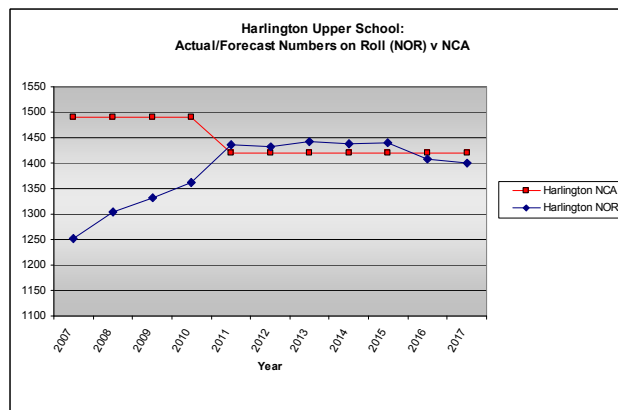
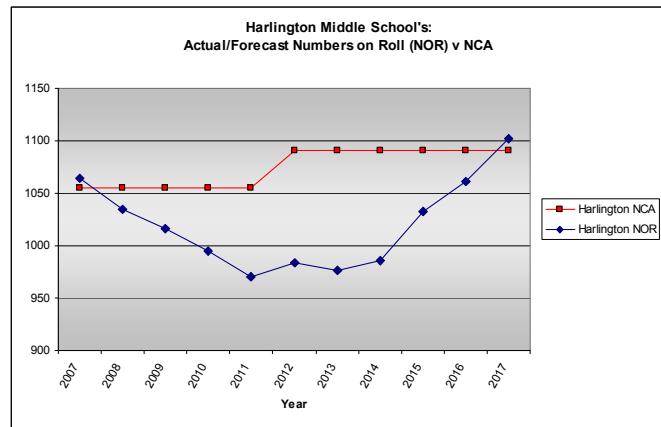
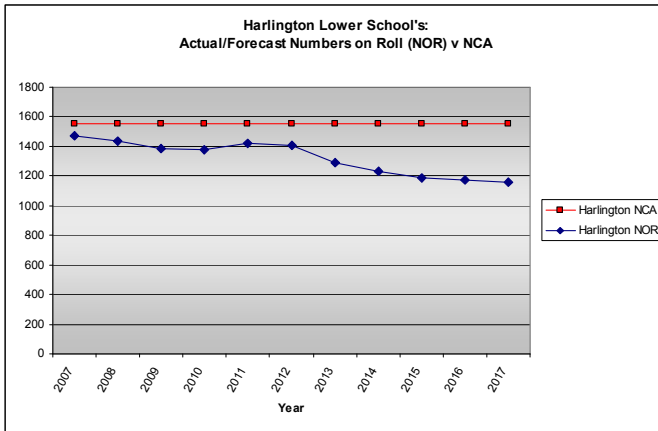
<b>UPPER</b>														
DfE No.	School Name	Sta	Den	Age	NOR Jan 2012						Total	NCA	Surplus	
					13+	14+	15+	16+	17+	18+			Places (NCA)	Places % (NOR)
4083	Harlington Upper	A		13-18	345	354	338	196	199	1	1433	1421		
<b>Upper Forecast Totals</b>					<b>13+</b>	<b>14+</b>	<b>15+</b>	<b>16+</b>	<b>17+</b>	<b>18+</b>	<b>Total</b>	<b>Surplus</b>		
												<b>Places (NCA)</b>		
												<b>Places % (NOR)</b>		
<b>2013</b>					345	351	359	218	170		<b>1443</b>			
<b>2014</b>					324	348	354	229	184		<b>1439</b>			
<b>2015</b>					348	326	350	226	192		<b>1442</b>			
<b>2016</b>					319	350	328	223	189		<b>1409</b>		12	1.10%
<b>2017</b>					334	321	352	209	186		<b>1402</b>		19	1.74%

**AREA CONCLUSIONS**

EDUCATION REVIEW AREA: RURAL MID-BEDFORDSHIRE

PLANNING AREA: HARLINGTON

TYPE OF SYSTEM: THREE-TIER



**HOUSING:**

There is a housing allocation of approximately **307** new dwellings for the period up to **2017** for the Harlington area. 230 of these dwellings will be provided on the vacated Cranfield University Campus in the village of Silsoe and a further 47 on other smaller sites in the village. Smaller allocations are made at Clophill and Barton-le-Clay totalling 30 dwellings.

Beyond 2017, an additional 140 dwellings will be provided by the Cranfield University Campus site in Silsoe up to the end of the plan period to 2021. A further 6 dwellings are proposed at Clophill under the adopted LDF for North Central Bedfordshire These dwellings are **not** included in the pupil forecasts so will be in addition to growth accounted for by the figures in this planning document.

**SPECIFIC ISSUES:**

The majority of new housing is proposed to be on the vacated Cranfield University site in Silsoe. This will place pressure on the existing lower school whereby an additional Lower School site has been secured in the new development through a legal agreement and which, subject to further discussion, would also allow the existing school to be relocated.

## EDUCATION REVIEW AREA: RURAL MID-BEDFORDSHIRE

### PLANNING AREA: REDBORNE

Numbers on Roll (NOR) and Net Capacity Assessments (NCA) correct as at January 2012.

Status of School's (Sta): Community (C); Foundation (F); Voluntary Aided (VA); Voluntary Controlled (VC); Academy (A). Denominations of School's (Den): Church of England (CE); Roman Catholic (RC).

Figures exclude children attending Designated Nursery Units and Designated Special Units attached to School's.

LOWER														
DfE No.	School Name	Sta	Den	Age	NOR Jan 2012					Total	NCA	Surplus		
					4+	5+	6+	7+	8+			Places (NCA- Places % NOR)	Places %	
2049	Flitwick Lower	C		4-9	41	54	59	50	39	243	300	57	19.00%	
2174	Kingsmoor Lower	C		4-9	30	26	29	28	31	144	270	126	46.67%	
2112	Maulden Lower	C		4-9	26	29	23	31	33	142	150	8	5.33%	
2146	Russell Lower	C		4-9	36	41	52	36	37	202	270	68	25.19%	
2213	Templefield Lower*	C		4-9	60	60	59	49	51	279	300	21	7.00%	
2195	The Firs Lower	A		4-9	59	60	61	57	54	291	300	9	3.00%	
					<b>Totals</b>	<b>252</b>	<b>270</b>	<b>283</b>	<b>251</b>	<b>245</b>	<b>1301</b>	<b>1590</b>	<b>289</b>	<b>18.18%</b>
					* Designated Nursery Unit attached to School									
					<b>Lower Forecast Totals</b>	<b>4+</b>	<b>5+</b>	<b>6+</b>	<b>7+</b>	<b>8+</b>	<b>Total</b>	<b>Surplus</b>		
												<b>Places (NCA- Places % NOR)</b>	<b>Surplus</b>	
													<b>Places %</b>	
					<b>2013</b>	281	307	283	296	269	<b>1436</b>		154	9.69%
					<b>2014</b>	294	294	320	296	309	<b>1513</b>		77	4.84%
					<b>2015</b>	288	306	306	332	308	<b>1540</b>		50	3.14%
					<b>2016</b>	311	298	316	316	342	<b>1583</b>		7	0.44%
					<b>2017</b>	315	315	302	320	320	<b>1572</b>		18	1.13%

MIDDLE													
DfE No.	School Name	Sta	Den	Age	NOR Jan 2012				Total	NCA	Surplus Places (NCA-Places % NOR)	Surplus Places %	
					9+	10+	11+	12+					
4099	Alameda Middle	A		9-13	150	149	134	147	580	600	20	3.33%	
4117	Woodland Middle	A		9-13	127	156	134	164	581	720	139	19.31%	
<b>Totals</b>					<b>277</b>	<b>305</b>	<b>268</b>	<b>311</b>	<b>1161</b>	<b>1320</b>	<b>159</b>	<b>12.05%</b>	
<b>Middle Forecast Totals</b>					<b>9+</b>	<b>10+</b>	<b>11+</b>	<b>12+</b>	<b>Total</b>	<b>Surplus Places (NCA-Places % NOR)</b>			
<b>2013</b>					311	293	322	281	<b>1207</b>	113 8.56%			
<b>2014</b>					334	324	306	335	<b>1299</b>	21 1.59%			
<b>2015</b>					373	346	336	318	<b>1373</b>				
<b>2016</b>					367	383	356	346	<b>1452</b>				
<b>2017</b>					396	371	387	360	<b>1514</b>				

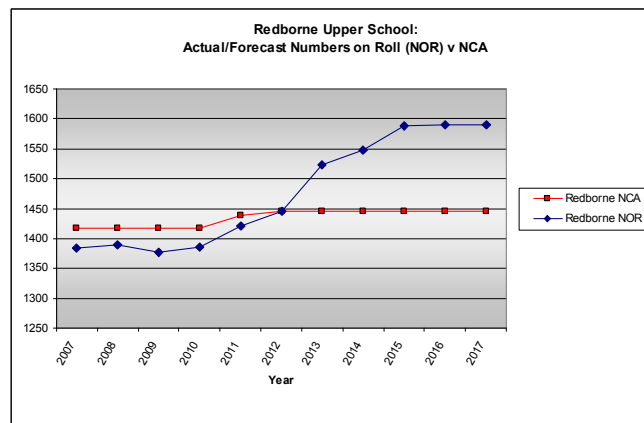
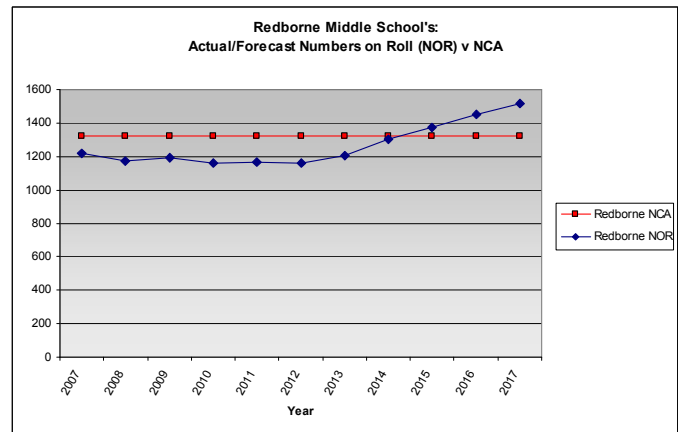
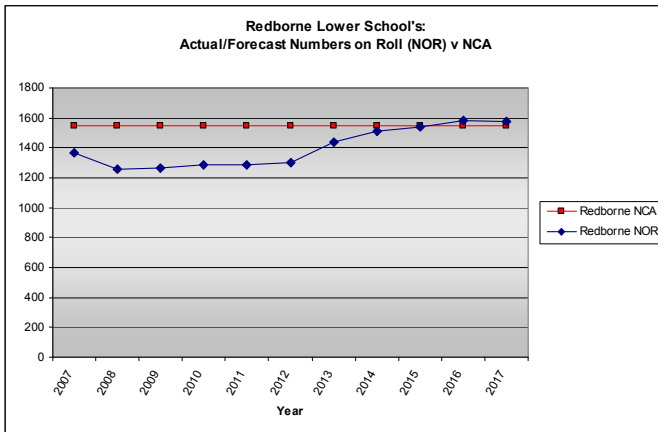
UPPER														
DfE No.	School Name	Sta	Den	Age	NOR Jan 2012						Total	NCA	Surplus Places (NCA-Places % NOR)	Surplus Places %
					13+	14+	15+	16+	17+	18+				
4003	Redborne Upper	A		13-18	340	343	342	234	182	5	1445	1438		
<b>Upper Forecast Totals</b>					<b>13+</b>	<b>14+</b>	<b>15+</b>	<b>16+</b>	<b>17+</b>	<b>18+</b>	<b>Total</b>	<b>Surplus Places (NCA-Places % NOR)</b>		
<b>2013</b>					356	356	359	250	204		<b>1525</b>			
<b>2014</b>					341	369	369	259	210		<b>1548</b>			
<b>2015</b>					374	353	381	266	215		<b>1589</b>			
<b>2016</b>					354	384	363	272	216		<b>1589</b>			
<b>2017</b>					371	358	388	255	217		<b>1589</b>			

**AREA CONCLUSIONS**

EDUCATION REVIEW AREA: RURAL MID-BEDFORDSHIRE

PLANNING AREA: REDBORNE

TYPE OF SYSTEM: THREE-TIER



**HOUSING:**

There is a housing allocation of approximately **1166** new dwellings for the period up to **2017** for the Ampthill, Flitwick and Maulden areas. 55 of these dwellings will be provided at the site currently under construction at Land West of Ampthill off Tavistock Avenue; 34 at The Limes, Dunstable Road Ampthill (former Council offices); 38 at Land North of Church Street in Ampthill; and a further 239 approximately at smaller sites across the Redborne area. Under the adopted LDF for North Central Bedfordshire up to **2017**, 350 dwellings at Land West of Abbey Lane, Ampthill and 400 in Flitwick are also proposed.

There are a further 60 additional dwellings will be provided post 2017 on land west of Abbey Lane up to the end of the plan period to 2026 which are **not** included in the pupil forecasts so will be in addition to growth accounted for by the figures in this planning document.

**SPECIFIC ISSUES:**

The need generated by the current developments across the area will be expected to be met by the existing schools with expansion where necessary with funding secured under existing legal agreements. The further major allocations of 810 dwellings will also be expected to be met by the existing schools but with new legal agreements required to meet the cost of the additional infrastructure required as a result of the developments. The timing of the new places will need to be carefully considered to ensure that the additional need generated by these houses can be accommodated through the expansion of the existing schools.

## EDUCATION REVIEW AREA: RURAL MID-BEDFORDSHIRE

### PLANNING AREA: SAMUEL WHITBREAD

Numbers on Roll (NOR) and Net Capacity Assessments (NCA) correct as at January 2012.

Status of School's (Sta): Community (C); Foundation (F); Voluntary Aided (VA); Voluntary Controlled (VC); Academy (A). Denominations of School's (Den): Church of England (CE); Roman Catholic (RC).

Figures exclude children attending Designated Nursery Units and Designated Special Units attached to School's.

LOWER														
DfE No.	School Name	Sta	Den	Age	NOR Jan 2012					Total	NCA	Surplus Places (NCA NOR)	Surplus Places %	
					4+	5+	6+	7+	8+					
3306	All Saints VA Lower	VA	CE	4-9	30	28	28	30	26	142	150	8	5.33%	
2033	Campton Lower	C		4-9	29	22	23	29	30	133	112			
2056	Derwent Lower	F		4-9	29	25	27	17	16	114	150	36	24.00%	
3351	Fairfield Park Lower*	C		4-9	54	36	36	25	23	174	150			
2000	Gothic Mede Lower	C		4-9	49	54	55	48	51	257	255			
2051	Gravenhurst Lower	C		4-9	3	12	5	5	8	33	45	12	26.67%	
2055	Haynes Lower	C		4-9	21	16	24	21	21	103	112	9	8.04%	
2066	Langford Lower	F		4-9	34	36	32	32	28	162	225	63	28.00%	
3320	Meppershall VA Lower	VA	CE	4-9	18	24	18	14	23	97	135	38	28.15%	
3008	Raynsford VC Lower	VC	CE	4-9	30	30	27	31	29	147	150	3	2.00%	
2129	Roecroft Lower	C		4-9	58	36	41	33	26	194	150			
2121	Shefford Lower*	C		4-9	67	59	87	56	60	329	330	1	0.30%	
2122	Shillington Lower	C		4-9	10	9	12	11	12	54	140	86	61.43%	
2124	Southill Lower	C		4-9	10	9	12	11	12	54	75	21	28.00%	
3014	St Mary's VC Lower (Stotfold)	A	CE	4-9	44	51	52	44	41	232	225			
2072	Stondon Lower	C		4-9	24	17	23	15	14	93	120	27	22.50%	
					<b>Totals</b>	<b>510</b>	<b>464</b>	<b>502</b>	<b>422</b>	<b>420</b>	<b>2318</b>	<b>2524</b>	<b>304</b>	<b>12.04%</b>
					* Designated Nursery Unit attached to School									
					<b>Lower Forecast Totals</b>					<b>Total</b>		<b>Surplus Places (NCA NOR)</b>	<b>Surplus Places %</b>	
					<b>2013</b>	541	620	537	554	488	<b>2740</b>			
					<b>2014</b>	611	555	634	551	568	<b>2919</b>			
					<b>2015</b>	594	624	568	647	564	<b>2997</b>			
					<b>2016</b>	607	604	634	578	657	<b>3080</b>			
					<b>2017</b>	616	616	613	643	587	<b>3075</b>			

<b>MIDDLE</b>												
DfE No.	School Name	Sta	Den	Age	NOR Jan 2012				Total	NCA	Surplus Places (NCA- NOR)	Surplus Places %
					9+	10+	11+	12+				
4004	Etonbury Academy	A		9-13	90	111	88	124	413	480	67	13.96%
4503	Henlow VC Middle	A	CE	9-13	121	142	132	130	525	560	35	6.25%
4034	Robert Bloomfield Academy	A		9-13	218	218	201	186	823	759		
<b>Totals</b>					<b>429</b>	<b>471</b>	<b>421</b>	<b>440</b>	<b>1761</b>	<b>1799</b>	<b>102</b>	<b>5.67%</b>
<b>Middle Forecast Totals</b>					<b>9+</b>	<b>10+</b>	<b>11+</b>	<b>12+</b>	<b>Total</b>	<b>Surplus Places (NCA- NOR)</b>		
<b>2013</b>					449	452	489	444	<b>1834</b>			
<b>2014</b>					472	463	466	503	<b>1904</b>			
<b>2015</b>					510	485	476	479	<b>1950</b>			
<b>2016</b>					502	520	495	486	<b>2003</b>			
<b>2017</b>					565	511	529	504	<b>2109</b>			

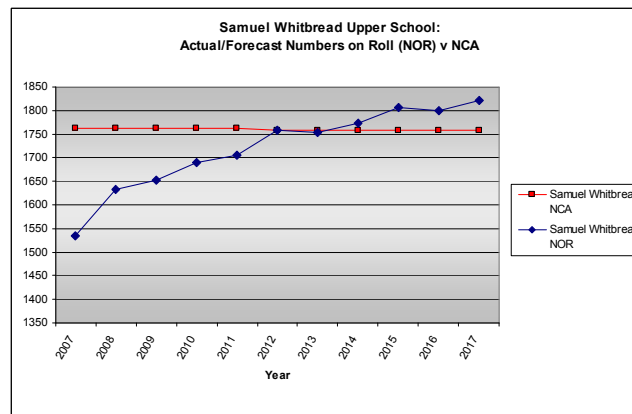
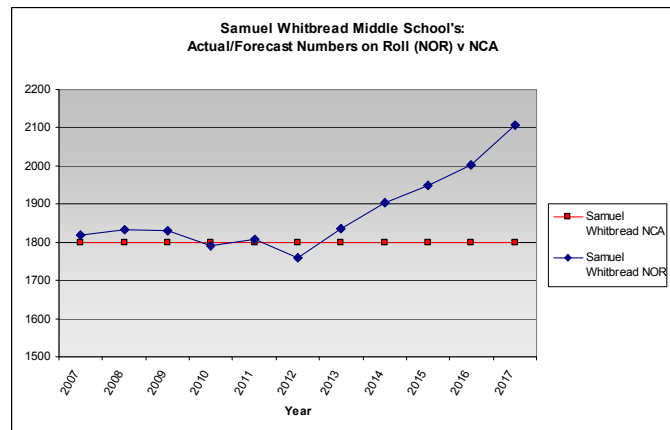
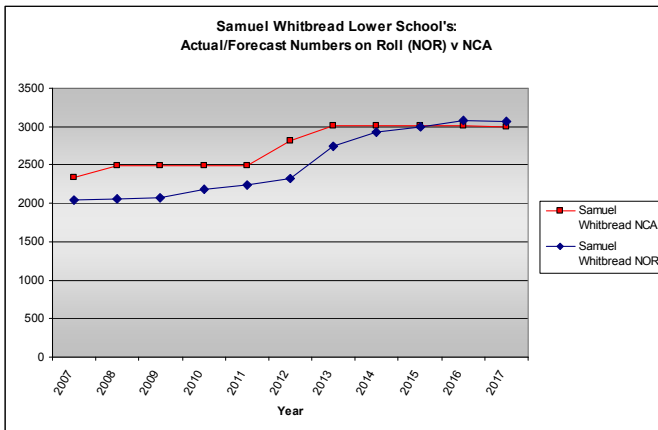
<b>UPPER</b>														
DfE No.	School Name	Sta	Den	Age	NOR Jan 2012						Total	NCA	Surplus Places (NCA- NOR)	Surplus Places %
					13+	14+	15+	16+	17+	18+				
4079	Samuel Whitbread Academy	A		13-18	398	403	423	231	186	16	1657	1758	101	5.75%
<b>Upper Forecast Totals</b>					<b>13+</b>	<b>14+</b>	<b>15+</b>	<b>16+</b>	<b>17+</b>	<b>18+</b>	<b>Total</b>	<b>Surplus Places (NCA- NOR)</b>		
<b>2013</b>					439	420	428	265	199		<b>1751</b>			
<b>2014</b>					407	453	434	261	218		<b>1773</b>			
<b>2015</b>					445	420	466	265	211		<b>1807</b>			
<b>2016</b>					419	455	430	283	212		<b>1799</b>			
<b>2017</b>					444	428	464	262	224		<b>1822</b>			

**AREA CONCLUSIONS**

EDUCATION REVIEW AREA: RURAL MID-BEDFORDSHIRE

PLANNING AREA: SAMUEL WHITBREAD

TYPE OF SYSTEM: THREE-TIER



**HOUSING:**

There is a housing allocation of approximately **1,506** new dwellings for the period up to **2017** for the Samuel Whitbread area (Shefford, Stotfold, Arlesey and surrounds). This includes the 290 dwellings being provided at the site currently under construction at Land South of Stotfold, 300 dwellings in the North-East of Arlesey, 102 in Clifton, 63 in Stondon, 68 in Meppershall, 24 in Shillington, 231 in the rest of Shefford **and** 310 in Stotfold. The remaining 118 dwellings will be provided at smaller sites across Arlesey, Henlow, Shefford, Stotfold and the surrounding areas.

Beyond 2017, an additional 700 dwellings will be provided by the Land North-East of Arlesey development up to the end of the plan period to 2021. These dwellings are **not** included in the pupil forecasts so will be in addition to growth accounted for by the figures in this planning document.

**SPECIFIC ISSUES:**

The additional need for places generated by the existing commitments and allocated sites (1500 dwellings) will be expected to be met through use of existing capacity supplemented where necessary by the expansion of existing schools.

In particular at lower schools:

In Stotfold, a new enlarged Roecroft Lower School has recently been completed to cater for the new housing in Stotfold



At Fairfield Park, proposals have recently been approved to increase the size of Fairfield Park lower school to 300 places from the current 150 places from September 2013 and

At Shefford, proposals have recently been approved to increase the size of Shefford Lower School to cater for 450 places from the current 300 places with effect from September 2013.

In both these cases extra temporary accommodation has been provided in advance.

Proposals are also under development in conjunction with the local schools, for an increase in provision across the area at Middle and Upper schools.

At Arlesey, there will be a need for new Lower School provision (and site) to be secured through legal agreements, and there will also need to be further legal agreements to secure additional provision at the local Middle and Upper schools in the longer term. In the meantime additional temporary accommodation has been provided at Gothic Mead Lower School.

Separately, there are proposals for a new Alternative Secondary school to be provided as a new Free School/Academy to be located at the former Roecroft Lower School site. If approved, this would be expected to open in September 2013.

## EDUCATION REVIEW AREA: RURAL MID-BEDFORDSHIRE

### PLANNING AREA: WOOTTON

Numbers on Roll (NOR) and Net Capacity Assessments (NCA) correct as at January 2012.

Status of School's (Sta): Community (C); Foundation (F); Voluntary Aided (VA); Voluntary Controlled (VC); Academy (A). Denominations of School's (Den): Church of England (CE); Roman Catholic (RC).

Figures exclude children attending Designated Nursery Units and Designated Special Units attached to School's.

LOWER														
DfE No.	School Name	Sta	Den	Age	NOR Jan 2012					Total	NCA	Surplus		
					4+	5+	6+	7+	8+			Places (NCA- Places % NOR)	Places %	
2110	Church End Lower	F		4-9	49	60	65	50	51	275	270			
3005	Cranfield C of E Academy	A	CE	4-9	54	58	47	55	51	265	300	35	11.67%	
2057	Houghton Conquest Lower	C		4-9	13	12	9	15	9	58	104	46	44.23%	
2111	Shelton Lower*	F		4-9	19	9	14	6	9	57	75	18	24.00%	
2070	Thomas Johnson Lower*	C		4-9	15	18	16	18	14	81	90	9	10.00%	
				<b>Totals</b>	<b>150</b>	<b>157</b>	<b>151</b>	<b>144</b>	<b>134</b>	<b>736</b>	<b>839</b>	<b>108</b>	<b>12.87%</b>	
	* Designated Nursery Unit attached to School													
				<b>Lower Forecast Totals</b>	<b>4+</b>	<b>5+</b>	<b>6+</b>	<b>7+</b>	<b>8+</b>	<b>Total</b>		<b>Surplus</b>	<b>Surplus</b>	
												<b>Places (NCA- Places % NOR)</b>	<b>Places %</b>	
				<b>2013</b>	161	171	173	172	158	<b>835</b>			4	0.48%
				<b>2014</b>	184	178	188	190	189	<b>929</b>				
				<b>2015</b>	177	196	190	200	202	<b>965</b>				
				<b>2016</b>	197	186	205	199	209	<b>996</b>				
				<b>2017</b>	199	199	188	207	201	<b>994</b>				

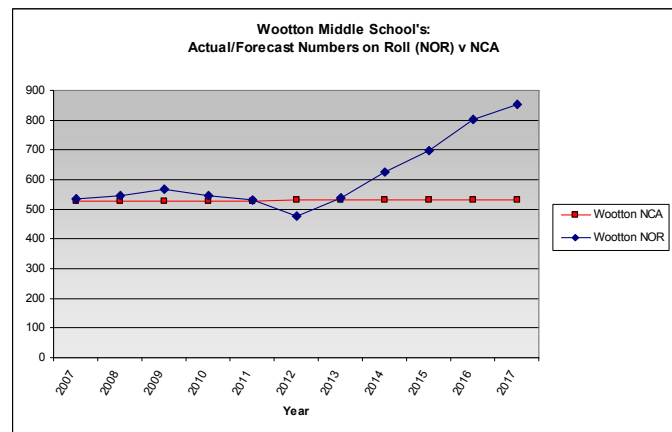
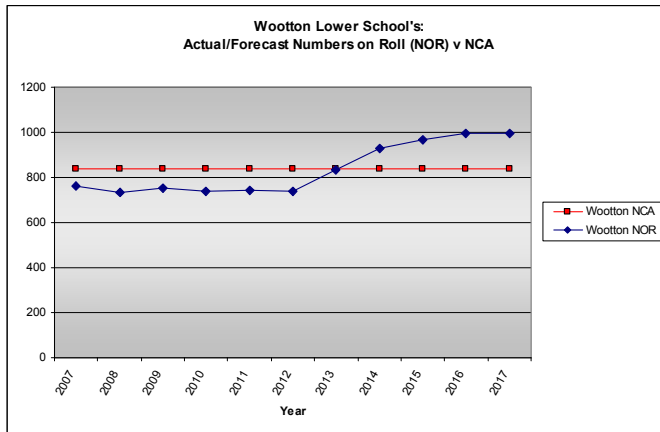
<b>MIDDLE</b>												
<b>DfE No.</b>	<b>School Name</b>	<b>Sta</b>	<b>Den</b>	<b>Age</b>	<b>NOR Jan 2012</b>				<b>Total</b>	<b>NCA</b>	<b>Surplus Places (NCA)</b>	<b>Surplus Places %</b>
					<b>9+</b>	<b>10+</b>	<b>11+</b>	<b>12+</b>				
5408	Holywell Middle	VA	CE	9-13	81	133	121	143	478	528	50	9.47%
				<b>Middle Forecast Totals</b>	<b>9+</b>	<b>10+</b>	<b>11+</b>	<b>12+</b>	<b>Total</b>		<b>Surplus Places (NCA)</b>	<b>Surplus Places %</b>
				<b>2013</b>	134	105	156	145	<b>540</b>			
				<b>2014</b>	163	156	127	178	<b>624</b>			
				<b>2015</b>	195	182	175	146	<b>698</b>			
				<b>2016</b>	205	210	197	190	<b>802</b>			
				<b>2017</b>	218	213	218	205	<b>854</b>			

**AREA CONCLUSIONS**

EDUCATION REVIEW AREA: RURAL MID-BEDFORDSHIRE

PLANNING AREA: WOOTTON

TYPE OF SYSTEM: THREE-TIER



**HOUSING:**

There is a housing allocation of approximately **1,337** new dwellings for the period up to **2017** for the Central Bedfordshire areas which fall within the catchment area of Wootton Upper School (Cranfield, Houghton Conquest, Marston Moretaine and surrounds). This includes the 459 dwellings being provided on Land East of Bedford Road in Marston Moretaine, (which includes additional Lower School provision to serve the Village) and a further 125 dwellings on Land at Moreteyne Farm. A further 368 dwellings at Home Farm in Cranfield has yet to be built out but is expected to come forward in the near future and 125 dwellings on the Land rear of Central Garage Cranfield (including a site for relocation/expansion of the existing lower school). The remaining 250 dwellings will be provided at smaller sites across Cranfield, Houghton Conquest, Lidlington, Marston Moretaine and Shelton.

Also **included** in the pupil forecast are the middle school aged children generated by the 670 homes being built in Wootton (Bedford Borough) whose catchment school would be Holywell Middle School.

A further 25 dwellings in Cranfield are proposed under the adopted LDF for North Central Bedfordshire. These dwellings are **not** included in the pupil forecasts so will be in addition to growth accounted for by the figures in this planning document.

**SPECIFIC ISSUES:**

The development of land East of Bedford Road in Marston Moretaine includes land for additional Lower School provision to serve the Village and contributions towards this cost. However, at Middle and Upper School, pupils transfer from Marston to schools within Bedford Borough and contributions have also been secured to support additional provision which may be required at those schools.

The additional 125 dwellings in Marston will similarly be expected to contribute towards the cost of additional places at all schools.

A new playing field site has been secured to enable the expansion of the existing Cranfield Lower School in order to meet the demand from the Home Farm development. However, an additional site on land at rear of Central garage may also be required to serve the other proposed developments within Cranfield. Contributions will also be sought towards the cost of additional Middle School provision at Holywell Middle and at Wootton Upper School (in Bedford).

## SPECIAL SCHOOLS

Numbers on Roll (NOR) and Net Capacity Assessments (NCA) correct as at January 2012.

Status of School's (Sta): Community (C); Foundation (F); Voluntary Aided (VA); Voluntary Controlled (VC); Academy (A). Denominations of School's (Den): Church of England (CE); Roman Catholic (RC).

### EDUCATION REVIEW AREA:

#### PLANNING AREA: SPECIAL SCHOOLS

DfE No.	School Name	Sta	SEN	Age	2+	3+	4+	5+	6+	7+	8+	9+	10+	11+	12+	13+	14+	15+	16+	17+	18+	Total
7017	Glenwood School	C	A/A	2-11	2	1	7	10	10	14	15	9	13									81
7007	Hillcrest School	C	A/A	11-19										5	9	1	8	12	8	11	6	60
7018	Oak Bank School	C	BESD	11-18							1	6	6	7	8	5	13	10	2			58
7009	Ivel Valley School	C	A/A	2-19		3	2	4	4	5	4	9	8	13	18	10	19	17	9	14	6	145
7006	Weatherfield School	A	BESD	7-16						2	5	13	7	15	14	17	16	14				103
<b>Totals</b>					<b>2</b>	<b>4</b>	<b>9</b>	<b>14</b>	<b>14</b>	<b>21</b>	<b>25</b>	<b>37</b>	<b>34</b>	<b>40</b>	<b>49</b>	<b>33</b>	<b>56</b>	<b>53</b>	<b>19</b>	<b>25</b>	<b>12</b>	<b>447</b>

Central Bedfordshire PRU	PRU		11-19											2		3	13	10				28
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### HOUSING:

The total housing allocations for the Authority as a whole for 2012-17 would be expected to require a further 50 pupils with specific needs to be accommodated within our special schools or with the SEN designated provision in our mainstream schools.

### SPECIFIC ISSUES:

From September 2012, Glenwood and Hillcrest schools will be amalgamated into a new Area special school catering for pupils across the 2-19 age range, but based on the existing two school sites.

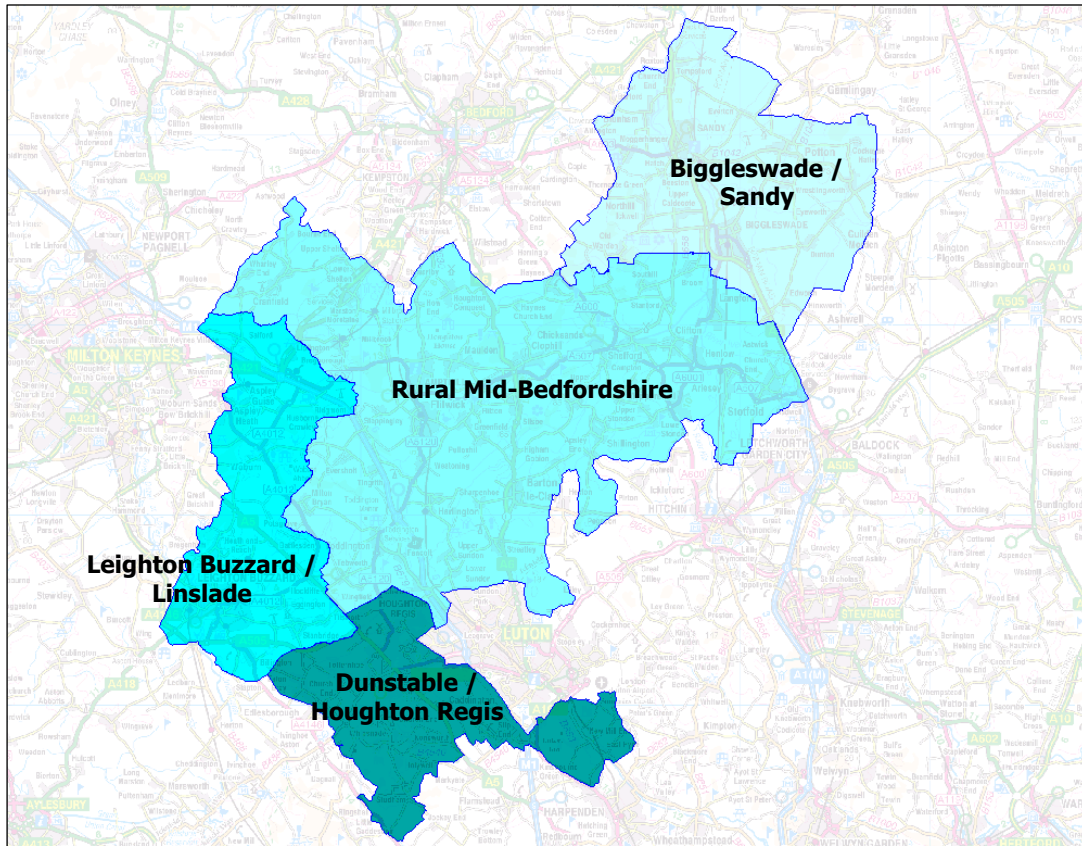
As set out above, there will be a requirement to consider how the anticipated increase in pupils with specific needs can be accommodated, although given the low incidence of need and that this will be across the Council as a whole, it is difficult to predict more precisely where these will occur or the type of need which will have to be accommodated. This will need to be kept under careful review throughout the Plan period.

#### SEN provision in Main stream schools

SEN classifications Autism /Aspergers (A/A) Behavioural, Emotional and Social Difficulties (BESD) Hearing Impaired (H) Language (L)

DfE No.	School Name	Sta	SEN	Age	Max Capacity
2282	Ram sey Manor Lower	C	A/A	4-9	6
3012	St Swithun's VC Lower	VC	A/A	4-9	8
4006	Holm em ead Middle	A	A/A	9-13	8
4040	Arnold Academy	A	A/A	9-13	6
4093	Streetfield Middle	C	A/A	9-13	6
5401	Manshead Upper	VA	A/A	13-18	8
4079	Samuel Whitbread Academy	A	A/A	13-18	8
2193	Lancot Lower	C	BESD	4-9	6
3013	Silsoe VC Lower	VC	BESD	4-9	6
3016	Toddington St George VC Lower*	VC	H	4-9	8
4054	Parkfields Middle	F	H	9-13	8
4083	Harlington Upper	A	H	13-18	4
2184	Heathwood Lower	C	L	4-9	6
3001	St Andrew's VC Lower	VC	L	4-9	8
<b>Totals</b>					<b>96</b>

**Appendix A - Central Bedfordshire Educational Review Areas (July 2012)**

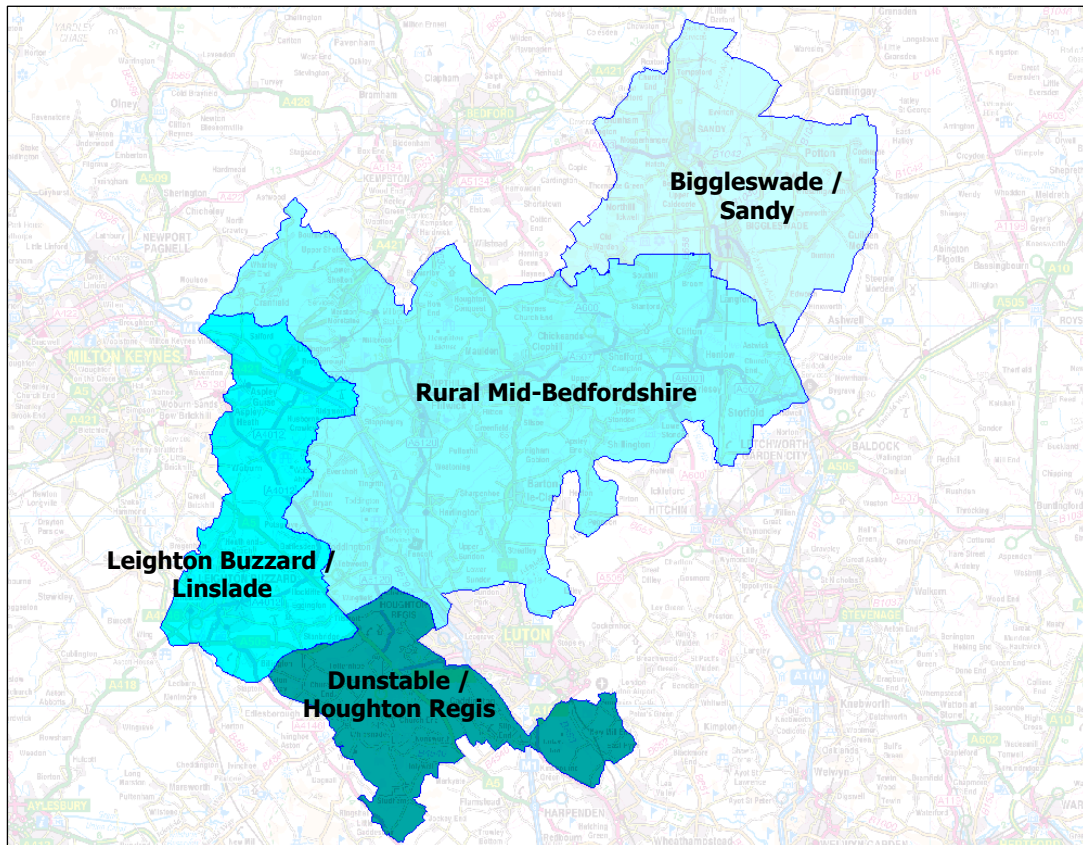


**Area 1 – Dunstable and Houghton Regis**

<b>Dunstable / Houghton Regis</b>		
<b>Nursery</b>		
Westfield, Willow		
<b>Lower/Primary</b>		
Beecoft (c); Eaton Bray (A); Lancot (c); Totterhoe (c)	Caddington Village (c); Slip End (c)	St Christopher's (A); Hadrian (A)
Hawthorn Park (c); Houghton Regis (c); Tithe Farm (c); Thornhill (c)	Downside (c); Kensworth (CEVC); Studham (CE VC)	Ardley Hill (A); Dunstable Icknield (c); Lark Rise(A); Watling (c)
<b>Voluntary Aided (VA) School's operating outside of standard catchments:</b> Ashton St Peter's (CE VA); St Mary's (Cadd) (RC VA); St Vincent's (RC VA) Thomas Whitehead (CE VA)		
<b>Middle (deemed Secondary)</b>		
Brewers Hill (c)	Streetfield (c)	Mill Vale (c)
Kings Houghton (c)		Priory (A)
<b>Voluntary Aided (VA) School's operating outside of standard catchments:</b> Ashton (CE VA)		
<b>Upper</b>		
All Saints Academy (A)	Manshead (CE VA)	Queensbury (f)
<b>Special</b>		
Glenwood (c); Hillcrest (c); Weatherfield (A)		
<b>Total:</b> Nursery 2, Lower/Primary 23, Middle (deemed Sec) 6, Upper 3, Special 3 - total 37		
(c) Community School; CE/RC VA - Voluntary Aided; CE/RC VC - Voluntary Controlled; f - Foundation; t - trust (A) Academy (non LA maintained)		

**Area 2 – Leighton Buzzard and Linslade**

<b>Leighton Buzzard / Linslade</b>	
<b>Lower/Primary</b>	
Mary Bassett (c); Stanbridge (c)	Clipstone Brook (c); Hockliffe (c); Leedon (c)
Greenleas (c); Linslade (c); Southcott (c)	Aspley Guise (c); Husborne Crawley (c); Ridgmont (c); Swallowfield (c); Woburn (c)
Baudesert (c); Doversy Down (c); Heathwood (c); St George's (c)	
<b>Voluntary Aided (VA) School's operating outside of standard catchments:</b> Pulford (CE VA); St Leonard's (CE VA)	
<b>Middle (deemed Secondary)</b>	
Leighton (c)	Brooklands (A)
Linslade (A)	Fulbrook (A)
Gilbert Inglefield (A)	
<b>Upper</b>	
The Cedars (A)	Vandyke (A)
<b>Special</b>	
Oakbank (c)	
<b>Total:</b> Lower/Primary 19, Middle (deemed Sec) 5, Upper 2, Special 1 - total 27	
(c) Community School; CE/RC VA - Voluntary Aided; CE/RC VC - Voluntary Controlled; f - Foundation; t - trust (A) Academy (non LA maintained)	



**Area 3 – Biggleswade and Sandy**

**Area 4 – Rural Mid-Bedfordshire (Amphill, Flitwick, Cranfield, Stotfold & Shefford)**

<b>Biggleswade / Sandy</b>	
<b>Nursery</b> The Lawns	
<b>Lower/Primary</b>	
Everton (c); Potton (c); Wrestlingworth (CE VC)	Caldecote (CE VC); Dunton CE VC; Lawnside (c)
Laburnum (c); Maple Tree (c); Robert Peel (c); St Swithun's (CE VC)	Southlands (c); St Andrew's (CE VC)
Moggerhanger (f)	
<b>Voluntary Aided (VA) School's operating outside of standard catchments:</b> John Donne (CE VA); Northill (CE VA); Sutton (CE VA)	
<b>Middle (deemed Secondary)</b>	
Burgoyne (c)	Edward Peake (CE VC)
Sandye Place (A)	Holmemead (A)
<i>Alban (Beds Borough)</i>	
<b>Upper</b>	
Sandy (c)	Stratton (A)
<b>Special</b> Ivel Valley (c)	
<b>Total:</b> Nursery 1, Lower/Primary 16, Middle (deemed Sec) 4, Upper 2, Special 1 - total 24	
(c) Community School; CE/RC VA - Voluntary Aided; CE/RC VC - Voluntary Controlled; f - Foundation; t - trust (A) Academy (non LA maintained)	

<b>Rural Mid-Bedfordshire</b>			
<b>Nursery</b> Arlesey (C)			
<b>Lower/Primary</b>			
Greenfield (CE A); Pulloxhill (A); Ramsey Manor (c); Silsoe (CE VC); Sundon (t); Westoning (t)	Maulden (c); The Firs (A); Russell (c)	Cranfield (CE A)	Farfield Park (c); Gothic Mede (t); Roecroft (c); St Mary's (Stotfold) (CE A)
Chalton (c); Eversholt (A); Harlington (c); Toddington St George (c)	Flitwick (c); Kingsmoor (c); Templefield (c)	Church End (c); Houghton Conquest (c); Shelton (c); Thomas Johnson (c)	Derwent (t); Langford (t); Raynsford (CE VC)
<b>Voluntary Aided (VA) School's operating outside of standard catchments:</b> Campton (c); Gravenhurst (c); Haynes (c); Shefford (c); Shillington (c); Southill (c); Stondon (c)			
<b>Voluntary Aided (VA) School's operating outside of standard catchments:</b> All Saints (CE VA); Meppershall (CE VA); St Mary's (Clophill) (CE VA)			
<b>Middle (deemed Secondary)</b>			
Arnold (A)	Alameda (A)	<i>Marston Vale (Beds Borough)</i>	Etonbury (A)
Parkfields (t)	Woodland (A)		Henlow (CE A)
Robert Bloomfield (A)			
<b>Voluntary Aided (VA) School's operating outside of standard catchments:</b> Holywell (CE VA)			
<b>Upper</b>			
Harlington (A)	Redborne (A)	<i>Wootton (Beds Borough)</i>	Samuel Whitbread (A)
<b>Total:</b> Nursery 1, Lower/Primary 38, Middle (deemed Sec) 8, Upper 3 - total 50			
(c) Community School; CE/RC VA - Voluntary Aided; CE/RC VC - Voluntary Controlled; f - Foundation; t - Trust (A) Academy (non LA maintained)			

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**Appendix C**

	Target implementation date	Gross Cost	S106 Total	Basic Need	School / Other
<b><u>Leighton/Linslade Area</u></b>					
Greenleas (Sandhills) 2 FE (300 place) Lower	September 2013	4,804,463	4,728,512	75,951	
New 2FE (300 place) Lower at Clipstone Park	September 2017	5,002,502	3,391,250	1,611,252	
New 4FE (480 place) Middle at Clipstone Park	September 2018	10,929,541	5,429,760	5,499,781	
Extension to Vandyke Upper (Phase 1)	September 2014	1,656,895	896,915	234,458	525,522
Extension to Vandyke Upper (Phase 2) from 1000 to 1500 places	September 2017	6,329,331	5,687,040	389,619	252,672
<b><u>Dunstable and Houghton Regis Area</u></b>					
New 2FE (420 place) Primary School North H.Regis	September 2016	7,063,672	3,893,726	3,169,946	
Extension to Secondary School for North H.Regis	September 2016	14,430,429	9,095,394	5,335,035	
<b><u>Sandy and Biggleswade Area</u></b>					
New 2FE (300 place) Lower at Kings Reach, Biggleswade	September 2015	5,002,502	2,637,408	2,365,094	
Extension to Middle School from 480 to 600 places, Biggleswade	September 2016	1,383,405	1,383,405	0	
Extension to Upper School from 1250 to 1650 places, Biggleswade	September 2014	8,400,000	3,800,681	4,599,319	
<b><u>Harlington Area</u></b>					

New/replacement 270 place Lower, Silsoe September 2016 3,344,688 1,392,879 1,951,809

**Redbourne Area**

Extension to Lower School from 300 to 450 places, Ampthill September 2015 3,123,799 1,040,889 2,082,910

Extension to Middle School from 600 to 720 places, Ampthill September 2014 1,540,258 1,540,258 0

Extension to Upper School from 1450 to 1650 places (Phase 1) September 2014 2,527,620 1,926,344 601,276

**Samuel Whitbread Area**

Extension to Shefford Lower School from 300 to 450 places September 2013 2,711,081 189,849 2,521,232

Extension to Fairfield Park Lower School from 150 to 300 places September 2013 3,191,502 947 3,190,555

New 2FE (300 place) Lower at Arlesey September 2016 5,251,161 2,347,454 2,903,707

Extension to Middle School from 480 to 600 places, Stotfold September 2015 2,881,542 2,346,446 535,096

Extension to Middle School from 720 to 840 places, Shefford September 2015 1,427,926 609,126 818,800

Extension to Upper School from 1750 to 2050 places, Shefford September 2015 4,498,371 1,118,678 3,379,693

**Wootton Area**

Extension to Lower School from 270 to 420 places, Marston September 2014 2,191,860 732,240 1,459,620

Extension to Lower School from 300 to 450 places, Cranfield September 2015 2,253,187 833,218 1,419,969

Extension to Middle School from 480 to 600 places, Cranfield September 2015 1,383,405 835,288 548,117

New

Extension to Lower School from 225 to 300 places, Stotfold	September 2015	1,219,776	282,374	937,402
Extension to Lower School from 300 to 375 places, Potton	September 2017	1,285,544	0	1,285,544

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**Meeting:** Children's Services Overview & Scrutiny Committee  
**Date:** 15 January 2013  
**Subject:** Customer Feedback – Complaints, Compliments Annual Report  
**Report of:** Cllr Mark Versallion, Executive Member for Children's Services  
**Summary:** This report fulfills the statutory duty to produce an annual report for Children's Social Care (Appendix A). The report provides statistics on the number of complaints received; complaint outcomes (upheld/not upheld); performance; issues complained about; and learning and improvements resulting from complaints for 2011/12.

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**Advising Officer:** Edwina Grant – Deputy Chief Executive/Director of Children's Services  
**Contact Officer:** Sonya Branagan – Customer Relations Manager  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** Council

## **CORPORATE IMPLICATIONS**

### **Council Priorities:**

The annual report for noting links to the priorities

- Creating safer communities
- Supporting and caring for an ageing population

### **Financial:**

1. Effective management of complaint issues focuses resource on resolution and reduces the risks of financial remedies being paid. The complaints procedure provides for conciliation meetings which are used as an effective alternative to costly independent investigations

### **Legal:**

2. The production of an annual report is a statutory requirement and should be made available to anyone on request. The report will be posted on the council's web site.

### **Risk Management:**

3. Complaints are assessed at the point of receipt to ensure risks are managed for example; child protection issues, risks to reputation. Effective complaints management ensures service failings are identified and remedied, thereby reducing the risk of public reports from the Local Government Ombudsman. There were no public reports about children's social care complaints.

**Staffing (including Trades Unions):**

4. There are no staffing issues arising from the report

**Equalities/Human Rights:**

The report was discussed with the Corporate Policy Advisor (Equalities and Diversity) and the feedback taken into account in the final report.

**Community Safety:**

5. To support children and families to feel safe it is important that they know how to complain about services they receive; feel heard when they raise complaints; and that action is taken. The report evidences that service users have been able to complain, where complaints have been upheld failings are identified and improvements are put in place.

**Sustainability:**

There are no sustainability issues arising from the report

**RECOMMENDATION:**

- **That the Children's Services Overview and Scrutiny Committee note the content of the report.**

**Introduction**

6. The Council's Customer Relations Team, based in the Assistant Chief Executive, People & Organisation, manages the Council's customer feedback procedures. There are three procedures. Two of the procedures are statutory and are governed by Regulations relating to Adult Social Care Services and Children's Services respectively. The third procedure covers all other Council services.
7. The feedback procedures are the means by which customer compliments, comments and complaints are handled. Customer Relations provides a point of contact for customers wishing to complain via email, telephone or in writing. This provides confidence to those customers who may have lost faith in the services to respond to their issue.
8. The Council is required to monitor statutory complaints procedures and prepare an annual report. The Children's Social Care complaints report must be made available to any person on request.

**Purpose of this report**

9. This report provides an overview of the key issues in complaint handling for Children's Social Care for the period 2011/12.

**Children's Social Care customer feedback report**

10. The Regulations require that the annual report should include; the number of complaints at each stage including those considered by the Local Government Ombudsman; the type, timescales and outcomes of complaints, which customer groups made complaints; learning and service improvements and summary

equality monitoring data.

11. The annual report addresses the requirements above and covers:
  - The Council's procedure for handling children's social care complaints.
  - Equality and Diversity Monitoring.
  - Summary Statistics including; number of complaints received; number referred to the Local Government Ombudsman; services most complained about; number well founded.
  - Performance.
  - Service improvements resulting from complaints.
12. To address the need to make the annual report available to anyone requesting it the report has been posted on the 'Feedback' pages of the Council's website. The feedback pages contain information on how to provide compliments, comments and complaints.

### **Complaints handling practice in 2011/12**

13. There was a drop in the number of complaints recorded, compared to last year, from 79 to 48.
14. Following the Ofsted inspection of Safeguarding and Looked After Children in February 2012, the inspectors reported that although the numbers of complaints were low, they had been handled well. *"Managers take an active approach to responding to and learning from complaints with established systems to report and analyse service user feedback and complaints, with regular feedback into the relevant service areas"*..
15. As well as the statutory annual report, weekly and quarterly reports on customer feedback have been provided based on the Director's requirements for performance reporting. This meant that senior managers had the opportunity to monitor customer feedback for their services.
16. The service worked with customer relations to identify cases suitable for conciliation. This good practice focuses on resolution of complaints through face to face meetings and was successful in remedying four cases without the need for lengthy formal investigations.

### **Key themes from complaints**

17. The main cause for complaint over the year was care management in the Family Support and Intake & Assessment services, including alleged poor communication or information; alleged poor quality of assessment reports; general dissatisfaction with the overall quality of intervention which encompassed social worker attitude and delays.
18. Whilst individual complaints were resolved with case specific remedies, Section 4 of Appendix A, Annual Report, details actions to improve the wider service.

### **Appendices:**

Appendix A - Annual Report 2011/12

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

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# Appendix A



**Central  
Bedfordshire**

## **CENTRAL BEDFORDSHIRE COUNCIL CHILDREN'S SOCIAL CARE SERVICES**

### **CUSTOMER FEEDBACK:**

**COMPLAINTS  
COMPLIMENTS**

**ANNUAL REPORT  
2011/12**

## INTRODUCTION

This report fulfills the statutory duty to produce an annual report for Children's Social Care complaints. The report provides statistics for 2011/12 on the number of complaints received; complaint outcomes (upheld/not upheld); performance; and learning and improvements resulting from complaints.

## EXECUTIVE SUMMARY

### Children's Services Complaints Procedure

The procedure has three stages:

- Stage 1, Local resolution by Service Manager – 10 working days, up to 20 for complex cases.
- Stage 2, Investigation – 25 working days, up to 65 working days. Externally commissioned investigators carry out investigations. Regulations require an independent person to shadow the investigator.
- Stage 3, Independent Review – panel to be set up in 30 working days
- Alternative Dispute Resolution is offered as an alternative to the complaints procedure. Conciliation meetings, Chaired by Customer Relations, are used to resolve complaints without the need for protracted investigations. A complainant can opt back into the complaints process at any time

There were 48 new complaints received for the period 1 April 2011 – 31 March 2012 compared to 79 reported in 2010/11. The services most complained about were Family Support and Intake & Assessment, they also received the most compliments.

13 formal compliments were recorded compared to 14 the previous year.

4 conciliation meetings were held remedying complaints without the need for escalation to stage 2.

46 stage 1 complaints concluded, 30 of them were resolved in 20 working days or less.

34 of the 46 stage 1 complaints dealt with were either upheld fully or in part. Whilst individual cases had specific remedies put in place consideration was also given to wider service improvements. These are detailed in Section 4.

Following an Ofsted inspection of safeguarding and looked after children services in February 2012 inspectors commented on the low number of complaints but reported positively on the handling of complaints:

*'The majority of complaints relate to communication and accuracy of information in individual cases. These are case specific rather than systemic issues, and are responded to appropriately.'*

*'The Central Bedfordshire complaints service effectively follows up issues arising from complaints with operational staff and identifies themes and learning which is used to improve service provision.'*

*'Complaints about children's services are routinely analysed and emerging themes and issues are reported to relevant teams to enable learning from these to improve practice'*

# 1 SUMMARY STATISTICS

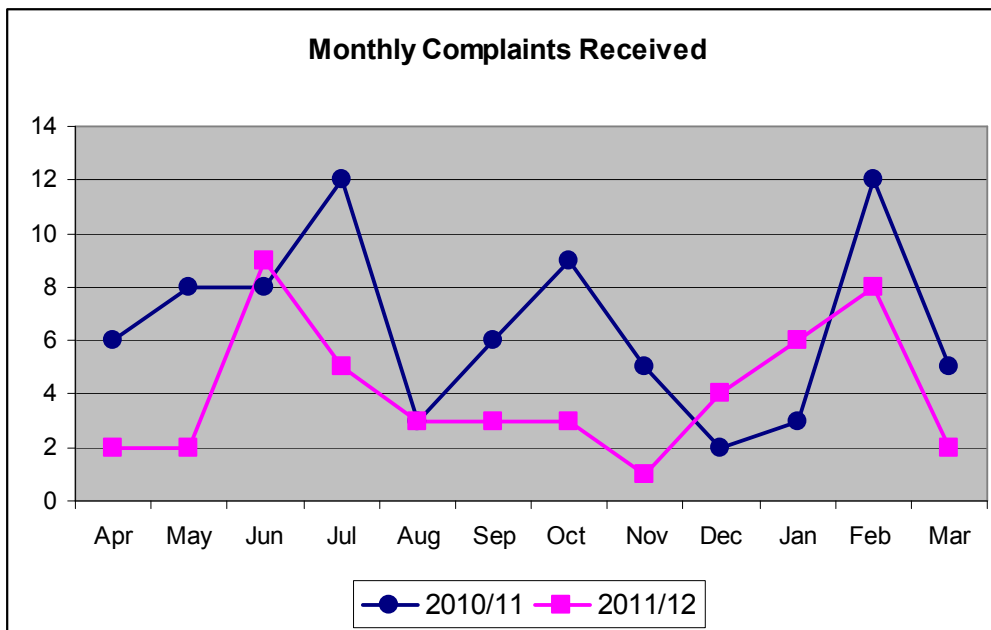
## 1.1 Headline Data for Customer Feedback

New Cases Received 2011/12	Q1	Q2	Q3	Q4	Totals
Complaints	13	11	8	16	48
Compliments	3	2	4	4	13

1.1.1 The total number of new complaints received decreased from 79 last year to 48. In 2011/12 3364 children were in contact with the Children's Social Care Services. Following the OFSTED inspection, February – March 2012, of safeguarding and looked after children services the inspector reported that although the numbers of complaints were low they had been handled well and:

*'Managers take an active approach to responding to and learning from complaints with established systems to report and analyse service user feedback and complaints, with regular feedback into the relevant service areas.'*

## 1.2 Spread of Complaints Received



1.2.1 There were few similarities in the number of monthly complaints received over the last 2 years. August saw the same number both years. June saw similar numbers when Family Support and Intake and Assessment Services received the majority of the complaints which in both years related to customer care and general case management.

## 1.3 Alternative Dispute Resolution

1.3.1 Customer Relations offered alternative dispute resolution to those who requested independent investigation of their complaints. Conciliation meetings rebuild confidence and improve communications between the complainant and service. There are significant cost savings by remedying cases without the need for externally commissioned investigators.

4 complainants took up the offer and the cases were remedied in full. This resulted in better outcomes for complainants by resolving complaints without the need for protracted investigations.

**1.4 Stage 2 & 3 Complaints**

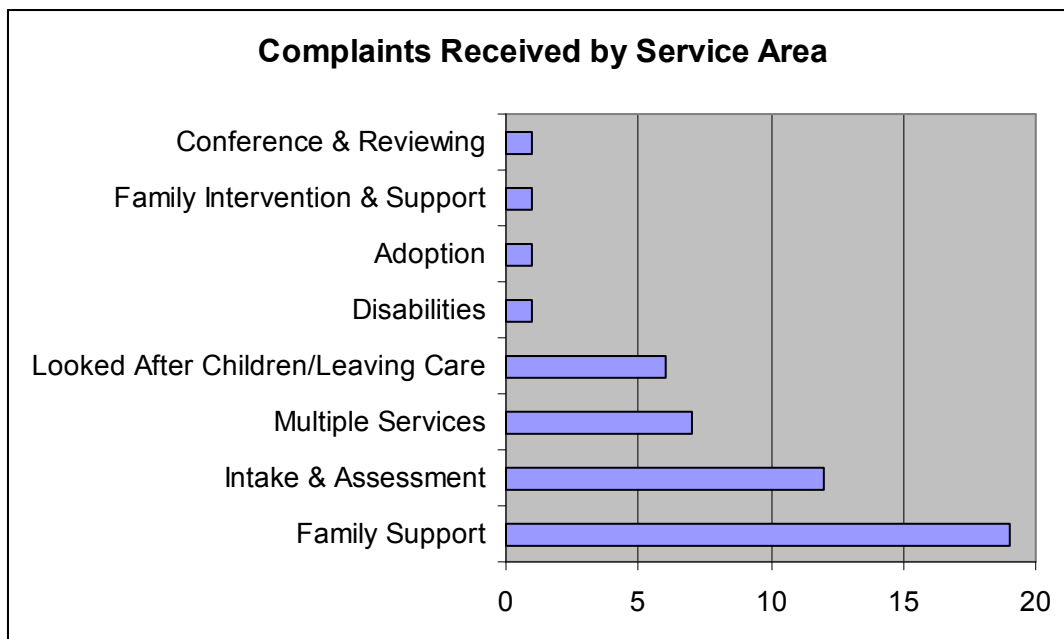
1.4.1 There were no new stage 2 or 3 complaints received in the year.

**1.5 Local Government Ombudsman (LGO) Complaints**

1.5.1 One complaint was considered by the Ombudsman relating to the attitude and approach of a social worker in an Intake and Assessment case. The Ombudsman discontinued the investigation into the complaint. The Council had already dealt with the complaint and offered an apology for the poor communication. The Ombudsman concluded there was no remaining significant injustice to the complainant.

**1.6 Trends - Services Most Complained About**

1.6.1 The area most complained about, receiving 19 of the 48 new complaints plus a further 3 that also crossed other service areas, was the Family Support Service. The main causes for complaint for this service were alleged poor communication or information and general dissatisfaction with the overall quality of intervention which encompassed social worker attitude, quality of reports, delays.



1.6.2 The Intake and Assessment Team received 12 of the 48 new complaints plus a further 4 that also crossed other service areas. The main causes for complaint were alleged poor quality of assessment reports, poor communication or information and the professionalism of staff

**1.7 Outcomes from Concluded Complaints**

1.7.1 46 stage 1 complaints were concluded in the period. 8 were upheld. A further 26 were partly upheld. This meant a total of 34 (74%) of concluded complaints were deemed to be well founded in full or in part.

1.7.2 Of the 46 complaints concluded 33 involved the Family Support and Intake and Assessment Services. 19 of the 33 (58%) complaints had an upheld or partly upheld outcome.

1.7.3 Whilst case specific remedies were put in place for individuals Section 4 details the wider learning and improvements from complaints.

**1.8 Compliments**

1.8.1 13 compliments were recorded. Service users thanked workers for their professionalism, good advice, effective communication and accessibility and friendliness. External professionals expressed thanks for the quality of a training event and awards evening and the positive handling of a case.

1.8.2 The spread of compliments was:

- 4 Intake & Assessment
- 4 Family Support
- 2 Looked After Children and Leaving Care
- 2 Fostering
- 1 Local Children’s Safeguarding Board

Whilst Family Support and the Intake and Assessment Services received the most complaints they also received the most compliments.

**2 PERFORMANCE IN COMPLAINTS HANDLING**

2.1 The procedure allows for 10 working days to resolve a stage 1 complaint, up to 20 working days if it the complaint is complex.

2.2 One complaint was withdrawn. 45 stage 1 cases were responded to. 30 out of the 45 (67%) were completed in 20 working days or less:

<b>Timescale for Sending Stage 1 Complaint Response</b>				
<b>Working Days to Respond</b>	<b>0 - 10</b>	<b>11 -20</b>	<b>21 - 30</b>	<b>30+</b>
<b>Number of Cases</b>	11	19	7	8

2.3 Cases that took the longest to resolve were subject to delay due to a variety of reasons: some delays were due to drift due to managers capacity; some took longer because complainants wanted further investigation into their complaints and further negotiations were held to resolve matters; in one case a complainant wanted to add further information and took time to collate the information.

**3 EQUALITY & DIVERSITY MONITORING**

**3.1 Monitoring**

3.1.1 The purpose of capturing data is to monitor access to the complaints procedure; to ensure services are appropriate for all service user groups; and to check whether any issues relating to discrimination have been raised. Customer Relations record data about the **service user** for complaints. In complaints the service user can also be a parent who is engaged with social care services

where the complaint issue has no direct impact on the child. A service user may make more than one complaint over the period.

- 3.1.2 3364 children were in contact with the Children's Social Care Services. 48 new complaints were registered. The relatively low number of complaints has resulted in difficulty in drawing conclusions in relation to equality and diversity monitoring. Low or no representations from minority groups reduced the opportunity for reassurance that access to complaints about services was provided in an equitable manner.
- 3.1.3 There are some 'unknowns' in the returns as data is collected at the first point of contact in a complaint. Cases received in writing are researched in the client database for information – if the data is not available via this route it is recorded as 'unknown'. Unknowns may mask representations from minority groups.

### 3.2 Accessibility to Complaints

#### 3.2.1 Receipt Method for Complaints

By having a range of contact options for complainants to make their complaints the Council aims to meet the needs of its service users in accessing the complaints procedure. People can make complaints in person; face to face or via telephone (including a direct line to Customer Relations), in writing; via email, letter, or complaint form. A complaint form specifically designed for young people is also available. Young people can have the support of an advocate to make complaints.

48 new complaints were received:

42% by letter	20% by telephone	2% personal visit
29% by email	6% by complaint form	

#### 3.2.2 Young People

Children's Services Social Care delivers services to address the needs of children and young people. The majority of the 48 complaints made about the service were from adults complaining about their interactions and experience or on behalf of children. 2 young people raised complaints in their own right about issues affecting them. The complaints were raised during face to face discussions with workers who referred them on to relevant managers.

### 3.3 Gender

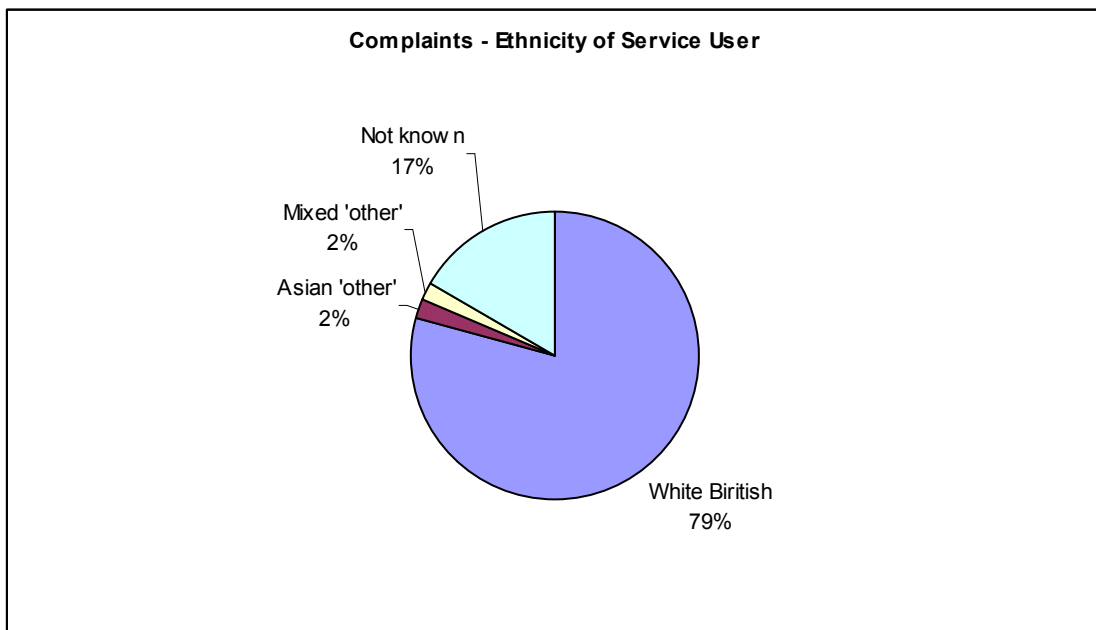
- 3.3.1 In order to make comparisons data gathered for new complaint cases received in 2010/11 has been considered alongside the provisional data on the gender of people who were referred to children's social care throughout the year.
- 3.3.2 For complaints we recorded the gender of the child in most cases.

Where a complaint is made by an adult about their own experience of intervention where the issue did not directly impact on the child the adult's gender was recorded. This gives us the gender of complainants affected by complaints.

	Male	Female	Not known
Service user affected by complaints	65%	35%	0%
People accessing the service	53%	47%	0.6%

- 3.3.3 More males were affected by complaints than females. There were more males accessing social care services than females.
- 3.3.4 Service users of both genders are represented in the complaints procedure and there appears to be no significant difference in the issues raised.
- 3.3.5 The two areas that received the highest number of stage 1 complaints, Family Support and Intake & Assessment received issues of complaint that affected 26 male service users compared to 13 females. Both genders were affected by similar issues. The adults making the complaints were predominantly female (25). Females generally complained about more aspects of the service in one complaint than males.

### 3.4 Ethnicity



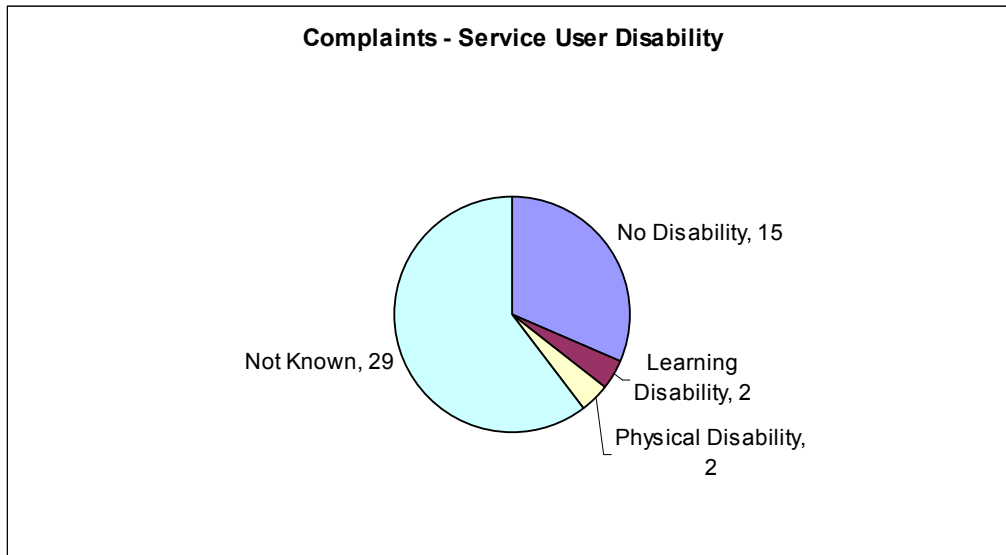
- 3.4.1 79 % of service users affected by new complaints and also accessing social care services were recorded as 'White British'. The issues covered a broad range of complaints. People with a minority ethnic background were also represented in complaints. However, there were no complaints registered in relation to service users described as 'black' compared to 2% of service users registered with this background. With 17% of cases with 'unknown' ethnicity it is possible that complainants with other ethnic backgrounds were also represented in complaints.
- 3.4.2 The issues raised by service users with minority ethnic backgrounds were also raised by those with the majority ethnic background in complaints.

### 3.5 Age

- 3.5.1 Of the 48 new Stage 1 complaints;
  - 42 affected people under the age of 18
  - 3 affected people 19 – 64
  - 3 cases age unknown
 This meant that people of all ages were able to access the complaints procedure either directly or through a representative.

3.5.2 The majority of complaints affected children and young people but were made by adults and crossed all services. Two young people made their own complaints and one was unhappy with the support from social workers when she was looked after and did not feel listened to, the other was unhappy with the support he received to live independently.

### 3.6 Disability



3.6.1 29 complaints were recorded as 'not known' in relation to disability. In 15 cases service users were not described as having any disability.

3.6.2 The figures demonstrate that people with disabilities were represented in the complaints procedure. The issues of complaint from parents of children who had a disability related to dissatisfaction with the level of support. These issues were also raised by parents of children without a disability.



## 4 SERVICE IMPROVEMENTS RESULTING FROM CUSTOMER COMPLAINTS

Where a service agreed with a complaint (upheld/partly upheld) case specific remedies were put in place. However, managers also considered what they could do to improve the service. The service improvements are detailed below:

<b>4.1 Family Support</b>	
<b>Top 2 issues found in agreed complaints: Poor communication, lack of support.</b>	
<b>YOU SAID</b>	<b>THE SERVICE DID:</b>
A referral to another agency that had been agreed by a social care panel was not followed up. The social work team should have ensured that the referral had been made and actioned.	The manager committed to a new approach to practice for staff: Once a referral has been made by Panel to another agency, the social worker will follow it up with a phone call to the relevant agency to make sure it has been received and actioned.
Social care did not fully explain why they were involved leaving the family unclear.	The practice going forward will be to actively respond to any requests for clarification of social care plans by providing explanations in the child in need meetings or in writing.
A social worker had shared her negative views of another professional with the young person being looked after. These views were then expressed by the young person to the solicitor.	The team manager upheld that the practice was inappropriate and addressed it with the worker.
Social worker's approach left parent feeling uncomfortable. Parent was not advised information would be shared with other agency.	Practice issues were addressed with the individual worker
<b>4.2 Intake and Assessment</b>	
<b>Top 2 issues found in agreed complaints: Poor Communication and accuracy/ quality of assessment reports.</b>	
<b>YOU SAID</b>	<b>THE SERVICE DID:</b>
There had been poor communication out of hours regarding support services available.	The out of hours service received the feedback and a reminder to provide information about support services as well as the need to notify other local authorities in cases were children cross borders.
The quality and accuracy of information in assessment reports was sometimes not good enough.	Staff teams were reminded; to reflect sources of information within assessments; to obtain updates on health and well-being of parents/carers; to proof read assessments and pay attention to details. A new information system was implemented in March '12 and improved flexibility to edit work. It includes a spellchecker.
Grandparents felt that their views were not listened to when they raised concerns about their grandchildren	The manager sent a communication to the team confirming that grandparents can play an important role in a child's life and workers should ensure their views are listened to.
A parent complained that there was little communication following an initial contact relating to child protection issues until an invitation to a meeting was received two months later.	The team manager upheld that communication was poor and reminded the team of the importance of keeping families updated during the child protection process.

<b>4.3 Adoption (Shared Service with Bedford Borough Council)</b>	
<b>There were no repeat issues raised in complaints.</b>	
<b>YOU SAID</b>	<b>THE SERVICE DID:</b>
Letters were not being passed on and photographs were unfairly blocked from being forwarded.	The actions taken in the case were felt to be reasonable. Consideration was given to how the process could be improved. Guidance for positive letterbox contact was drawn up so that all staff are aware of what guidance birth parents should receive. Where birth parents letters are changed agreement is received from the birth parent before letters are sent.

<b>4.4 Looked After Children</b>	
<b>There were no repeat issues raised in complaints.</b>	
<b>YOU SAID</b>	<b>THE SERVICE DID:</b>
A young person complained about her time in care when she felt workers did not insist on seeing her alone when visiting the placement which limited her opportunity to raise concerns.	Team managers and review managers were reminded to carry out checks to see if social workers are seeing looked after children on their own and ensure that workers understand why this is so important.
Taxi was late collecting looked after young person from school.	Complaint made to the taxi company and a new provider put in place.

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**Meeting:** Children's Services Overview & Scrutiny Committee  
**Date:** 15 January 2013  
**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.	15 January 2013	<p>Executive Member Update</p> <p>2013/14 Budget</p> <p>Fees &amp; Charges</p> <p>Children &amp; Families Draft Bill</p> <p>New School Places Programme</p> <p>Customer Feedback Annual Report</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 receive a presentation on the implications of the draft Children &amp; Families Bill.</p> <p>To consider a progress report regarding delivery of the new school places programme</p> <p>To consider the Council's annual report regarding Children's Services complaints and compliments</p>	

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Comment
2.	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.	
		Ofsted Action Plan	To receive an update on progress with regard to the Ofsted Action Plan	
		Fostering Service	To receive a report detailing the outcome of the Fostering Service inspection.	
		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.	

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Comment
3.	23 April 2013	Executive Member Update	To receive a brief verbal update from the Executive Member for Children's Services.	
		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	

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**Central Bedfordshire Council  
Forward Plan of Key Decisions  
1 January 2013 to 31 December 2013**

- 1) During the period from **1 January 2013 to 31 December 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 January 2013 to 31 December 2013

### Key Decisions

Date of Publication: 29 November 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.	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)
2.	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, Service Director - Business Services Email: <a href="mailto:alan.fleming@centralbedfordshire.gov.uk">alan.fleming@centralbedfordshire.gov.uk</a> Tel: 0300 300 6968
3.	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)
4.	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>
5.	School Funding Reforms -	To consider and comment on the work undertaken to implement the School Funding Reforms.	8 January 2013	<p>Central Bedfordshire Council has responded to three Department for Education Funding Consultations, 2 in 2011 and 1 in March 2012.</p> <p>Consultation with stakeholders between 4 and 28 September 2012.</p>	Report	<p>Executive Member for Children's Services</p> <p>Comments by 07/12/13 to Contact Officer:</p> <p>Helen Redding, Head of Learning and School Support</p> <p>Email: <a href="mailto:helen.redding@centralbedfordshire.gov.uk">helen.redding@centralbedfordshire.gov.uk</a></p> <p>Tel: 0300 300 6057</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)
6.	Commissioning Healthwatch Central Bedfordshire -	To adopt the approach being taken to commissioning Healthwatch Central Bedfordshire.	8 January 2013	<p>LINK Workshop – June 2011</p> <p>Community Stakeholders Conference – September 2011</p> <p>Healthwatch Steering Group (LINK, CBC, NHS) Workshop – March 2012</p> <p>Monthly updates to LINK Board and to public via LINK Bulletin since June 2012</p> <p>Voluntary and Community Sector Provider Workshop - August 2012</p> <p>Monthly 'Pathfinder' meetings of voluntary and community organisations and LINK since September 2012.</p>	Report	<p>Executive Member for Social Care, Health and Housing</p> <p>Comments by 07/12/12 to Contact Officer:</p> <p>James Robinson-Morley, Lead Commissioner (Carers &amp; Service User Engagement)</p> <p>Email: <a href="mailto:james.robinson-morley@centralbedfordshire.gov.uk">james.robinson-morley@centralbedfordshire.gov.uk</a></p> <p>Tel: 0300 300 6681</p>
7.	A1 South Biggleswade Roundabout -	To consider the proposed development of an enlarged roundabout on the A1 at the South Biggleswade junction.	8 January 2013		Exempt Report - Exempt Paragraph 3	<p>Deputy Leader and Executive Member for Corporate Resources</p> <p>Comments by 07/12/2012 to Contact Officer:</p> <p>Peter Burt, MRICS, Head of Property Assets</p> <p>Email: <a href="mailto:peter.burt@centralbedfordshire.gov.uk">peter.burt@centralbedfordshire.gov.uk</a></p> <p>Tel: 0300 300 5257</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)
8.	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.	5 February 2013	A wide-ranging consultation process will be planned to take place from October to December 2012.	Report and consultation responses	Executive Member for Social Care, Health and Housing Comments by 04/01/13 to Contact Officer: Tim Hoyle, Head of Business Systems Email: <a href="mailto:tim.hoyle@centralbedfordshire.gov.uk">tim.hoyle@centralbedfordshire.gov.uk</a> Tel: 0300 300 6065
9.	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

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)
10.	Service Level Agreement for Fostering and Adoption with Bedford Borough Council -	To consider the future of the Service Level Agreement for Fostering and Adoption with Bedford Borough Council.	5 February 2013		Report	Executive Member for Children's Services Comments by 04/01/13 to Contact Officer: Fiona Mackirdy, Interim Head of Adoption and Fostering Email: <a href="mailto:fiona.mackirdy@centralbedfordshire.gov.uk">fiona.mackirdy@centralbedfordshire.gov.uk</a> Tel: 0300 300 6752
11.	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



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)
12.	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
13.	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

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14.	Land Rear of Central Garage, Cranfield Development Brief -	To endorse the Land Rear of Central Garage, Cranfield Development Brief for Development Management purposes.	5 February 2013	Members and Officers briefed from August 2012. Members and Officers briefed on 4 September 2012 at West Placemaking. Public exhibition on 13 November 2012. Public consultation between 13 November and 13 December 2012.	Land Rear of Central Garage, Cranfield Development Brief Site Allocations Development Plan Document (Adopted 2011)	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 04/01/13 to Contact Officer: Stuart Robinson, Planning Officer (Project Support/Admin) Email: <a href="mailto:stuart.robinson@centralbedfordshire.gov.uk">stuart.robinson@centralbedfordshire.gov.uk</a> Tel: 0300 300 4236
15.	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 Linlade Town Council, with project management advice and support provided by Leisure Services. The scheme is funded entirely by Section 106 funds of £1.1m.	19 March 2013	Consultation carried out with Leighton Linlade Town Council.	Report	Executive Member for Sustainable Communities - Services Comments by 18/02/13 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

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16.	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
17.	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
18.	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 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)
19.	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
20.	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

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21.	East Leighton Linslade Framework Plan -	To consider the east Leighton Linslade Framework Plan for the delivery of up to 2,500 dwellings and 16 hectares of employment land together with its supporting infrastructure.	19 March 2013	<p>September 2012 – Placemaking meeting to take place at which the Landowners are to offer a presentation on the Draft Framework Plan.</p> <p>October 2012 – Executive Member and Director of Sustainable Communities to sign off the Draft Framework Plan for the purposes of public consultation.</p> <p>October 2012 – A 7 week public consultation to begin that will include a 2 day public exhibition event. Consultation with residents, councillors and statutory consultees. Consultation will be conducted using letters, emails, the Council’s consultation services, including Central Bedfordshire Council updates and the Member’s bulletin.</p> <p>February 2013 – A presentation on the Framework Plan (together with consultation responses) will be given to the Sustainable Communities Overview and Scrutiny Committee seeking Members to endorse it before the Executive take a decision.</p>	Framework Plan and the Framework Plan supplementary written document	<p>Executive Member for Sustainable Communities - Strategic Planning and Economic Development</p> <p>Comments by 18/02/13 to Contact Officer:</p> <p>Mark Saccoccio, Local Planning and Housing Team Leader</p> <p>Email: <a href="mailto:mark.saccoccio@centralbedfordshire.gov.uk">mark.saccoccio@centralbedfordshire.gov.uk</a></p> <p>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)
22.	Local Area Transport Plans -	To endorse the third round of Local Area Transport Plans (LATP) (covering Potton, Chiltern, Haynes and Old Warden) and which form part of the Local Transport Plan adopted in April 2011, together with endorsement of updates to the Arlesey and Stotfold and Biggleswade and Sandy LATPs that formed part of the first round of plans.	19 March 2013	Public consultation between 1 August 2012 – 23 November 2012.	Report	Executive Member for Sustainable Communities - Services Comments by 18/02/13 to Contact Officer: Ben King, Principal Transport Planner - Transport Strategy Team Email: <a href="mailto:ben.king@centralbedfordshire.gov.uk">ben.king@centralbedfordshire.gov.uk</a> Tel: 0300 300 4824
23.	Draft Supplementary Planning Document : Wind Turbine Development in Central Bedfordshire -	To adopt the guidance for development management purposes.	19 March 2013	Public consultation due to take place in January 2013.	Report	Executive Member for Sustainable Communities - Services Comments by 18/02/13 to Contact Officer: Sue Frost, Senior Planning Officer Email: <a href="mailto:sue.frost@centralbedfordshire.gov.uk">sue.frost@centralbedfordshire.gov.uk</a> Tel: 0300 300 4952

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24.	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
25.	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 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)
26.	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>						
27.	Draft Revenue and Capital 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
28.	Draft Budget Report for the Housing Revenue Account (Landlord Service) Business Plan. -	To consider the draft budget report for the Housing Revenue Account (Landlord Service) Business Plan.	8 January 2013		Report	Deputy Leader and Executive Member for Corporate Resources, Executive Member for Social Care, Health and Housing Comments by 07/12/13 to Contact Officer: Tony Keaveney, Assistant Director Housing Services or Charles Warboys, Chief Finance Officer Email: <a href="mailto:tony.keaveney@centralbedfordshire.gov.uk">tony.keaveney@centralbedfordshire.gov.uk</a> Tel: 0300 300 5210 or <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)
29.	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
30.	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	The draft strategy will be considered by Corporate Resources Overview and Scrutiny Committee on 18 December 2012.	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.	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 Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147

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32.	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
33.	Budget 2013/14 and Medium Term Financial Plan -	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	Draft budget proposals have been considered by Overview and Scrutiny Committees.	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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34.	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
35.	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

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