

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



please ask for Sandra Hobbs
direct line 0300 300 5257
date 29 November 2013

NOTICE OF MEETING

EXECUTIVE

Date & Time

Tuesday, 10 December 2013 at 9.30 a.m.

Venue

Council Chamber, Priory House, Monks Walk, Shefford

Richard Carr
Chief Executive

To: The Chairman and Members of the EXECUTIVE:

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

All other Members of the Council - on request

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

AGENDA

1. **Apologies for Absence**

To receive apologies for absence.

2. **Minutes**

To approve as a correct record, the Minutes of the meeting of the Executive held on 5 November 2013 and the Special Executive held on 27 November 2013. **Please note the minutes from the Special Executive meeting are to follow.**

3. **Members' Interests**

To receive from Members any declarations of interest.

4. **Chairman's Announcements**

To receive any matters of communication from the Chairman.

5. **Petitions**

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

6. **Public Participation**

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

7. **Forward Plan of Key Decisions**

To receive the Forward Plan of Key Decisions for the period 1 January 2014 to 31 December 2014.

Decisions with No Exempt Papers

Item	Subject	Page Nos.
8.	Minerals and Waste Local Plan: Strategic Sites and Policies - Plan for Adoption	33 - 38

The report proposes that the Plan, incorporating the modifications put forward by the Inspector, be recommended to Council for adoption as Council policy.

9. **Council Tax Support Scheme** 39 - 48

To review the Council's Local Council Tax Support Scheme and address the requirement to recommend to Council the approach to Local Council Tax Support for 2014/15.

10. **Determination of Statutory Proposal to Expand Pulford Voluntary Aided Church of England Lower School** 49 - 92

The report sets out the statutory proposal of the Governing Body of Pulford VA CofE Lower School to expand the school from its current capacity of 150 places to 225 permanent places with a proposed implementation date of September 2014.

11. **Commissioning of New School Places for implementation from September 2015 and September 2016 in Central Bedfordshire** 93 - 270

This report outlines four projects within the New School Places Programme 2013/14 – 2017/18 where local pressures of demographic growth require new school places to be provided from September 2015 and a further five projects within the New School Places Programme with a target implementation date of September 2016.

12. **Extending the European Social Fund (ESF) Programme to Support the Unemployed and Economically Inactive** 271 - 280

This report proposes that the Executive approve the extension of the current ESF programme by up to £6M for the delivery of additional activity across Central Bedfordshire and Bedford Borough.

Monitoring Matters

- | Item | Subject | Page Nos. |
|-------------|--|------------------|
| 13. | September 2013 - Quarter 2 Revenue Budget Monitoring Report | 281 - 300 |

The report sets out the financial position for 2013/14 as at the end of September 2013. It sets out spend to date against the profiled budget and the forecast financial outturn.

14. **September 2013 - Quarter 2 Capital Budget Monitoring Report** 301 - 314
- The report provides information on the projected capital outturn for 2013/14 as at September 2013.
15. **September 2013/14 Housing Revenue Account Budget Monitoring Revenue and Capital Report** 315 - 328
- The report provides information on the 2013/14 Housing Revenue Account (HRA) projected outturn revenue and capital position as at September 2013.
16. **Quarter 2 Performance Report** 329 - 362
- To consider the quarter 2 performance report.

Exclusion of the Press and Public

Members are reminded that if at any point there is a need to discuss the information contained within the exempt Appendices to the following reports, then Members will need to decide whether to exclude the press and public from the meeting so that the confidential matters contained in the Appendix can be discussed in private session.

Decisions with Exempt Papers

- | Item | Subject | Page Nos. |
|-------------|--|------------------|
| 17. | Dukeminster Extra Care Development: Award of Contract | 363 - 370 |
| | The report proposes to award the contract for the Design and Build of the Dukeminster Extra Care Housing Scheme. | |
| 18. | BEaR Project Options Review | 371 - 386 |
| | This report seeks to provide an update on the Central Bedfordshire Energy and Recycling (BEaR) Project and recommends that the Executive considers the options presented in this report. | |

Exempt Papers

Item	Subject	Exempt Para.	Page Nos.
19.	Dukeminster Extra Care Development: Award of Contract	3	387 - 392
	To receive the financial implication of awarding the build contract for the Dukeminster Extra Care Housing Scheme, Dunstable.		
20.	BEaR Project Options Review	3	393 - 404
	To receive the financial implications of the BEaR Project Options Review.		
21.	Exclusion of the Press and Public		
	To consider whether to pass a resolution under section 100A of the Local Government Act 1972 to exclude the Press and Public from the meeting for the following item of business on the grounds that the consideration of the item is likely to involve the disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Act.		

Exempt Report

Item	Subject	Exempt Para.	Page Nos.
22.	Disposal of Land at the Biggleswade A1 South Roundabout	3	405 - 414
	This report seeks approval to enter into a contract to dispose of land for a Trunk Road Service Area at the Biggleswade A1 South roundabout.		

This agenda gives notice of items to be considered in private as required by Regulations (4) and (5) of The Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012.

Details of any representations received by the Executive about why any of the above exempt decisions should be considered in public: none at the time of publication of the agenda. If representations are received they will be published separately, together with the statement given in response.

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CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **EXECUTIVE** held in the Council Chamber, Priory House, Monks Walk, Shefford on Tuesday, 5 November 2013.

PRESENT

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

Executive Members:	Cllrs	C Hegley B J Spurr R C Stay	Cllrs	Mrs P E Turner MBE M A G Versallion J N Young
Deputy Executive Members:	Cllrs	A D Brown Mrs S Clark I Dalgarno A L Dodwell	Cllrs	D J Hopkin A M Turner R D Wenham
Apologies for Absence:	Cllrs	B Wells		Deputy Executive Member
Members in Attendance:	Cllrs	P N Aldis A R Bastable R D Berry M C Blair D Bowater Mrs C F Chapman MBE Mrs G Clarke Mrs R J Drinkwater P A Duckett C C Gomm	Cllrs	Mrs S A Goodchild Ms A M W Graham D Jones K C Matthews D McVicar J Murray B Saunders J A G Saunders A Shadbolt
Officers in Attendance		Mr J Atkinson Mr R Carr Ms D Clarke Mrs M Clay Mr M Coiffait Mrs E Grant Mrs S Hobbs Mr T Keaveney Ms E Saunders Mr C Warboys		Head of Legal and Democratic Services Chief Executive Director of Improvement and Corporate Services Chief Legal and Democratic Services Officer Community Services Director Deputy Chief Executive/Director of Children's Services Committee Services Officer Assistant Director Housing Services Assistant Director Commissioning Chief Finance Officer

E/13/53 **Minutes**

RESOLVED

that the minutes of the meeting held on 24 September 2013 be confirmed as a correct record and signed by the Chairman.

E/13/54 **Members' Interests**

Councillor Jamieson declared a personal interest in Agenda items 11 'Implementation of the Leisure Facilities Strategy, including findings of the Flitwick Leisure Centre Invest to Save Feasibility Study' and 16 ' Flitwick Leisure Centre Invest to Save Feasibility Study' as he was a member of Flitwick Leisure Club. Cllr Jamieson was present during the item.

E/13/55 **Chairman's Announcements**

The Chairman welcomed Melanie Clay the new Chief Legal and Democratic Services Officer to the meeting. He also thanked John Atkinson the retiring Head of Legal Services Officer for his services to Central Bedfordshire Council.

Members were advised that Agenda item 11 'Implementation of the Leisure Facilities Strategy, including findings of the Flitwick Leisure Centre Invest to Save Feasibility Study' would be considered after Agenda item 14.

The Chairman was pleased to announce that the new look Ampthill Court House had been opened officially on Thursday 31 October 2013 after major renovation to provide a better experience for customers and an improved working environment for staff.

The Chairman had visited the new alternative provision school in Houghton Regis and was pleased to see the positive work that was taking place. The second site school at the former Roecroft Lower School in Stotfold was due to open in September 2014.

E/13/56 **Petitions**

No petitions were received.

E/13/57 **Public Participation**

The following statement was received in accordance with the Public Participation Scheme.

1. **Mr Allen**

Mr Allen made a statement about the Council's approach to engagement, including with the Highways Agency, particularly around the improvements to the New Road/A1 junction in Sandy.

The Executive Member for Sustainable Communities – Services agreed to arrange a meeting with Mr Allen and the Community Services Director to discuss the issues raised.

E/13/58 **Forward Plan of Key Decisions**

RESOLVED

that the Forward Plan of Key Decisions for the period 1 December 2013 to 30 November 2014 be noted.

E/13/59 **Central Bedfordshire Draft Equality and Diversity Strategy 2013 - 16**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that set out the draft Equality and Diversity Strategy. The Strategy had been refreshed in line with the requirements of the Equality Act 2010 to enable the Council to continue to adopt a robust approach to equality issues across all of its activities.

In response to a question, the Director of Improvement and Corporate Services advised Members that protection for whistle blowers was covered by the Public Interest Disclosure Act 1998 and was not part of the remit for the Equality and Diversity Strategy.

Reason for decision: To ensure that the Council complies with its statutory obligations.

RECOMMENDED to Council

that the Draft Equality and Diversity Strategy for Central Bedfordshire be adopted.

E/13/60 **Framework Agreement for Care Homes in Central Bedfordshire**

The Executive considered a report from the Executive Member for Social Care, Health and Housing that provided an overview of the approach proposed for implementing the framework agreement and quality monitoring system that had been approved by the Executive on 6 November 2012. A list of providers that had been successful in the tendering process was tabled at the meeting.

In response to questions, the Executive Member for Social Care, Health and Housing advised Members that information on fees and charges would be published. If a resident in a private care home was no longer able to fund their own provision, the Council would consider each case and where appropriate would try to keep the resident in their existing care home.

The Care Quality Commission was responsible for carrying out care home inspections, but the Council would make unannounced visits to the care homes to ensure that residents were being appropriately cared for.

Reason for decision: To enable a Framework Agreement and Quality Monitoring System to be let to those providers who had been successful within the tendering process.

RESOLVED

that the approach to procure the accommodation services be approved as follows:-

- 1. to establish a framework agreement as recommended in paragraphs 43 and 44 (The Options) in the report, the specific elements of which were contained in Appendices B (The Framework Agreement) and C (The Tender Process) to the report;**
- 2. to implement the quality monitoring system set out at Appendix E (Quality Monitoring System) to the report, at the same time as the framework agreement;**
- 3. to implement the framework agreement on the basis described at method 2 paragraph 49(b) (Implementing the Framework Agreement) and set down in detail in Appendix D (The Operation of the Framework Agreement) to the report; and**
- 4. to let the contract to those providers that had been successful within the tendering process.**

E/13/61

Fees and Allowances for Foster Carers

The Executive considered a report from the Executive Member for Children's Services that outlined the outcome of a review of the foster care allowance scheme. The report recommended an increase in the remuneration for Central Bedfordshire Council foster carers and addressed the high use of independent foster agency placements.

The in-house service was competing with neighbouring authorities and Independent Fostering Agencies and there was concern that Central Bedfordshire might potentially lose the quality and quantity of its in-house foster carers, with the associated implications.

Reason for decision: To manage the sufficiency and affordability of placements for looked after children.

RESOLVED

that the proposals for changing the scheme for fostering allowances to implement fees and allowances as set out in the report be approved and that these proposals be considered as part of the draft revenue budget due to be approved by Council on 28 February 2014.

E/13/62

Roker Park, Stotfold

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that proposed that Central Bedfordshire Council releases the covenant restricting use of Roker Park, Stotfold to enable Stotfold Town Council to dispose of the land for residential development, thus enabling the football ground to be relocated and upgraded, as required by the Football Association as a prerequisite to the local club remaining in the league.

RESOLVED

to defer this item.

E/13/63

Consultation on Admission Arrangements 2015/16

The Executive considered a report from the Executive Member for Children's Services that set out the proposed consultation on Admission Arrangements for 2015/16, specifically the Council's co-ordinated admissions scheme and the Council's admissions arrangements for Community and Voluntary Controlled Schools.

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

RESOLVED

- 1. that the commencement of consultation for Central Bedfordshire's co-ordinated admissions scheme be approved;**
- 2. that the proposed admission arrangements for Community and Voluntary Controlled schools for the academic year 2015/16 be supported; and**
- 3. that the commencement of the consultation for Central Bedfordshire's admission arrangements for Community and Voluntary Controlled Schools for the academic year 2015/16 be approved.**

E/13/64 **Exclusion of Press and Public**

RESOLVED

that in accordance with Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 3 of Part I of Schedule 12A of the Act.

E/13/65 **Award of the Day to Day Responsive and Programmed Electrical Maintenance Contract 2014- 2017**

The Executive considered a report from the Executive Member for Social Care, Health and Housing that proposed the award of the Day to Day Responsive and Programmed Electrical Maintenance Contract 2014 – 2017.

In response to questions, the Executive Member for Social Care, Health and Housing explained the assessment criteria and the balance between quality and price.

As part of the procurement process, companies tendering for contacts were encouraged to employ people from the local area.

Reason for Decision: To enable the Council's Housing Services Electrical Responsive Service, Rewire and Communal Lighting programme to be maintained and delivered in 2014 – 2017.

RESOLVED

that the Day to Day Responsive and Programmed Electrical Maintenance Contract 2014-2017 be awarded to Contractor A under Option A Schedule of Rate Contract.

E/13/66 **Inclusion of the Press and Public**

RESOLVED

to reopen the meeting to the press and public.

E/13/67

Implementation of the Leisure Facilities Strategy, including findings of the Flitwick Leisure Centre Invest to Save Feasibility Study

The Executive considered a report from the Executive Member for Sustainable Communities – Services concerning the implementation of the Leisure Facilities Strategy, including the findings of the Flitwick Leisure Centre invest to save feasibility study. The independent feasibility study on the redevelopment of Flitwick Leisure Centre had been concluded, with a recommendation for a facility mix which was affordable whilst meeting public expectations of new and modern public sector leisure provision.

The current Flitwick Leisure Centre was not fit for purpose as it needed renovation and was unable to cope with increased demand emanating from the increase in housing in Flitwick and the surrounding areas.

Members noted that the revised recommendations excluded the provision of meetings rooms in the proposed redevelopment of Flitwick Leisure Centre.

RESOLVED

that in accordance with Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 3 of Part I of Schedule 12A of the Act.

Members discussed the financial elements of the redevelopment of Flitwick Leisure Centre and the information that had been provided to the Sustainable Communities Overview and Scrutiny Committee.

The Executive Member for Sustainable Communities – Services moved a revised recommendation for 3 (c), which was duly seconded:-

‘that the grant of a lease at a peppercorn rent for the management and operation of the Flitwick football facility (including pitches and pavilion) for 25 years to Flitwick Eagles Football Club be approved, subject to them providing an appropriate business case.’

RESOLVED

to reopen the meeting to the Press and Public.

Reason for decision: To enable the redevelopment of Flitwick Leisure Centre, a priority in the Leisure Facilities Strategy, to be delivered.

RESOLVED

- 1. that Flitwick Leisure Centre redevelopment invest to save scheme be supported;**

2. RECOMMENDED to Council

- a) ***a total gross expenditure budget of £11,925,000 be included in the capital programme in 2014/15 and 2015/16; and***
- b) ***that the capital receipts arising from the disposal of surplus land adjoining the redevelopment Flitwick Leisure Centre be applied to reduce the Council's prudential borrowing.***

3. subject to approval by Council of recommendation in 2 above;

- a) **that a virement in 2013/14 of £436,900 to the Flitwick Leisure Centre redevelopment invest to save scheme from an identified underspend in the 2013/14 £830,000 Leisure Strategy Implementation Invest to Save Project be approved;**
- b) **that the development of the Flitwick Football facility approved by Executive on 18 March 2013 would continue and the award of contract for the construction of a pavilion would be made in accordance with the Council's Code of Procurement Governance be noted;**
- c) **that the grant of a lease at a peppercorn rent for the management and operation of the Flitwick football facility (including pitches and pavilion) for 25 years to Flitwick Eagles Football Club be approved, subject to them providing an appropriate business case;**
- d) **that a land exchange between Central Bedfordshire Council and Flitwick Town Council to facilitate the redevelopment of Flitwick Leisure Centre be approved; and**
- e) **that in accordance with the Council's Code of Procurement Governance approve the procurement of a building contractor to redevelop Flitwick Leisure Centre.**

E/13/68 **Flitwick Leisure Centre Invest to Save Feasibility Study**

See minute no. E/13/67 for details.

E/13/69 **Roker Park, Stotfold**

See minute no. E/13/62 for details.

E/13/70

**Award of the Day to Day Responsive and Programmed Electrical
Maintenance Contract 2014- 2017**

See minute no. E/13/65 for details.

(Note: The meeting commenced at 9.30 a.m. and concluded at 11.41 a.m.)

Chairman

Dated

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Central Bedfordshire Council
Forward Plan of Key Decisions
1 January 2014 to 31 December 2014

- 1) During the period from **1 January 2014 to 31 December 2014**, 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 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
14 May 2013	2 May 2013
25 June 2013	13 June 2013
13 August 2013	1 August 2013
24 September 2013	12 September 2013
5 November 2013	24 October 2013
10 December 2013	28 November 2013
14 January 2014	02 January 2014
4 February 2014	23 January 2014
18 March 2014	6 March 2014
22 April 2014	10 April 2014
27 May 2014	15 May 2014

Central Bedfordshire Council

Forward Plan of Key Decisions for the period 1 January 2014 to 31 December 2014

Key Decisions

Date of Publication: 28 November 2013

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 Development Strategy -	The Development Strategy will set out the broad approach to new development across Central Bedfordshire to 2031, including new housing and employment targets and new large-scale development sites. The Executive will be requested to consider the recommend to Council amendments to the Central Bedfordshire Development Strategy for the purposes of Publication and subsequent Submission to the Secretary of State.	14 January 2014	Previous public consultation in January/February 2013, Member consideration through the Sustainable Communities Overview and Scrutiny Committee.	Draft Development Strategy (Pre-Submission version) Sustainability Appraisal Report of consultation and other technical/evidence reports	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 13/12/13 to Contact Officer: Richard Fox, Head of Development Planning and Housing Strategy Email: richard.fox@centralbedfordshire.gov.uk Tel: 0300 300 4105

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.	Planning Enforcement Plan -	To adopt the Planning Enforcement Plan.	14 January 2014	Sustainable Communities Overview and Scrutiny Committee.	Planning Enforcement Plan	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 13/12/13 to Contact Officer: Sue Cawthra, Enforcement & Appeals Team Leader Email: sue.cawthra@centralbedfordshire.gov.uk Tel: 0300 300 4369
3.	Draft Housing Revenue Account Budget and Business Plan 2014/15 -	To consider the draft Housing Revenue Account Budget and Business Plan 2014/15.	14 January 2014		Report	Deputy Leader and Executive Member for Corporate Resources, Executive Member for Social Care, Health and Housing Comments by 13/12/13 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk 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)
4.	Draft Revenue Budget 2014/15 -	To consider the draft revenue budget for 2014/15, including the draft fees and charges.	14 January 2014		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 13/12/13 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
5.	Draft Capital Programme - 2014/15 to 2017/18 -	To consider the draft Capital Programme for 2014/15 to 2017/18.	14 January 2014		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 13/12/13 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk 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)
6.	Consultation on School Funding 2013 -	To formally discuss and approve the Council's proposed school funding formula following consultation in September 2013. This formula will determine the funding basis for schools and academies in Central Bedfordshire Council area for April 2014/15.	14 January 2014		Report	Executive Member for Children's Services Comments by 13/12/13 to Contact Officer: Helen Redding, Assistant Director School Improvement Email: helen.redding@centralbedfordshire.gov.uk Tel: 0300 300 6057
7.	Home to School Transport Policy -	To agree to adopt the new Home to School Transport Policy for the academic year 2014/15.	4 February 2014	Public consultation from 04/10/13 to 22/11/13. Details of the consultation sent directly to all schools. Children's Services Overview and Scrutiny Committee briefed prior to consultation (03/09/13). Children's Services Overview and Scrutiny Committee to be presented with consultation outcomes and final proposed policy on 13 December 2013.	Report and final policy document.	Executive Member for Children's Services Comments by 03/01/14 to Contact Officer: Ben Pearson, Head of Children's Services Commissioning Email: ben.pearson@centralbedfordshire.gov.uk Tel: 0300 300 5679

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.	Determination of Consultation Options for Dunstable Schools -	Determination of the content of the consultation regarding the future of Brewers Hill School and any other affected schools following an analysis of the future viability of Dunstable schools.	4 February 2014		Report	Executive Member for Children's Services Comments by 03/01/14 to Contact Officer: Helen Redding, Assistant Director School Improvement Email: helen.redding@centralbedfordshire.gov.uk Tel: 0300 300 6057
9.	Adoption of the Central Bedfordshire Council Park Home Site Licensing Fees Policy -	Adoption of the Central Bedfordshire Council Park Home Site Licensing Fees Policy is sought to enable the Council to charge fees from 1 April 2014 to recover costs associated with providing the licensing service.	4 February 2014	Letters were sent to site owners and residents in August 2013 advising that the Mobile Home Act 2013 would enable Councils to charge licensing fees from 1 April 2014. A Site Owners Engagement Event was held on 30 September 2013 where the drafting of fees policy and development of an overarching park homes strategy was discussed. A similar engagement event for site residents is planned for 22 January 2014. Although there is no legal requirement to carry out a consultation on the fees policy it was felt that a short informal consultation was appropriate.	Central Bedfordshire Council Park Home Site Licensing Fees Policy plus accompanying report - Appendices will be exempt.	Executive Member for Social Care, Health and Housing Comments by 03/01/14 to Contact Officer: Terry Gilbey, Private Sector Housing Area Manager (North) Email: terry.gilbey@centralbedfordshire.gov.uk Tel: 0300 300 4384

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.	Community Infrastructure Levy (CIL) -	To decide the level and range of Community Infrastructure Levy (CIL) charges to be included in the Draft Charge Schedule.	18 March 2014	The CIL Preliminary Draft Charge Schedule was the subject of a full public consultation from 14 January to 25 February 2013 which included a developer workshop. Following member endorsement, the CIL Draft Charge Schedule will be the subject of a further 6 week consultation prior to submission to the Government.	Report	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 17/02/14 to Contact Officer: Jonathan Baldwin, Senior Planning Officer Email: jonathan.baldwin@centralbedfordshire.gov.uk Tel: 0300 300 5510
11.	Outline Planning - Thorn Turn -	To mandate the Strategic Assets Team to take forward the Thorn Turn site separate to adjoining landowners and secure the outline planning consent and to approve the required expenditure in order to complete an outline planning application.	18 March 2014		Report - this item is likely to contain exempt financial information	Deputy Leader and Executive Member for Corporate Resources Comments by 17/02/14 to Contact Officer: Harry Cole, Surveyor Email: harry.cole@centralbedfordshire.gov.uk Tel: 0300 300 5110

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.	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 Approval Board.	18 March 2014	<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 Comments by 17/02/14 to Contact Officer: Iain Finnigan, Senior Engineer - Policy and Flood Risk Management Email: iain.finnigan@centralbedfordshire.gov.uk 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)
13.	Arlesey Masterplan (Land at Chase Farm and Land West and North-East of High Street, Arlesey) -	To adopt the Master Plan for Site Allocations Policy MA8 - land at Chase Farm and land west and north-east of High Street, Arlesey as technical guidance for development management purposes.	18 March 2014	Public Consultation taking place October/November 2013. Sustainable Communities Overview and Scrutiny Committee.	Report and Masterplan Technical Document	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 17/02/14 to Contact Officer: Sue Frost, Interim Local Planning and Housing Team Leader Email: sue.frost@centralbedfordshire.gov.uk Tel: 0300 300 4952
14.	Leisure Strategy -	To adopt Leisure Strategy: Chapter 2 - Recreation & Open Space Strategy, Chapter 3 - Playing Pitch Strategy, Overarching Leisure Strategy.	18 March 2014	Draft strategies to Sustainable Communities Overview and Scrutiny Committee on 23 January 2014.	Chapter 2: Recreation & Open Space Strategy Chapter 3: Playing Pitch Strategy Overarching Leisure Strategy Document	Executive Member for Sustainable Communities - Services Comments by 17/02/14 to Contact Officer: Jill Dickinson, Head of Leisure Services Email: jill.dickinson@centralbedfordshire.gov.uk Tel: 0300 300 4258
15.	Revenue, Capital and Housing Revenue Account (HRA) Quarter 3 Budget Monitoring Reports -	To consider the revenue, capital and HRA quarter 3 budget monitoring report.	18 March 2014		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 17/03/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk 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)
16.	Admission Arrangements and Co-ordinated Scheme 2014/15 -	Determination of the Council's Admissions Arrangements and co-ordinated scheme for the academic year 2014/15.	18 March 2014		Report	Executive Member for Children's Services Comments by 17/02/14 to Contact Officer: Rob Parsons, Head of School Organisation and Capital Planning Email: pete.dudley@centralbedfordshire.gov.uk Tel: 0300 300 5572
17.	Central Bedfordshire Design Guide -	To adopt a Design Guide for Central Bedfordshire.	18 March 2014	4 week public consultation taking place in October – November 2013.	Report and Design Guide Technical document	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 17/02/14 to Contact Officer: Connie Frost-Bryant, Senior Planning Officer, Local Planning and Housing Team Email: connie.frostbryant@centralbedfordshire.gov.uk Tel: 0300 300 4329

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
18.	Planning Guidance for Solar Farms -	To approve the adoption of Planning Guidance for Solar Farms for Development Management Purposes.	18 March 2014	Consultation with residents and other key stakeholders during December 2013/January 2014. Sustainable Communities Overview and Scrutiny Committee in January 2014.	Planning Guidance for Solar Farms	Executive Member for Sustainable Communities - Services Comments by 17/02/14 to Contact Officer: Stephen Mooring, Acting Team Leader for Environmental Policy Team Email: stephen.mooring@centralbedfordshire.gov.uk Tel: 0300 300 6241
19.	Local Transport Plan Funding Allocations in 2014/15 -	To endorse the allocation of Local Transport Plan (LTP) capital funding for the 2014/15 financial year.	18 March 2014	Consultation with local members in affected communities with the Executive and Deputy Executive Members, through individual meetings and email correspondence.	Report, may include exempt information Central Bedfordshire Local Transport Plan Amphill & Flitwick Local Area Transport Plan Marston Vale Local Area Transport Plan Shefford, Silsoe & Shillington Local Area Transport Plan Heath and Reach, Toddington & Barton Le Clay Local Area Transport Plan	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 17/02/14 to Contact Officer: Ben King, Principal Transport Planner - Transport Strategy Team Email: ben.king@centralbedfordshire.gov.uk Tel: 0300 300 4824

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)
NON KEY DECISIONS						
20.	Capital Programme - 2014/15 to 2017/18 -	To recommend to Council the proposed Capital Programme for 2014/15 to 2017/18 for approval.	4 February 2014		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 03/01/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
21.	Treasury Management Strategy Statement and Investment Strategy 2014-2018 -	To recommend to Council the Treasury Management Strategy Statement and Investment Strategy 2014-2018 for approval.	4 February 2014		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 03/01/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk 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)
22.	Revenue Budget and Medium Term Financial Plan 2014/15 - 2017/18 -	To recommend to Council the Revenue Budget and Medium Term Financial, including the fees and charges, Plan 2014/15 - 2017/18 for approval.	4 February 2014		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 03/01/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
23.	Housing Revenue Account Budget and Business Plan 2014/15 -	To recommend to Council the Housing Revenue Account Budget and Business Plan 2014/15 for approval.	4 February 2014		Report	Deputy Leader and Executive Member for Corporate Resources, Executive Member for Social Care, Health and Housing Comments by 03/01/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
24.	Community Safety Partnership Plan and Priorities -	To recommend to Council to approve the Community Safety Partnership Plan and Priorities for 2014 - 2015.	18 March 2014	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 2014 - 2015	Executive Member for Sustainable Communities - Services Comments by 17/02/14 to Contact Officer: Joy Craven, CSP Manager Email: joy.craven@centralbedfordshire.gov.uk Tel: 0300 300 4649

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
25.	Quarter 3 Performance Report -	To consider the quarter 3 performance report.	18 March 2014		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 17/02/14 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: elaine.malarky@centralbedfordshire.gov.uk Tel: 0300 300 5517

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:

Date of Publication	Period of Plan
02.04.13	1 May 2013 – 30 April 2014
01.05.13	1 June 2013 – 31 May 2014
31.05.13	1 July 2013 – 30 June 2014
02.07.13	1 August 2013 – 31 July 2014
01.08.13	1 September 2013 – 31 August 2014
30.08.13	1 October 2013 – 30 September 2014
02.10.13	1 November 2013 – 31 October 2014
31.10.13	1 December 2013 – 30 November 2014
28.11.13	1 January 2014 – 31 December 2014
02.01.14	1 February 2014 – 31 January 2015
30.01.14	1 March 2014 – 28 February 2015
28.02.14	1 April 2014 – 31 March 2015

Meeting: Executive
Date: 10 December 2013
Subject: Minerals and Waste Local Plan: Strategic Sites and Policies – Plan for Adoption
Report of: Cllr Nigel Young, Executive Member for Sustainable Communities – Strategic Planning and Economic Development
Summary: The report proposes that the Plan, incorporating the modifications put forward by the Inspector, be recommended to Council for adoption as Council policy.

Advising Officer: Chief Executive
Contact Officer: Susan Marsh, Principal Minerals & Waste Planning Officer
Public/Exempt: Public
Wards Affected: All
Function of: Council
Key Decision Yes
**Reason for urgency/
exemption from call-in
(if appropriate)** N/A

CORPORATE IMPLICATIONS

Council Priorities:

1. The 'Minerals and Waste Local Plan: Strategic Sites and Policies' when adopted, will contribute to the wellbeing of Central Bedfordshire. It ensures the supply of minerals, in particular sand and gravel, which is essential for house and road building, and the maintenance of utilities. The waste policies and strategic waste sites will enable the move towards more responsible and local waste management within Central Bedfordshire. The Plan will contribute to the priority of enhancing Central Bedfordshire and provide better infrastructure.

Financial:

2. The proposed changes do not have any financial impacts for the Council. If the Plan is subsequently adopted by Council, any costs associated with the adoption of the Plan, including the printing of the Plan, will be met from the agreed budget provision for the service and will be shared with Bedford Borough Council and Luton Borough Council as a result of the Shared Serve Agreement that is in place.

3. If the Plan is not adopted by Council, the Council will be at much greater risk of planning applications for minerals and waste use which it might regard as inappropriate and may therefore need to finance the costs of defending the Council's position at planning appeal more frequently than it would otherwise do if it had an adopted Minerals and Waste Plan in place. The costs of defending an appeal vary, but could be £10-20k depending on the nature of the development proposed. If the Council faced several appeals promoting inappropriate Minerals and Waste development, it is likely that the costs of those appeals could not be dealt with within existing budgets.

Legal:

4. It is a legal requirement for the Plan to be approved by the Council for adoption.

Risk Management:

5. The Plan has been found sound and legally compliant by the Inspector subject to a number of Modifications. All of these Modifications, apart from one relating to the strategic waste recovery site proposed at Thorn Turn, have previously been approved by the Executive at its meeting on 19 March 2013. The Inspector has confirmed the allocation of the waste recovery site at Thorn Turn but has clarified that as the site is currently in the South Bedfordshire Green Belt, until such time as the site is taken out of the Green Belt as a result of the allocation of the Land north of Houghton Regis as a Specific Site Allocation in the emerging Development Strategy for Central Bedfordshire, any planning application for waste recovery development at the site will have to demonstrate very special circumstances. This has been how officers had expected any planning application would have to be handled in any event.
6. Failure to adopt a local plan would result in:
 - failure to discharge statutory responsibilities. It is a legal requirement for the Plan to be approved by Full Council;
 - failure to maintain compliance with the Local Development Scheme, approved in November 2012; and
 - the increased possibility of applications for inappropriate minerals and waste development and increased costs of defending the Council's position on those developments at appeal.

Staffing (including Trades Unions):

7. The Minerals and Waste Planning Service will undertake any work associated with the adoption of the Plan.

Equalities/Human Rights:

8. Central Bedfordshire has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine characteristics; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

9. When the Plan was submitted to the Planning Inspectorate for Examination into Soundness in August 2012 it was accompanied by an Equalities Impact Assessment. This identified that the Plan is unlikely to disproportionately affect vulnerable people or minority groups. Every effort has been made to locate strategic sites in the most appropriate locations and have been assessed against rigorous planning and sustainability criteria. Care has been taken to follow the guidance from the adopted Statement of Community Involvement during the production of the Plan.
10. The proposed Modifications are required by the Inspector to make the Plan sound and do not alter the impact of the policies.

Public Health:

11. The Minerals and Waste Local Plan provides for extraction of minerals which are essential for the construction of new housing and roads, and the maintenance of utilities. It also provides land and policies which will bring about a higher degree of waste recovery than at present, and a wider network of facilities for waste management within the Plan area. Both of these matters will have no adverse impact for public health in the Central Bedfordshire area.

Community Safety:

12. Section 17 of the Crime and Disorder Act places a duty on local authorities to consider crime and disorder implications of all their policies and practices. The provision of landfill sites and quarries has community safety implications – such as the safety of the public as a result of a significant number of HGV vehicle movements to and from the site. The General and Environmental policies set out in the Minerals and Waste Local Plan 2005 and the DEFRA Waste Design Guide can be used to mitigate and minimise the risk of such developments to the community.

Sustainability:

13. The Minerals and Waste Local Plan has been subject to Sustainability Appraisal at all relevant stages of Plan preparation. The waste policies and strategic waste sites will enable the move towards more responsible sustainable local waste management within Central Bedfordshire and away from landfill. A final Sustainability Statement will be prepared along with the adopted Plan.

Procurement:

14. Not applicable.

Overview and Scrutiny:

15. This matter was considered by the Sustainable Communities Overview and Scrutiny Committee at its meeting on 15 October 2013. The Committee noted the Inspector's Report and recommended to the Executive that it recommends to Full Council that the Plan be adopted as Council policy.

RECOMMENDATIONS:

The Executive is asked to:

- 1. note the Inspector's Report as set out in Appendix A; and**
- 2. recommend to Council that the Minerals and Waste Local Plan: Strategic Sites and Policies incorporating the modifications proposed by the Inspector in his report, be adopted as Council policy.**

Reason for Recommendations: So that the 'Minerals and Waste Local Plan: Strategic Sites and Policies' can progress towards formal adoption, consistent with the Local Development Scheme.

Executive Summary

16. The Inspector's Report states that the Plan is sound and legally compliant provided a number of modifications are made. All of these modifications, apart from one relating to the allocation of the waste recovery site at Thorn Turn, were previously considered and approved by the Executive.

General

17. The Examination into the Soundness of the Minerals and Waste Core Strategy took place at hearings in December 2012 and January 2013. Following a formal consultation on proposed modifications to the Plan for a six week period in April/May 2013 the Inspector decided to hold three further hearing days in July and August 2013.
18. All the proposed modifications put forward, apart from that relating to Thorn Turn, were formally consulted on and the Inspector gave the opportunity for anyone who wished to appear at a hearing to amplify their concerns about the Plan to do so.

Duty to Co-operate

19. The Inspector has been satisfied that all relevant bodies have been consulted and that views expressed in consultations have been taken into account in the preparation of the Plan. The Inspector has confirmed that the Duty to Co-operate set out by section 33A of the 2004 Act and section 110 of the Localism Act have been met.

Waste Strategy and Range of Facilities

20. The Inspector is satisfied that the strategic waste recovery sites identified by the Plan are sufficient to manage the volumes of waste which are anticipated over the Plan period and that there is flexibility enough in the Plan's policies as to the nature of the facilities that may be developed.

21. In respect to non-hazardous waste landfill, the Inspector considered that the two sites identified for this purpose at Elstow South and Rookery South would result in an excess of capacity which could be seen as unsustainable, although having two sites did provide some flexibility. Elstow South is not big enough to take the anticipated volumes of non hazardous waste whilst Rookery south is much larger and can accommodate the volumes anticipated. This, combined with concerns about the timescale for developing landfill at Elstow South due to technical difficulties and potential impact on the viability of The Wixams, has meant that the allocation of Elstow south for non-hazardous waste landfill has not been confirmed by the Inspector.
22. The Inspector also considered that having landfill and waste recovery on the same site would optimise efficient waste processing and disposal and would also minimise haulage trips. He therefore confirmed the allocations at Rookery South both for non – hazardous waste landfill and waste recovery.
23. The Inspector acknowledged that the Thorn Turn site was currently rural although it lies in the North of Houghton Regis Strategic Site Specific Allocation proposed by the Council in its emerging Development Strategy. Nevertheless he considered that local amenities would not be unacceptably harmed even if the allocation were to be developed without other major development nearby. Access to the Thorn Turn site can be gained via the A5. The Inspector noted that the site was currently in the South Bedfordshire Green Belt and such development might, therefore, be contrary to national policy. However, no other site was identified in the southern part of the Plan area (Luton/Dunstable/Leighton Buzzard) and no evidence has been put forward that an alternative site exists outside the Green Belt. On the basis that the Development Strategy is promoting the removal of the site from the Green Belt at some time in the future, the Inspector therefore felt that it was reasonable to retain the allocation but on the understanding that very special circumstances will have to be demonstrated in support of a planning application.
24. The Inspector did not consider that there was any overriding objection to the allocation of a waste recovery site at Elstow North landfill site as it was confirmed that the recovery operation there was not dependant upon any landfilling, dewatering or associated leachate level reductions at Elstow South Pit. He further commented that the site had excellent access to the A6 and that the employment allocations at The Wixams would offer a degree of segregation between the site and the housing area at The Wixams.

Minerals Supply and Identification of Mineral Extraction Sites

25. The Inspector was satisfied that the identification of minerals extraction sites was based on the Aggregates Working Party figures for 10 years averaged annual sales and was content with this approach. He did not consider that there was any additional need to identify 'areas of search' where further sites might be developed.

26. The Inspector acknowledged the importance of silica sand production in the Bedfordshire area. He also acknowledged that it had not been possible for the Joint Authorities to identify a landbank for silica sand production due to confidentiality issues. The Inspector recommended proposed changes to policy MCP5 and its supporting text to offer positive support for further planning permissions for non-allocated sites to ensure continuity of production for at least 10 years.

Conclusion and Next Steps

27. If the Joint Authorities accept the Modifications proposed by the Inspector there is no need for further formal consultation and the Plan can proceed to adoption as Council policy.

Appendices:

Appendix A – Copy of the Inspector’s Report dated 4 October 2013 can be viewed by the following link - <http://www.centralbedfordshire.gov.uk/planning/minerals-and-waste/examination-hearings.aspx>

Appendix 2: Copy of proposed final Plan can be viewed by the following link- <http://www.centralbedfordshire.gov.uk/planning/minerals-and-waste/development-framework.aspx>

Background Papers: (open to public inspection)

The Minerals and Waste Core Strategy with Main Modifications and Additional Modifications - submitted to the Secretary of State in August 2012 for Examination into Soundness.

Meeting: Executive
Date: 10 December 2013
Subject: Council Tax Support Scheme
Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources

Summary: The purpose of the report is for Executive to review the Council's Local Council Tax Support Scheme and address the requirement to recommend to Council the approach to Local Council Tax Support for 2014/15. The report also provides an update on policy developments relating to the Government's welfare reforms and the impact on Central Bedfordshire residents.

Advising Officer: Charles Warboys, Chief Financial Officer
Contact Officer: Gary Muskett, Head of Revenues & Benefits
Public/Exempt: Public
Wards Affected: All
Function of: Council
Key Decision No. A final decision must be taken by Council.
**Reason for urgency/
exemption from call-in
(if appropriate)** If the Council does not make a Council Tax Support scheme by 31 January 2014, a default scheme will be imposed on the Council which will be effective from April 2014.

CORPORATE IMPLICATIONS

Council Priorities:

By protecting vulnerable and elderly people as well as providing incentives to work, the proposed Council Tax Support (CTS) scheme is designed to support the Council's Medium Term Plan priorities of:

- Promoting health and wellbeing and protecting the vulnerable.
- Improved educational attainment.

Financial:

1. Government funding to local authorities for Council Tax Support (CTS) schemes in 2013/14 was based on Government estimates of demand and has proved very significantly short of the actual costs of the discounts currently being provided. The gross Council Tax Support discount awarded within Central Bedfordshire in 2013/14 is presently £14.8m.
2. The reduction in funding represents a significant financial risk, especially as it does not include any provision to manage increased take up which is likely to happen due to the number of new properties being built within Central Bedfordshire during the short and medium term.

3. There have been consequential costs arising from the implementation of the local CTS scheme. These include an impact on cash flow arising from delays in collecting Council Tax and increased levels of Council Tax non collection with an associated increase in the bad debt provision. There are also increased costs of Council Tax collection due to increased volumes of notices impacting upon paper, enveloping, postage and printing costs. The full costs will not be known until we have administered the scheme for 12 months.

Legal:

4. The Local Government Finance Bill 2012 states that for each financial year, Councils must consider whether to revise their Council Tax Support scheme or replace it with another scheme and that such decisions need to be made by 31 January in the financial year preceding that for which the revision or replacement scheme is to take effect. If the Council does not make a Council Tax Support scheme by 31 January 2014, a default scheme will be imposed on the Council which will be effective from April 2014.

Risk Management:

5. The transfer from Council Tax Benefit to localised Council Tax Support means the impact of increased demand and cost will be a risk for all major preceptors.
6. The Council and its precepting partners will need to monitor closely local social and economic changes and ensure there is a contingency for possible future shortfalls in funding. This may mean that the scheme designed needs to allow for these risks by providing for savings in excess of the currently known reduction in funding.

Staffing (including Trades Unions):

7. The introduction of a local CTS scheme has led to a significant increase in the number of customers who have contacted the Council. These contacts have mainly been to the Revenues and Benefits teams and Customer Services.

Equalities/Human Rights:

8. Public authorities have a statutory duty to advance equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
9. A full equality assessment was conducted as part of the approval process for the 2013/14 Council Tax Support Scheme to ensure that due regard was given to the impact of the scheme on the Council's residents, particularly those who are vulnerable and hard to reach.

Public Health:

10. Not applicable.

Community Safety:

11. Not applicable.

Sustainability:

12. Not applicable.

Procurement:

13. Not applicable.

Overview and Scrutiny:

14. This report is due to be considered by the Corporate Resources Overview and Scrutiny Committee on 17 December 2013. Any comments or recommendations arising from this meeting will be presented before Council makes its final decision on 30 January 2014.

RECOMMENDATIONS:

The Executive is asked to:

- 1. confirm the review of the Local Council Tax Support Scheme and recommend to Council that the current scheme be extended for a further year (2014/15) with a full review during 2014/15 to inform the approach from April 2015;**
- 2. to note the contents of this report and further developments in Government changes to welfare reform; and**
- 3. to note the latest analysis of the impact on Central Bedfordshire residents.**

<i>Reason for Recommendations:</i>	<i>So that Full Council can endorse the Central Bedfordshire Council local Council Tax Support scheme. If the scheme is not approved by 31 January 2014, the Council will have to award local Council Tax Support in accordance with the Government's default scheme which will result in the cost of the scheme exceeding that of the local Council Tax Support scheme.</i>
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Executive Summary

15. In January 2013, the Council agreed a new Council Tax Support Scheme to replace the national Council Tax Benefit scheme, abolished in April 2013. An initial review of the scheme has been carried out; however, in terms of learning from other Councils and our own experiences, there is a further need to develop meaningful data over a longer period of time, the current scheme having only been in place for 8 months and not covering a winter period.

16. The Council could continue with its current scheme for a further year. This will allow a more comprehensive review to be undertaken during 2014/15 when more comparative data will be available, before recommending options to Executive on what the Council may wish to do from April 2015. Further consultation can also be carried out during the summer/autumn of 2014.
17. The CTS reforms require local authorities to design their own schemes to deliver Council Tax Support or adopt a less financially advantageous default scheme. The Central Bedfordshire scheme was implemented from April 2013 but for each financial year Council must consider whether to revise its scheme or replace it with another scheme no later than 31 January in the financial year preceding that which the revision or replacement is to have effect.

Background

18. The Welfare Reform Act 2012 sets out the broader rules and aims of the government's welfare reforms. These changes are and will continue to be the biggest changes to the social security system for many years. The Act not only makes provision for Universal Credit and Personal Independence Payments, it also abolishes many of the existing means tested, working age benefits. This includes Housing Benefit and Council Tax Benefit, both of which are administered by the Council.
19. The main aims of the Act are to:
 - simplify welfare benefits
 - ensure that 'work always pays'
 - reduce fraud and error.
20. The main elements of the Act are:
 - the introduction of Universal Credit to provide a single streamlined benefit intended to ensure that work always pays;
 - a stronger approach to reducing fraud and error with tougher penalties for the most serious offences;
 - a new 'claimant commitment' showing clearly what is expected of claimants;
 - reforms to Disability Living Allowance, through the introduction of the Personal Independence Payment;
 - changes to Housing Benefit intended to bring stability to the market and improve incentives to work;
 - devolving elements of the Social Fund to local authorities; and
 - reforming Employment & Support Allowance.

21. Since then, the Government has made a number of further policy announcements, which are outlined in more detail below.
22. In addition, more information is beginning to emerge on the impact of welfare changes on Central Bedfordshire residents and the performance of the CTS scheme, which the Council has put in place to support individuals to adapt to the changes. Some of the impacts are detailed later in this document.

Review of Local Council Tax Support Scheme

23. The Government abolished the national Council Tax Benefits System on 31 March 2013, replacing it with a requirement for local authorities to work with their precepting bodies to establish a Local Council Tax Support Scheme with effect from 1 April 2013. The new schemes provide a 'discount' against the Council Tax charge, rather than a benefit entitlement.
24. The Government's Council Tax Support Scheme Grant replaced Council Tax Benefit subsidy and from April 2013 is now payable directly to the Council and the major precepting bodies (Police and Fire). The funding made available to support the Local Council Tax Support Schemes in 2013/14 (set at 90% of the previous funding available under the Council Tax Benefit System) now forms part of the Council's formula funding arrangements. Whilst separate figures were published for this in 2013/14, from 2014/15 there is not yet any visibility over what level of funding is actually to be contained within the formula for Council Tax Support.
25. In the absence of any confirmed figures as yet for 2014/15, and based on information to date, it is reasonable to assume that the Government has applied at least pro-rata reductions in the Council Tax Support Grant element in line with overall reductions in the formula funding, as published in the Spending Round on 26 June 2013.
26. By so doing, it also transferred the risk of any growth in the cost of the system, through more Council Taxpayers becoming eligible for Council Tax Support, to local authorities. Councils now have discretion within some constraints, to design their own Local Council Tax Support Schemes. Pensioners, who account for around 48 per cent of the caseload in Central Bedfordshire, have to be protected by law, with any reductions only being able to be applied to working age claimants.
27. Central Bedfordshire Council agreed to adopt a Local Council Tax Support Scheme for 2013/14, which almost mirrored the previous entitlement under the previous Council Tax Benefit System for all claimants except for:
 - The removal of the second adult rebate.
 - The rate of allowances and premiums were frozen at 2012/13 levels.

Current Position

28. At this stage, there is a scarcity of meaningful intelligence available from authorities that have introduced Local Council Tax Support Schemes that reduced entitlement to their working age claimants, in terms of impacts on individuals and debt recovery performance. What feedback there is from other authorities indicates that the recovery rates, although below the recovery rate for non CTS claimants, appear to be broadly in line with their expectations. At the end of September Central Bedfordshire's Council Tax collection rate was 0.62% behind the collection rate for September 2012. This is typical of other councils, where data is known. The full range of welfare reforms (including the Benefit Cap where we have around 50 households affected) have yet to fully work through the system so any assumptions made now should be made with a degree of caution. The in year collection rate is also impacted significantly by more residents choosing to pay over 12 months rather than 10, thus pushing more collection into the final quarter of the financial year.
29. The Council's financial forecast of the impact of capping entitlement to Council Tax Support in 2013/14 to 75% and on collection rates indicates that the planning assumptions in setting the 2013/14 budget were prudent and remain valid.
30. For the reasons outlined above, it is recommended that the current scheme should be extended from April 2014 for a further year. This will allow a more detailed understanding of the impacts of the changes to benefits both within Central Bedfordshire and across the region to be developed which can then help inform the decision for a scheme from April 2015.
31. Details of the experience of the welfare reforms on Central Bedfordshire residents are set out below.

Conclusion

32. The Government is continuing to progress its welfare reform programme, although there is increasing evidence to suggest that some changes most notably, Universal Credit will not be implemented as quickly as initially envisaged.
33. A number of studies and assessments of the impacts of the Government welfare reform programme are now being published, and Central Bedfordshire Council will be commissioning a study on the impacts on our residents.
34. Researchers at Sheffield Hallam University identified that those local authority areas with the greatest levels of deprivation stood to be most impacted by welfare reform, losing most income as benefit payments are withdrawn or reduced, whilst having insufficient economic growth and employment opportunities to enable benefits claimants to move into work and off welfare.

35. Given the nature of the reforms and their impact on Central Bedfordshire residents, the Council continues to respond to the implementation of the Government's welfare changes, through the provision of support and advice, its new welfare assistance scheme and revised Discretionary Housing Payments policy, which is currently out for public consultation.

Update on Welfare Reform Policy Announcements and the Impact on Central Bedfordshire Council

Universal Credit Pilots, Pathfinders and Roll-out

36. In May 2013, the Major Projects Authority, which is part of the Cabinet Office raised doubts about whether the DWP is on track with Universal Credit, and the overall benefit cap. While this indicates concerns within some quarters of Government about potential slippage, the Department for Work Pensions (DWP) has commented that significant progress has been made in recent months and it expanded the Ashton-under Lyne pathfinder into other areas in July.
37. In July 2013, the Minister for Work and Pensions announced that from October 2013, there would be a three-stranded approach to the Universal Credit roll out. The first strand will address the changes needed within Jobcentre Plus to support the introduction of Universal Credit for example, additional training for Jobcentre Plus advisors. The second strand will involve improving digital services across Jobcentre Plus including the installation of ICT equipment, the final strand will involve the roll out of Universal Credit to six hub Jobcentres at Hammersmith, Rugby, Inverness, Harrogate, Bath and Shotton (in Wales).
38. In summary, the Government has toned down the ambitions for the national roll out of Universal Credit from October this year and is taking a more cautious and measured approach in the light of concerns about the ICT systems and experience from the pilot authorities.
39. At the time of writing, the Council is still waiting for the outcome of the consultation on the Universal Credit local support services framework, and in particular, the role of local government and how the Government proposes to fund this.

Benefit Cap Roll-out

40. In February 2013, the Government confirmed that its new benefit cap would be implemented in April in four London boroughs (Bromley, Croydon, Enfield and Haringey), to test the new system prior to wider national roll-out, which was initially scheduled to take place between July and September this year.
41. In June 2013, the Government confirmed the schedule for the wider rollout, based on the number of households affected in each local authority area. From 15 July, the cap was introduced in 335 local authority areas including Central Bedfordshire. Roll-out in the remaining 40 authorities, which mainly comprise London boroughs and major urban authorities with greater numbers of households affected, commenced in mid-August.

42. In July, initial data was released on the impact of the benefit cap in the pilot areas. Between 15 April 2013 and the end of May 2013, in the four local authorities, almost 2,500 households had their housing benefit capped. The biggest impact was in the London Borough of Enfield where 48 per cent of claimants had their benefit capped. Across the four pilots, 86 per cent of households capped had between one and four children and 78 per cent of households constituted a single parent with child dependents. Some 67 per cent of households were capped by £100 or less per week.
43. Building on these findings, research by the Gingerbread charity has estimated that 46 per cent of the households affected by the benefit cap will be single parents who claim income support.
44. Currently, the only mechanism for capping benefit until Universal Credit is introduced is to reduce the amount of housing benefit paid to claimants by local authorities. There are currently 52 claimants in Central Bedfordshire subject to the cap and maximum cap applied to a claimant to date has been £175 per week. Of these 52 cases 16 are Central Bedfordshire Council tenants, 16 are Housing Association tenants and 20 are private tenants.

Personal Independence Payments and Disability Living Allowance

45. In February 2013, the Government published updated statistics on the number of claimants receiving Disability Living Allowance (DLA). The total number of DLA claims in May 2012 was 3,258,440, an increase of 15,000 on the previous quarter. In ten years, the number of people claiming DLA has risen by almost 35 per cent from 2.4 million to 3.3 million people.
46. As part of its welfare reforms, the Government is replacing DLA with Personal Independence Payments (PIP) and will require all those who change from DLA to PIP to be reassessed as part of the transfer.
47. The Government expects that the level of spending will be the same under PIP, as under DLA; however, the new system will include a face-to-face assessment and regular reviews, which may lead to a change in the number of claims approved. The DWP has also recently confirmed that DLA and PIP will be included in the overall cap on welfare expenditure announced in the spending review. The Government believes that the change from DLA to PIP will better reflect today's understanding of disability, particularly for people with mental health conditions; and will help improve the targeting of money spent on disability benefits.
48. From October 2013, anyone with a DLA award coming up for renewal, young people turning 16 or DLA claimants reporting a change in their health condition or disability, will be contacted by DWP and invited to claim PIP.

Spare Room Subsidy

49. In April 2013 the size related restriction in the social rented sector was introduced and this affected 1,548 households in Central Bedfordshire, including over 400 Council tenants. The overall number of households affected has reduced to 1,165 since our first assessment, after contact with tenants affected and the updating of records, with new information, including: additional people declared to be living at the house, those starting employment and those transferring. Those claimants who under occupy by one room will lose around £13, those by two rooms will lose around £25 per week in terms of housing benefit payable towards their rent. Those over pension age are unaffected by this national policy.
50. In response to mounting concerns about the impact of the size criteria on specific groups, the Government amended policy so that the criteria did not apply to foster carers (with one spare bedroom), families with disabled children and service personnel. In addition, the Minister wrote to local authorities to encourage them to prioritise households with people with disabilities for support through Discretionary Housing Payments.
51. Nationally £155 million has been made available to local authorities in Discretionary Housing Payments (DHP) in 2013/14 to provide discretionary support to Housing Benefit claimants impacted by welfare reform. For Central Bedfordshire this equates to £281,000.
52. It is also estimated nationally that DHPs would cover just £1 in every £7 of the impact of housing reforms on tenants.
53. We have committed £192,000 to date, assisting 389 households with 142 being refused assistance and we are on track to spend our full allocation by the end of the financial year and in line within its revised policy guidelines. 75% of funding has gone to households affected by the new under occupation size criteria restrictions.

Council Tax Collection

54. At the end of October 2013 the Council Tax collection rate of 65.32% was 0.79% behind the October 2012 collection rate, this equates to approximately £1.1m. This downturn had been anticipated due to almost 4,000 residents who previously had no Council Tax liability to pay in 2012/13 having to now pay 25% of their Council Tax, and is broadly in line with the national trend of reduced collection rates.
55. By way of comparison, collection rates for Councils in Hertfordshire has seen six Councils out of ten with reduced collection rates varying from 0.1% to 0.7% and is very much dependant on the nature of their Council Tax Support scheme and level of reduction passed onto residents to now pay Council Tax.
56. In the first six months of 2013/14 we have issued 42,755 reminders for late payment which is a 23% increase on 2012/13 and we have issued 4,358 summonses which is a 22% increase on 2012/13 levels.

57. It is still too early in the financial year to fully understand the impact on the collection rate and the downturn in collection will be partially mitigated by the increase in the number of residents choosing to pay their Council Tax over 12 months rather than 10 (2,000+). This will result in more payments being received in the final 2 months of the year.

Monitoring of Impacts

58. A monitoring and evaluation framework has been developed and a monthly report is now reviewed by a Welfare Reform Project Board, chaired by the Director for Social Care, Health and Housing, and also by the Executive Member for Social Care, Health and Housing and the Deputy Leader and Executive Member Corporate Resources so that we are better able to track the impact of the changes on our residents and the Council.
59. Whilst the Council is undertaking extensive tracking of how residents are responding to the welfare reform changes, in many instances it is still too early to fully understand the impacts. In particular, it can be anticipated that the winter period will have a significant impact on the level of additional claims for Local Welfare Provision (Crisis Loans) and DHP. However, it is already apparent that as the proposals start to bed in, a greater number of individuals will start to experience problems, and that there will be increased demand on Council support services.

Appendices: None

Background Papers: (open to public inspection)

None.

Meeting: Executive

Date: 10 December 2013

Subject: Determination of Statutory Proposal to Expand Pulford Voluntary Aided Church of England Lower School

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

Summary: The report sets out the statutory proposal of the Governing Body of Pulford Voluntary Aided (VA) Church of England (CofE) Lower School to expand the school from its current capacity of 150 places to 225 permanent places with a proposed implementation date of September 2014. The proposal has been the subject of a statutory consultation and the statutory notice period has now concluded requiring the Council to consider any representations received and to determine the outcome of the proposal.

Advising Officer: Edwina Grant, Deputy Chief Executive/ Director of Children's Services

Contact Officer: Karen Oellermann, Assistant Director, Commissioning and Partnerships

Public/Exempt: Public

Wards Affected: Leighton Buzzard South

Function of: Executive

Key Decision: No

CORPORATE IMPLICATIONS

Council Priorities:

In providing new school places for growing communities this report supports the following Central Bedfordshire Council's strategic priorities:

Educating, protecting and providing opportunities for children and young people
Managing growth effectively.

Financial:

1. The total capital cost of implementing this proposal is estimated at £490k inclusive of fees. In bringing forward the proposal the Governing Body of this Voluntary school is responsible for ensuring that it has secured sufficient capital to implement it, if approved. The school is the beneficiary of the Pulford Foundation which has given a commitment to financial support to deliver the expansion programme.

2. The day to day running costs of expanded provision, including increased teaching and non teaching staffing levels, is met through revenue funding which is made available to each school as part of the dedicated schools grant, calculated on a per pupil basis.
3. The school's proposal to expand its provision is intended to meet increased parental demand for places at the school. The school has acknowledged that it is not therefore eligible to apply to the Growth Fund established by the School Forum to support growing schools as this is only available where the Council has commissioned new places (basic need) to meet demographic pressures, rather than changes driven by parental preferences. The school may however be eligible to apply to the Growth Fund for dedicated schools grant support in order to comply with Infant Class Size legislation.
4. There are no capital or revenue funding implications for the Council arising from this proposal.

Legal:

5. 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.
6. Section 19(3) of the Education and Inspections Act 2006 enables the Governing Body of this Voluntary school to propose certain prescribed alterations, including its expansion, and to publish their proposals by statutory notice. The Council is however decision maker for this proposal.
7. The Department for Education (DfE) regulations outline the requirements and process for proposals to expand maintained schools and these include full public consultation, the publication of statutory proposals and the decision making process. Decision makers must be satisfied that proposals have followed due process and must also have regard to statutory guidance.
8. As decision maker for the statutory proposals outlined in this report, the Council must determine whether to approve the proposed changes within two months of the close of the determination period on 14 October 2013, otherwise the proposals must be referred to the schools adjudicator.
9. In addition to the Governors and Trustees of the school, the following bodies may appeal against the Council determination of the proposal in this report:
 - The local Church of England diocese.
 - The bishop of the local Roman Catholic diocese.

Any appeals must be submitted to the Council within 4 weeks of the decision and the Council must refer the matter to the schools adjudicator.

10. A new building consisting of three class rooms is proposed. There will additionally be extra group space, toilets and offices. A full planning proposal was submitted to Central Bedfordshire Council and subsequently approved on the 16 August 2013.
11. The proposal includes a change of use for the north edge of the playing field which is currently in the Council's ownership. This is proposed to be the site of the new class room block.
12. Under the School Standards & framework Act 1998 and The Schools Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 the Council is required to transfer land other than playing fields which is held by the local authority for the purposes of the school to the trustees of the voluntary aided school. 'Land' includes the building structures attached to it.
13. In addition, Section 77 of the School Standards and Framework Act 1998, as amended by Schedule 1 of the Academies Act 2010, requires Secretary of State consent for any proposed change of use of school playing fields. As a result, in approving this proposal the Council will be required to seek this consent, and the approval will need to be subject to it being granted.
14. Therefore, if the proposals are approved and Secretary of State consent secured, the land on which the new buildings will be sited, in addition to an area of land previously built upon to enlarge the school, will be transferred from Central Bedfordshire Council to the Pulford Foundation as illustrated in the plan at Appendix A. The land is to be held by the trustees of the school for the purposes of the school.
15. In this regard the transfer is not discretionary or a matter for the Council to approve but is required by legislation.

Risk Management:

16. This report outlines the Council's obligation as decision maker, to ensure that relevant regulation has been followed in bringing forward the proposal, that the consultation and representation processes have been conducted correctly and that any representations have been considered in the final determination of the proposal.

Key risks mitigated by the report include:

- Failure to discharge legal and statutory duties/guidance.
- Reputational risks associated with the non determination of statutory proposals.

17. Contract and construction risks will be overseen through the school's project management of the approved project.

Staffing (including Trades Unions):

18. Staff and Trades Unions have been consulted by the School's Governing Body on its proposals to expand the school as part of the initial consultation and statutory process required by regulations.
19. The school will have the support of its own Human Resources provider to advise on any required changes in school staff structures or to terms and conditions of employment. The school may also need to consider its Governance arrangements given the enlarged size in future.
20. The school will need to increase the numbers of teaching and non-teaching staff to support the increase in pupil numbers. This will be funded through the school's Dedicated School Grant budget and the increased share which the school will receive as pupil numbers grow.

Equalities/Human Rights:

21. Public authorities have a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and to foster good relations in respect of the following protected characteristics: age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
22. This statutory duty includes requirements to:
 - Remove or minimise disadvantages suffered by people due to their protected characteristics.
 - Take steps to meet the needs of people from protected groups where these are different from the needs of other people.
 - Encourage people from protected groups to participate in public life or in other activities where their participation is disproportionately low.
23. The consultation and decision making process set out in regulation for proposals to expand maintained schools requires an evaluation on a project by project basis of any equalities and human rights issues that might arise.
24. As decision maker for this proposal, the Council has considered that there are no race or disability discrimination issues that arise from the changes being proposed. The key objective of the proposal is to provide additional places to meet proven additional demand from parents preferring a faith based education at the school but unable currently to be accommodated. The school has also carefully considered the impact on provision for children with special educational needs and disabilities in the construction designs that have been developed in parallel to the statutory process.

Public Health:

25. The school currently provides a range of extended school services which can be further developed as a result of the growing school population and capital investment.

26. The range of extended services that may be provided more effectively in larger 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:

27. Whilst it is acknowledged that schools have an important role under Section 17 of the Crime and Disorder Act 1998 to work alongside a range of other agencies to ensure safety in their local communities, the expansion of the school in this report does have the potential to increase community safety issues around the school's location. Inconsiderate parking, low level anti social behaviour, noise, litter etc. These are issues that can, in some instances, have a significant impact on residents living in the school vicinity and place additional demand upon the services responsible for dealing with them. To meet its statutory duty in relation to crime and disorder the Council will need to work with the school to ensure that community safety issues are considered and appropriate measures are put in place to mitigate any risks with regard to community safety issues in the area.

Sustainability:

28. Whilst there may be additional costs in order to meet sustainability objectives for expansion of the school, these will be contained within the costs already identified in this report. These measures will contribute to reduced running costs through better energy and resource efficiency and also create a better learning environment for the pupils.

Procurement:

29. The tendering and approval process for awarding construction contracts will be in accordance with the DfE Procurement Guidance for Voluntary Aided schools.

Overview and Scrutiny:

30. This report has not been considered by Overview and Scrutiny as it reflects a proposal made by the Governing Body of a Voluntary Aided School, which now requires Executive determination.

RECOMMENDATIONS:

The Executive is asked to:

1. note that the procedures established by The Education and Inspections Act 2006 (EIA 2006) and The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended by The School Organisation and Governance (Amendment) (England) Regulations 2007 and The School Organisation and Governance (Amendment) (England) Regulations 2009, have been complied with in bringing forward the proposal outlined in this report;
2. note that no representations were received by the Council to the statutory notices as set out in Appendices B, issued on 16 September 2013 under Section 19(3) of the Education and Inspections Act 2006 for Pulford VA CofE Lower School; and
3. approve the statutory proposal to expand Pulford VA CofE Lower School from a 1 form of entry (150 place) lower school for pupils aged 4+ to 9, with 25 Nursery places to a 1.5 form of entry (225 place) lower school catering for pupils aged 4+ to 9 with 25 Nursery places with effect from September 2014, increasing the schools planned admission number from 30 to 45, subject to Section 77 consent being granted by the Secretary of State by 1 February 2014 for the change of use of an area of existing playing field.

Reason for Recommendations: To determine the outcome of the statutory proposals following the close of the representation period on 14 October 2013. If the Council were to fail to decide these proposals within 2 months of the end of the representation period it must forward proposals, and any received representations, to the schools adjudicator for decision.

Executive Summary

31. The purpose of this report is to provide the Council's Executive with sufficient information and guidance to enable the determination of the proposal to expand a voluntary aided lower school that has been subject of statutory consultation.
32. The report sets out the background to the proposal and the process that has been followed to date, aligned with the statutory requirements set out in legislation and DfE guidance for proposals of this nature.
33. The report concludes with a recommendation to approve the proposed expansion, with an implementation date of 1 September 2014.

Proposal and Statutory Process

34. In accordance with the Education and Inspections Act 2006, the proposal constitutes a significant expansion of the existing school and therefore required both statutory consultation and a further representation period through the publication of Statutory Notices.

35. On 13 May 2013 the Governing Body of Pulford VA CofE Lower School commenced a four week period of statutory consultation and published a consultation document to seek views from stakeholders on its proposal to enlarge the permanent capacity of the school. The consultation document set out the objectives of the proposal which focused primarily on addressing the over subscription that the school has seen in recent years, particularly from parents seeking faith based provision, by providing additional permanent accommodation.
36. The school's initial consultation document is attached to this report at Appendix B along with a summary of responses gathered by return of its questionnaire and through meetings that were arranged with staff, union representatives, Governors and the public which together indicated significant support for the proposal, including that of the Pulford Foundation and of the CofE Diocese of St Albans.
37. The only issues of concern that arose were from three local residents and related to increased traffic and parking concerns. These were addressed through the subsequent Planning application which has now received the Council's approval and by the introduced use of parking permits in the local area. The statutory consultation period closed on the 17 June 2013.
38. The DfE guidance advises that at the end of the statutory consultation period the proposer (i.e. the School's Governing Body in this instance) should consider the views expressed during that period before reaching any final decision on whether to publish statutory proposals. The School's Governing Body considered the responses at its meeting on the 21 June 2013 and determined to progress to the service of statutory notices for a further representation period of four weeks.
39. A copy of the statutory notice is attached to this report at Appendix B. The proposal does not amend the school's current admission policy.
40. The representation period commenced on 16 September 2013 for a four week period to 14 October 2013. The consultation was conducted to meet the requirements set out in the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended).
41. No representations were received within this period.

Determination of Statutory Proposal

42. As decision maker, the Council's Executive must be satisfied that the proposal has followed due process and must have regard to guidance issued by the Secretary of State.
43. Before judging the respective factors and merits of the statutory proposal, the Council's Executive must consider four key issues. These are:
 - Is any information missing?
 - Does the published notice comply with statutory requirements?
 - Has the statutory consultation been carried out prior to the publication of the notice?
 - Are the proposals "related" to other published proposals?

44. The statutory notice was published on 16 September 2013 with information prescribed by regulation. The information was complete, clear and complied with statutory requirements. The statutory notice and prescribed information is attached to this report at Appendix B. A summary of the outcomes of the statutory consultation that was carried out prior to the service of statutory notices is also provided within that Appendix. The proposal is not related to any other, is independent and capable of being determined without preventing or undermining the implementation of any other published proposal.
45. The proposal has not arisen as a result of the Council's need to commission new school places to meet statutory demand in the area but is a proposal by the school's Governing Body to meet parental preferences for faith based provision. As a result, the Council's Policy Principles for Pupil Place Planning do not apply to the evaluation of this proposal and it is DfE guidance, issued by the Secretary of State that must be considered by decision makers on proposals of this nature. The guidance is clear on the range of factors although not exhaustive, that should be taken into account although all proposals should be considered on their individual merits. The following sections therefore focus on the factors most relevant to this proposal.
46. A system shaped by parents – The findings of the statutory consultation indicated significant support and parental demand for the proposed expansion of the school.
47. Standards – The Council's aim of enabling the expansion of popular and successful schools is reflected in this proposal as the school is oversubscribed and rated by Ofsted as Outstanding in 2010.
48. Need for places – Although the additional permanent places proposed in this report are not being commissioned by the Council to meet its statutory obligations to provide sufficient school places, they are being proposed by the school in part to address an unmet demand in the area for faith based provision.
49. Travel and Accessibility for all – Section 76 of the Education and Inspections Act 2006 places a duty on local education authorities to promote the use of sustainable modes of travel to meet the school travel needs of their area.
50. The school already has an approved travel plan which will be updated to reflect its proposed increased capacity and to outline the actions they will be taking to encourage sustainable travel and to ensure any negative travel and transport issues are minimised. The Council's sustainable transport team are able to help support this review process and provide guidance as to the actions that should be put in place.
51. Funding and land – Capital costs have been identified to implement the proposal and the required construction works will be funded from a financial contribution from the Pulford Foundation. As outlined earlier in the report, the new building required to implement the proposal will be located on an area of playing field currently freeheld by the Council but required to be transferred to the Pulford Foundation if the proposal is approved.

52. The school is not providing additional external hard space and will not therefore meet the guidelines for such areas as previously set out in BB99 nor the number of internal classroom spaces which would normally be expected. The school's proposals to address this are set out in its stated objectives within the prescribed information attached at Appendix B.
53. Views of interested parties – The DfE guidance is clear that the decision maker should consider the views expressed during the initial statutory consultation and the statutory representation period, following publication of the statutory public notices. In doing so the Executive should not simply take account of the numbers of respondents expressing a particular view but instead give the greatest weight to representations from stakeholders likely to be most directly affected by the proposals.
54. No responses were received within the statutory 4 week representation period relating to the proposal to expand Pulford CofE VA Lower School.

Determination

55. In considering the proposals the decision maker may decide to reject, approve or to approve with modifications (e.g. the implementation date) the proposal set out in this report. In either case, the reasons for the final decision must be carefully recorded indicating the main factors considered and the reasons for the decision. A copy of the final decision must be forwarded to a range of bodies specified in guidance.
56. Having followed the procedure required by regulation and in consideration of the key issues and factors for decision makers set out in guidance it is recommended that the proposals to expand Pulford CofE VA Lower School as set out in this report and published by Statutory Notices issued on the 16 September 2013, be approved with an implementation date of 1 September 2014, subject to Section 77 consent being granted by the Secretary of State by 1 February 2014 for the change of use of an area of existing playing field.

Appendices:

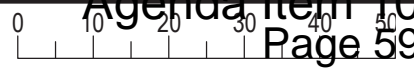
Appendix A – Site plan of Pulford VA CofE Lower School indicating areas of land on which buildings are to be located and are to be transferred to the Pulford Trust.

Appendix B – Consultation document, summary of responses received, Statutory notice and prescribed information for proposal to expand Pulford VA CofE Lower School

Background Papers: (open to public inspection)

None

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REV. A 30.7.13 PARKING & PLAYGROUND NOTED. PLAYING FIELD AREA SHOWN.

Client & Job Title:
Pulford C of E Lower School
 Pulford Road
 Leighton Buzzard
 Bedfordshire, LU7 1AB
 New Classroom Building



JOHNSON & PARTNERS
 ARCHITECTS & BUILDING SURVEYORS
part of the jones group

Construction and Property Consultants
Build - Culture - Hand-Worked - Built - Measure

394 High Street, Hemel Hempstead, Herts, HP1 3AE. Tel: 01462 212255 Fax: 01462 2255 Email: info@jandp.com www.jandp.com

Drawing Title: Site Plan		
Date: June 2013	Scale@ A4: 1:1000	Drawn By: PGA
Drawing No.: R07A-1A	Revision Date: 30.07.2013	Revision: A

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PROPOSALS FOR PRESCRIBED ALTERATIONS OTHER THAN FOUNDATION PROPOSALS: Information to be included in a complete proposal

Extract of Part 1 of Schedule 3 and Part 1 of Schedule 5 to The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended):

In respect of a Governing Body Proposal: School and governing body's details

1. The name, address and category of the school for which the governing body are publishing the proposals.

Pulford Voluntary Aided Church of England Lower School
Pulford Road
Leighton Buzzard
Bedfordshire
LU7 1AB

In respect of an LEA Proposal: School and local education authority details

1. The name, address and category of the school.

N/A

Implementation and any proposed stages for implementation

2. The date on which the proposals are planned to be implemented, and if they are to be implemented in stages, a description of what is planned for each stage, and the number of stages intended and the dates of each stage.

Whilst the proposal would be implemented with effect from September 2014, it is intended that this should be phased and apply to Year R admissions only. This means that numbers would grow as follows :

1 September 2014 – 180 pupils

1 September 2015 – 195 pupils

1 September 2016 – 210 pupils

1 September 2017 – 225 pupils

Objections and comments

3. A statement explaining the procedure for making representations, including —
- (a) the date prescribed in accordance with paragraph 29 of Schedule 3 (GB proposals)/Schedule 5 (LA proposals) of The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), by which objections or comments should be sent to the local education authority; and
 - (b) the address of the authority to which objections or comments should be sent.

Within four weeks from the date of publication of these proposals (i.e. by 14 October 2013), any person may object to or make comments on the proposal by sending them to the Deputy Chief Executive / Director of Children's Services, Central Bedfordshire Council, Priory House, Chicksands, Shefford, Beds, SG17 5TQ.

Alteration description

4. A description of the proposed alteration and in the case of special school proposals, a description of the current special needs provision.

It is proposed that the school should be enlarged from its current 150 places for Years R to 4, to cater for 225 pupils in the same age range.

A new building consisting of three class rooms is proposed. There will additionally be extra group space, toilets and offices. A full planning proposal was submitted to Central Bedfordshire Council which includes detailed drawings and this proposal was approved by them on the 19th August 2013.

School capacity

- 5.—(1) Where the alteration is an alteration falling within any of paragraphs 1 to 4, 8, 9 and 12-14 of Schedule 2 (GB proposals)/paragraphs 1-4, 7, 8, 18, 19 and 21 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), the proposals must also include —

- (a) details of the current capacity of the school and, where the proposals will alter the capacity of the school, the proposed capacity of the school after the alteration;

The current capacity of the school is 150 with 25 nursery places. Following implementation the proposed capacity will be 225 with 25 nursery places.

- (b) details of the current number of pupils admitted to the school in each relevant age group, and where this number is to change, the proposed number of pupils to be admitted in each relevant age group in the first school year in which the proposals will have been implemented;

Currently there are 30 pupils admitted to the school in each relevant age. Following implementation, this will be 45.

- (c) where it is intended that proposals should be implemented in stages, the number of pupils to be admitted to the school in the first school year in which each stage will have been implemented;

Year Group	Sept 13	Sept 14	Sept 15	Sept 16	Sept 17
Nursery	25	25	25	25	25
Reception	45	45	45	45	45
1	30	45	45	45	45
2	31	30	45	45	45
3	30	31	30	45	45
4	30	30	31	30	45

- (d) where the number of pupils in any relevant age group is lower than the indicated admission number for that relevant age group a statement to this effect and details of the indicated admission number in question.

N/A

(2) Where the alteration is an alteration falling within any of paragraphs 1, 2, 9, 12 and 13 of Schedule 2 (GB proposals) /paragraphs 1, 2, 8, 18 and 19 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), a statement of the number of pupils at the school at the time of the publication of the proposals.

There are 165 pupils plus 25 FTE nursery pupils at the school.

Implementation

6. Where the proposals relate to a foundation or voluntary controlled school a statement as to whether the proposals are to be implemented by the local education authority or by the governing body, and, if the proposals are to be implemented by both, a statement as to the extent to which they are to be implemented by each body.

The proposal is to be implemented by the Governing Body of Pulford Voluntary Aided Church of England Lower School.

Additional Site

7.—(1) A statement as to whether any new or additional site will be required if proposals are implemented and if so the location of the site if the school is to occupy a split site.

N/A. The school will continue to occupy its current existing site and area.

(2) Where proposals relate to a foundation or voluntary school a statement as to who will provide any additional site required, together with details of the tenure (freehold or leasehold) on which the site of the school will be held, and if the site is to be held on a lease, details of the proposed lease.

The proposal includes a change of use for the north edge of the playing field. This will be the site of the new class room block. If the proposals are approved, the land on which the new buildings will be sited, in addition to the land previously built upon to enlarge the school, will need to be transferred from Central Bedfordshire Council to the Pulford Trust in due course.

Changes in boarding arrangements

8.—(1) Where the proposals are for the introduction or removal of boarding provision, or the alteration of existing boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

(a) the number of pupils for whom it is intended that boarding provision will be made if the proposals are approved;

N/A

(b) the arrangements for safeguarding the welfare of children at the school;

N/A

(c) the current number of pupils for whom boarding provision can be made and a description of the boarding provision; and

N/A

(d) except where the proposals are to introduce boarding provision, a description of the existing boarding provision.

N/A

(2) Where the proposals are for the removal of boarding provisions or an alteration to reduce boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

- (a) the number of pupils for whom boarding provision will be removed if the proposals are approved; and

N/A

- (b) a statement as to the use to which the former boarding accommodation will be put if the proposals are approved.

N/A

Transfer to new site

9. Where the proposals are to transfer a school to a new site the following information—

- (a) the location of the proposed site (including details of whether the school is to occupy a single or split site), and including where appropriate the postal address;

N/A

- (b) the distance between the proposed and current site;

N/A

- (c) the reason for the choice of proposed site;

N/A

- (d) the accessibility of the proposed site or sites;

N/A

(e) the proposed arrangements for transport of pupils to the school on its new site; and

N/A

(f) a statement about other sustainable transport alternatives where pupils are not using transport provided, and how car use in the school area will be discouraged.

N/A

Objectives

10. The objectives of the proposals.

Objectives

To more closely meet the demand from parents for a lower school education within a Church School framework.

To raise standards and improve outcomes for pupils by employing a teaching staff with a wider range of specialisms

To be able to be more flexible in the grouping of children which will enable the school to deliver a more personalised curriculum.

To enable the school to have a choice over whether to remain as a VA school or to consider the Academy option. (The pupil limit set by the Diocese is currently 200. The Director of Education for the Diocese, advised that this figure is currently the bench mark used by Diocesan Boards of Education.)

To enable the school to benefit from increased economies of scale.

To enable the school to have choice if the town of Leighton Buzzard chooses to adopt a primary secondary education model in the future.

Principles

To raise standards and improve outcomes for pupils

Standards data shows that children at Pulford School perform well above the national average from an average baseline. The proposal will enable 50% more children to benefit.

The school believes that standards will be further improved by the implementation of increased flexibility in teaching and learning groups which will be possible with the enlarged school.

To ensure continuity of provision across the 0-19 age range

Pulford has a close working relationship with Leighton Middle School and adjoins the school physically which supports the transfer process. This is the school that the vast majority of the children transfer to at the age of 9. In addition there is sharing and moderation of data across the year 4 to 5 age band.. The two head teachers meet regularly and take assemblies for the children in both schools. There is broad agreement between the two schools that the data is consistent and robust.

Pulford has a close working relationship with The Cedars Upper School. This is the school that most former Pulford pupils transfer to at the age of 13. Some examples of collegiate working are-

1. Providing work experience opportunities for child development courses.
2. Providing opportunities for voluntary experience for the Duke of Edinburgh Award.
3. Supporting pupils who have been at risk of exclusion.
4. Working together on International links- particularly in Kenya which has led to cross phase teacher exchange visits.
5. Cedars providing musicians for the Pulford Lower Schools Carol Concert.
6. A range of sport coaching opportunities.
7. Sharing of ICT support.

Schools should be based around communities and their needs

Parents are in support of this proposal and therefore it meets their needs.

Pulford has an excellent relationship with the pupils` families (Ofsted Parent View)

Pulford works closely with the Parish Church which is situated at the heart of the town community. Some examples of collegiate working are-

1. Clergy leadership of assemblies
2. Pastoral support for staff, children and families.
3. Provision of services in church to celebrate key festivals.
4. Musical opportunities for the children – e.g. church organ tuition/ choir membership.
5. Opportunities for staff and children to take an active role in main services.
6. Sharing of building resources and minibus.
7. The financial legacy of Rev Joshua Pulford still benefits pupils today.

For detail please refer to the SIAS (Statutory Inspection of Anglican Schools) inspection (January 2011)

The head teacher at Pulford is actively involved in the community of local schools (Learning Community 2). He currently represents Lower School Heads on the Leadership and Management Group.

The proposal should reflect recent current reform

The 2006 EIA amendment to the education act places duties on local authorities to secure diversity in the provision of schools, and increase opportunities for parental choice. This proposal reflects this amendment.

Effect on School standards and School improvement.

Leadership and management

The leadership and management of Pulford School was judged to be outstanding by both Ofsted and SIAS in 2010-2011.

The school intends to liaise closely with Lark Rise Academy in Dunstable over the next 12 months. Lark Rise have agreed to work alongside Pulford as the school develops a teaching and learning model which will maximise the standards outcomes for pupils.

At the heart of the vision will be smaller teaching groups. For much of the week these will be restricted to 15 children. Latest Ofsted data shows that this is the number needed to maximise impact on outcomes. There will be a range of initiatives which will enable this vision to be implemented and be cost effective. An example of one of these will be the opening of a Forest School in September. This outdoor class room will be staffed by qualified volunteers and as well as offering an alternative learning environment for 15 children it will then further allow the class teacher to focus on a smaller class. The additional money that has been made available to primary aged children for PE will also assist the school's vision to drive down class size.

Curriculum

Pulford's teaching was also judged to be outstanding in 2010. In addition to the diversification mentioned under the sub heading leadership and management the school intends to use the opportunity of expansion to recruit teaching staff who have the skill sets which will complement the existing team.

At present there is a need for an ICT specialist as the school wishes to strategically rewrite its curriculum in light of the recommendations contained within the new primary curriculum.

The second area that has been identified is that of drama.

The Governors and Leadership of the school are aware that the area of hard play space is lower than the LA recommendation. The school will address this challenge by

1. Using a wood chip surface for the forest school area. This will enable pupils to use this area throughout the year.
2. Ensuring that pupils have wellington boots/ football boots in school so that the field area can also be used throughout the year.
3. Play times and lunch times will be key stage split so that only half of the pupils are using the outdoor areas at any one time. For morning play the younger children will engage in collective worship at 10am and the older children will go out to play. At 10.20am the school will reverse the above.

The advantage of this model is that no learning will be disrupted as the hall is at the opposite end of the school to the outside play areas. Lunch time will be split into three half hour blocks on rotation. The three activities will be eating lunch; extracurricular activities (e.g. French/ Wildlife/ Recorders) and outside free play.

The result of these changes will result in a higher outside area per pupil than the school currently enjoys.

The school will continue to formulate its curriculum as part of the LC2 community of schools and the RE and Collective Worship will reflect Diocesan guidelines.

The leadership and governors of the school have given much consideration to the physical constraints of the site. The conclusion is that the school will be able to continue to offer an outstanding education to all pupils by ensuring that all teaching spaces are being utilised effectively. The school also have the advantages of neighbouring both Leighton Middle School with their outdoor area which the school is able to use by kind permission (for example – the football festival) and also All Saints Church which provides seating for the whole school (for example whole school collective worship and prize giving)

Parents and Community

One of the greatest strengths of the school is the “family” ethos. The head teacher tries to speak to all parents at least weekly by being at the school gate at the beginning of every day. Parent View results indicate that the vast majority of parents are happy with their involvement with the school. Many of the parents support the school in a variety of ways. Some of these include-

1. Changing reading books.
2. Helping with reading groups.
3. Support in the class room
4. Coaching sports teams
5. Helping with photo copying
6. Assisting with school trips
7. Helping out at church services.

It is believed that the proposed expansion is the right size not only for the site but also because it will enable the school to continue to know its families.

Behaviour

Behaviour was judged to be outstanding by Ofsted in 2010. There have been no exclusions for the past five years.

Transition

Pulford has a comprehensive approach to transition. As indicated earlier the vast majority of pupils move next door to Leighton Middle. Both head teachers work together, along with staff teams, on ensuring that the data is robust and that the children are emotionally ready. In the autumn term of year 5 the head teacher of

Pulford Lower visits the children at middle school to ensure that they are settled and to discuss any data anomalies which may have appeared.

SEND

Pulford has been the school of choice in 2013 for 3 boys in the Early Years Foundation Stage who have a Statement and 1 Looked After Child

The school's data demonstrates that children under the supervision of the Senco (Special Educational Needs Coordinator) make better progress than the national average.

The opportunity to offer more places can only extend this area of good practise.

Additionally Pulford has many pupils who are known as Gifted and Talented. The proposed expansion will further enable the school to offer enhancement activities for this group of pupils.

Extended Services

Pulford already offers a comprehensive range of after school services -.

Breakfast and breakfast club

After school care

Sports opportunities

Saturday football

Chess

Drama

Singing etc

The proposed enlarged size will result in the school being able to offer an increased diet of opportunities.

Consultation

11. Evidence of the consultation before the proposals were published including—

- (a) a list of persons who were consulted;
- (b) minutes of all public consultation meetings;
- (c) the views of the persons consulted;
- (d) a statement to the effect that all applicable statutory requirements in relation to the proposals to consult were complied with; and
- (e) copies of all consultation documents and a statement on how these documents were made available.

- (a) The following persons were consulted-
 - Parents of children currently attending Pulford Lower School
 - The Anglican Diocese of St Albans

The Rector of the Parish
Central Bedfordshire Council
Lower School Heads of 'Learning Community 2' at a presentation made on 15th May 2013.
All schools in Central Bedfordshire via the 'Central Essentials' newsletter
Local residents
MP for South West Beds

- (b) A consultation meeting for parents and other stakeholders was held at the school on 20th May 2013. The minutes are attached as appendix A.
- (c) The result of the informal consultation is attached as appendix B
- (d) All applicable statutory requirements in relation to the proposals to consult were complied with
- (e) A copy of the consultation doc is attached as appendix C

Project costs

12. A statement of the estimated total capital cost of the proposals and the breakdown of the costs that are to be met by the governing body, the local education authority, and any other party.

The total capital cost is estimated at £490,000 inclusive of fees. The governing body intend to utilise funds currently held by the Pulford Trust. The school is the beneficiary of this trust. The Pulford Trust has given their support to the expansion programme. A letter confirming this arrangement is attached at appendix D.

13. A copy of confirmation from the Secretary of State, local education authority and the Learning and Skills Council for England (as the case may be) that funds will be made available (including costs to cover any necessary site purchase).

N/A

Age range

14. Where the proposals relate to a change in age range, the current age range for the school.

N/A

Early years provision

15. Where the proposals are to alter the lower age limit of a mainstream school so that it provides for pupils aged between 2 and 5—

- (a) details of the early years provision, including the number of full-time and part-time pupils, the number and length of sessions in each week, and the services for disabled children that will be offered;

N/A

- (b) how the school will integrate the early years provision with childcare services and how the proposals are consistent with the integration of early years provision for childcare;

N/A

- (c) evidence of parental demand for additional provision of early years provision;

N/A

- (d) assessment of capacity, quality and sustainability of provision in schools and in establishments other than schools who deliver the Early Years Foundation Stage within 3 miles of the school; and

N/A

- (e) reasons why such schools and establishments who have spare capacity cannot make provision for any forecast increase in the number of such provision.

N/A

Changes to sixth form provision

16. (a) Where the proposals are to alter the upper age limit of the school so that the school provides sixth form education or additional sixth form education, a statement of how the proposals will—

- (i) improve the educational or training achievements;
- (ii) increase participation in education or training; and
- (iii) expand the range of educational or training opportunities

for 16-19 year olds in the area;

N/A

(b) A statement as to how the new places will fit within the 16-19 organisation in an area;

N/A

(c) Evidence —

(i) of the local collaboration in drawing up the proposals; and

(ii) that the proposals are likely to lead to higher standards and better progression at the school;

N/A

(d) The proposed number of sixth form places to be provided.

N/A

17. Where the proposals are to alter the upper age limit of the school so that the school ceases to provide sixth form education, a statement of the effect on the supply of 16-19 places in the area.

N/A

Special educational needs

18. Where the proposals are to establish or change provision for special educational needs—

(a) a description of the proposed types of learning difficulties in respect of which education will be provided and, where provision for special educational needs already exists, the current type of provision;

N/A

(b) any additional specialist features will be provided;

N/A

(c) the proposed numbers of pupils for which the provision is to be made;

N/A

(d) details of how the provision will be funded;

N/A

(e) a statement as to whether the education will be provided for children with special educational needs who are not registered pupils at the school to which the proposals relate;

N/A

(f) a statement as to whether the expenses of the provision will be met from the school's delegated budget;

N/A

(g) the location of the provision if it is not to be established on the existing site of the school;

N/A

(h) where the provision will replace existing educational provision for children with special educational needs, a statement as to how the local education authority believes that the new provision is likely to lead to improvement in the standard, quality and range of the educational provision for such children; and

N/A

- (i) the number of places reserved for children with special educational needs, and where this number is to change, the proposed number of such places.

N/A

19. Where the proposals are to discontinue provision for special educational needs—

- (a) details of alternative provision for pupils for whom the provision is currently made;

N/A

- (b) details of the number of pupils for whom provision is made that is recognised by the local education authority as reserved for children with special educational needs during each of the 4 school years preceding the current school year;

N/A

- (c) details of provision made outside the area of the local education authority for pupils whose needs will not be able to be met in the area of the authority as a result of the discontinuance of the provision; and

N/A

- (d) a statement as to how the proposer believes that the proposals are likely to lead to improvement in the standard, quality and range of the educational provision for such children.

N/A

20. Where the proposals will lead to alternative provision for children with special educational needs, as a result of the establishment, alteration or discontinuance of existing provision, the specific educational benefits that will flow from the proposals in terms of—

- (a) improved access to education and associated services including the curriculum, wider school activities, facilities and equipment with reference to the local education authority's Accessibility Strategy;
- (b) improved access to specialist staff, both educational and other professionals, including any external support and outreach services;
- (c) improved access to suitable accommodation; and

- (d) improved supply of suitable places.

N/A

Sex of pupils

21. Where the proposals are to make an alteration to provide that a school which was an establishment which admitted pupils of one sex only becomes an establishment which admits pupils of both sexes—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single sex-education in the area;

N/A

- (b) evidence of local demand for single-sex education; and

N/A

- (c) details of any transitional period which the body making the proposals wishes specified in a transitional exemption order (within the meaning of section 27 of the Sex Discrimination Act 1975).

N/A

22. Where the proposals are to make an alteration to a school to provide that a school which was an establishment which admitted pupils of both sexes becomes an establishment which admits pupils of one sex only—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single-sex education in the area; and

N/A

- (b) evidence of local demand for single-sex education.

N/A

Extended services

23. If the proposed alterations affect the provision of the school's extended services, details of the current extended services the school is offering and details of any proposed change as a result of the alterations.

The proposal will have a positive effect on the provision of extended services. Arrangements are already in place for the school to be able to manage effectively a larger breakfast club and after school club. Indeed with more pupils on roll it will become viable to increase the range of extracurricular sport as well as expand the Saturday morning Football School.

Need or demand for additional places

24. If the proposals involve adding places—

- (a) a statement and supporting evidence of the need or demand for the particular places in the area;

The LU7 area of Leighton and Linslade is growing numerically at the present time. There is substantial residential development to the South of the town. This year Central Bedfordshire Council have commissioned a 'new' 300 place lower school (via the expansion of a community school onto a second campus) to alleviate the pressure on lower schools. Pulford did submit a bid to lead this new school based on the fact that-

1. Pulford is an outstanding school (Ofsted 2010)
2. The school is significantly over subscribed
3. The number of Church school places is significantly lower in the area than is the case nationally.

Although the school was unsuccessful in the bidding process, the factors that motivated the school to apply still remain.

- (b) where the school has a religious character, a statement and supporting evidence of the demand in the area for education in accordance with the tenets of the religion or religious denomination;

In 2013 Pulford V A Lower School received 61 applications for 30 places. 53 of these applications were made on faith grounds. Pulford is not only the most oversubscribed lower school in Central Beds in percentage terms but is also the only C of E school in Leighton and Linslade. The nearest C of E school is St Leonards which is situated in Heath and Reach some 3 miles distant. This school is currently full.

The Anglican Diocese of St Albans has informed the school that it is fully supporting the proposals.

- (c) where the school adheres to a particular philosophy, evidence of the demand for education in accordance with the philosophy in question and any associated change to the admission arrangements for the school.

There will be no change to the admission arrangements for the school.

25. If the proposals involve removing places—

- (a) a statement and supporting evidence of the reasons for the removal, including an assessment of the impact on parental choice; and

N/A

- (b) a statement on the local capacity to accommodate displaced pupils.

N/A

Expansion of successful and popular schools

25A. (1) Proposals must include a statement of whether the proposer considers that the presumption for the expansion of successful and popular schools should apply, and where the governing body consider the presumption applies, evidence to support this.

(2) Sub-paragraph (1) applies to expansion proposals in respect of primary and secondary schools, (except for grammar schools), i.e. falling within:

(a) (for proposals published by the governing body) paragraph 1 of Part 1 to Schedule 2 or paragraph 12 of Part 2 to Schedule 2;

(b) (for proposals published by the LA) paragraph 1 of Part 1 to Schedule 4 or 18 of Part 4 to Schedule 4

of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended).

The governing body does consider that the expansion of successful and popular schools should apply. The evidence to support this statement has been covered throughout this submission. To summarise

1. Pulford was the most oversubscribed lower school in Central Bedfordshire in 2013 in percentage terms with 61 applicants for 30 places. This reflects a similar pattern over recent years.
2. Pulford was judged to be an outstanding school by Ofsted in 2010

3. Pulford was judged to be an outstanding school by SIAS in 2011.

**Pulford VA CofE Lower School
Expansion and informal consultation evening.
20th May 2013 at 6.30pm.**

Present at the meeting were:

Dave Heather, Head Teacher
Tessa Rees, Deputy Head
Stacey Major, Clerk to the Governing Body
Fr Chrichton, All Saints Church
David Fraser, Diocesan Consultant
School Governors x 3
School Staff x 9
Parents x 28

Dave Heather (DH) welcomed everyone to the meeting which started at 6.30 pm, He introduced Stacey Major who is taking minutes of the meeting on behalf of the governing body and David Fraser who is a Diocesan consultant, Tessa Rees the school deputy head and Fr Chrichton from All Saints Church.

Fr Chrichton, then opened the meeting with prayers.

DH updated parents on how and why we have got to where we are now and the history behind it;

- The school is oversubscribed.
- The new school on the Sandhills estate and Pulford school's unsuccessful bid to run it.
- 2013 We were the most oversubscribed lower school in Central Bedfordshire in percentage terms.
- Parents were worried about a split site school.
- 2013 some All Saints Church families would not get a place at the school.

Therefore in response to parental demand for more Church School places in the town- the governing body of the school a couple of weeks ago voted to begin the consultation process which hopefully will result in the permanent capacity of the school rising to 225.

DH also explained the financial implications of the school being small. A pupil number of 225 would bring some financial benefit in terms of economies of scale. DH notified parents of the plans for the expansion and informed them that they are available for everyone to look at this evening on the school notice board.

DH also explained how the building work was being funded by the Pulford Trust, which was set up by Joshua Pulford who left money in his will to financially help the school and this is managed by the Pulford Trust.

DH handed out a note to all parents with questions and answers about the expansion, which answers all parental questions that had been handed in before the meeting as requested in the school newsletter.

DH explained that areas of the school like the hall, playground and field would not be able to cope with all of the school children at once, once the expansion takes place but these areas at present are not used to their full potential .The

teachers will make sure it is done efficiently in key stages and it may be that there is a need for three sittings at lunchtime the use of these areas will be rotated to make sure that they accommodate everyone comfortably.

DH talked about what the models of teaching and learning might look like in September and explained that these ideas are not fixed and may change to best meet the needs of the children and to integrate them all.

In September the foundation stage will have 45 children with two teachers and nursery nurse, each group of 15 will have one adult, this will not be the same adult all of the time, 30 children will be in the existing foundation stage classroom and the other 15 children will be in the upstairs pre-school area of the school.

DH also talked about how church services might work in the future, next year will be the same as in previous years, but a house system is being looked into as a possible solution to siblings being in the same group and service.

DH informed parents that we are aware that parking for the local residence is an issue and we need to work with the residence and be considerate in this matter.

The school needs to be eco friendly and also the walking bus scheme that the school used to facilitate a few years ago could be looked at again.

Planning permission has been commissioned by the governing body. It has already been through a pre-application and will go to the full process on Friday 25th May 2013 and the school should know the result on the 19th August.

The building work will start in February 2014 and governors will take great care in who is appointed as building contractors due to the nature of the build and the safety of the children.

DH then opened the floor to parents for them to ask any questions that had not already been answered this evening;

Parents asked how are the 45 going to work further through the school. DH said that this has not yet been finalised but it would probably be something in the region of 2 teachers and a TA between 45 children in non-static groups, there will be not be streamed year groups

Parents asked how they will get into school at pick up and collection times, DH said that the road is now closed and DH will continue to work with the town council to keep the road closed at all times when the children are around and especially at drop off and pick up times.

Parents asked about the Pulford family feel and would this be lost with the expansion. DH explained that this is a balancing act as we are to some extent a victim of our own success but it will be carefully addressed to limit the impact of the additional children and protect the feeling of the school.

DH understands that at present there are lots of if's, but's and maybe's, but these matters will be ironed out by the school leadership team, staff and governors, we do not want to promise things that may change in the future, but everything will be looked at with the children's welfare and education at the centre.

Parents asked about the two tier system changes that are happening in the local area. DH explained that we work in close partnership with Leighton Middle School and DH would wish for this to continue in the future. He said at present our size would limit us to becoming an infant school. If however the town of Leighton Buzzard follows Dunstable and Berkhamstead in becoming two tier, at least with our expanded size we could convert to a one form primary school. This would future proof Pulford.

David Fraser informed parents about the informal consultation of changing the school PAN. He explained this then goes to a four week statutory consultation in

September and a formal decision will be made in December by Central Bedfordshire Council.

Also the school needs to consult the Secretary of State for Education on the use of a small part of the school playing field for the new building.

DH has informed the other local school head teachers of the schools plans to expand; he said that most colleagues understood the matter and the reasons behind the schools decision.

Parents asked about the children going from Pulford to Leighton Middle School, as this year not all of the Pulford children who wish to attend Leighton Middle School got a place, this would also have a greater impact if Pulford up its number on PAN, parents asked if Leighton Middle School might expand and up their PAN.

DH is working with Ann Thompson the head teacher of Leighton Middle School on this matter.

DH updated the September 2013 intake parents that there will be no delay on the start date as home visits are being changed for open days in line with the pre-school and other EYFS setting locally, but the children will be in smaller groups to settle them in for the first three days of the new term in September 2013. The 45 children will do either a morning session or an afternoon session each day for the first three days, letters will be given to parents to let them know what their child is doing.

The groups of 15 will be very flexible in line with the EYFS profile. It will work as one year group and a staff team.

Parents asked about whether children learn best in the morning, and how this would work with the groups of 15, DH said that it would be taken into account and it would be managed in a very flexible way.

DH also pointed out that research has shown that children learn better in smaller groups and it offers a better experience for the child.

DH informed parents it is a five year journey we are starting, and he is always available for questions and comments.

DH closed the meeting at 7.30pm.

Results of Informal Consultation with regard to the Governors Proposal to consider expanding the Permanent Capacity of Pulford VA Lower School.

Synopsis of results.

June 24th 2013.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
Parent	24	4	3	0	0	0
Governor	7	0	0	0	0	0
Resident	1	0	0	0	0	0
Local School	0	0	0	0	0	0
Staff	6	0	0	0	0	0

In addition there were three letters received from local residents. They all expressed concern with regard to car parking. In order to assist the school with this challenge CBC have agreed to issue car parking permits for the Duncombe Drive car park for 30 minutes in duration to allow parents to drop off and pick up. There will be no cost for this service.

Finally a parent has written directly to the CoG asking for clarification on-

1. Access arrangements during the building process.
2. Arrangements for picking up and dropping off children after completion.
3. The teaching and learning model.
4. Traffic.

The CoG has written a comprehensive response.

Finally, the Diocesan Director Mr Jon Reynolds has expressed support for the proposal.

DH

Pulford V A Lower School

May 2013.

CONSULTATION DOCUMENT ON A PROPOSAL TO ENLARGE THE PERMANENT CAPACITY OF PULFORD VOLUNTARY AIDED CHURCH OF ENGLAND LOWER SCHOOL, PULFORD ROAD, LEIGHTON BUZZARD LU7 1AB FROM 150 to 225 FROM SEPTEMBER 2014.

PURPOSE OF THIS CONSULTATION DOCUMENT

The purpose of this document is to seek your views on the proposal to enlarge the total capacity of Pulford VA Lower School through the development of additional buildings that will be sited at the top of our playing field next to the existing class rooms. The capital costs of the project will be fully funded by the Pulford Trust, subject to agreement by the Charity Commission and to planning agreement by the Local Authority.

BACKGROUND

The governing body of Pulford School made the decision to consider expanding the number of pupils on role for the following reasons

1. The school is currently oversubscribed. In 2013 we received 61 requests for 30 places. This follows the pattern of the previous three years.
2. The school received more requests on religious grounds than we have spaces. In 2013 this totalled 53. Again this follows the pattern of the previous three years.
3. The availability of Church School places in Leighton Buzzard is low when compared to national statistics. Across the country 25% of children attend a Church Primary School. In Leighton Buzzard this figure is around 7.5%
4. Pulford School in partnership with the Pulford Trust are able to offer these additional places at no cost to the taxpayer.

Contextual position

In line with Governments position on parental choice, the governors of the school believe that there is an ethical responsibility to address our current position of being oversubscribed.

Additionally there is significant house building taking place in the area which will result in more primary age children entering the system. This will result in only limited impact to other Lower Schools in the area.

The school is situated adjacent to Leighton Middle School. The vast majority of our pupils transfer to Leighton at the age of 9.

PROPOSAL

The Governing Body of Pulford Voluntary Aided Church of England Lower School is seeking to increase, by way of permanent buildings, the total capacity of the school from 150 to 225, by changing the Pupil Admission Number (PAN) from 30 to 45, year on year until the full capacity is achieved. The chart below shows that capacity will be achieved by:

Numbers on Roll – changes from September 2014 onwards

	Sept 2013	Sept 2014	Sept 2015	Sept 2016	Sept 2017
Reception	45	45	45	45	45
Year 1	30	45	45	45	45
Year 2	30	30	45	45	45
Year 3	30	30	30	45	45
Year 4	30	30	30	30	45
Totals	165	180	195	210	225

OBJECTIVES OF PROPOSAL

- to provide stability, consistency and continuity for children in their primary years, through our Christian ethos, curriculum, specialist teaching and learning organisation
- to facilitate the continuity of a faith education and provide access and a smoother transition to middle schools.
- to raise standards and improve outcomes for young people particularly at age 9.
- to ensure that particular attention is paid to groups of children who are either underperforming or exceeding in all year groups.
- to provide equal access for all pupils to primary school education regardless of faith.
- to ensure our school is based around communities and its needs.
- to continue to provide and extend our excellent support for the care and welfare of our vulnerable pupils and their families.

IMPACT OF PROPOSALS

The new building will consist of three classrooms. This space will be flexible in nature. In addition there will be extra toilet facilities. One of our existing class rooms will be converted into additional office space as well as small group spaces for teaching.

The school will be organised into three Key Stage groups.

1. The nursery and foundation stage
2. Key Stage 1
3. Lower Key Stage 2

Each of these groups will consist of 90 children. (NB We currently have a nursery provision of 45 children- there will be no change to this provision.)

The curriculum management of these groups has yet to be finalised by the teaching staff. It is important to mention however that it is not planned to introduce streaming across year groups. Although we have no plans to increase the size of our school hall we do intend to offer three sittings at lunch time in order to accommodate the additional children. We are also situated adjacent to the Parish Church. We may well consider using this facility more frequently for whole school collective worship.

We also have no plans to increase our outside spaces. However during 2013 we have redeveloped an area of our grounds which had previously been unusable. This area is approx double the size of our proposed new build. This area will be used to develop a Forest School from the autumn. We also intend to timetable our outdoor spaces more effectively.

This proposed expansion will provide opportunities for teacher employment. This will enable the school to recruit teachers to complement our existing skill set.

The school has developed a comprehensive travel plan which has proved successful in managing traffic within a town centre position. Many staff and most children walk to school at least for part of the journey. Pulford Rd is now closed to traffic during the school day to ensure the safety of the children. The new building proposal does have spaces provided for disabled drivers.

SEND (Special Educational Needs and Disabilities):

Last year three parents named Pulford as their choice for children with a statement of educational needs. Our proposed expansion would increase our capacity to provide an outstanding education to children with learning difficulties.

TRANSITION

It is proposed that the new build would be constructed between February and August 2014. If the proposal is successful we would work closely with our contractors to minimise disruption to

the school day. There would be access to the field and outdoor play throughout the process. The leadership of the school have extensive experience in leading building projects.

We have no intention of admitting children in years 1-4 in 2014. We believe that building the school in a controlled way over five years will be the most beneficial model for teaching and learning.

WORKING TOGETHER WITH OTHER SCHOOLS

Pulford has a good working relationship with the other schools in LC2. The head teacher is a member of the leadership and management group. Pulford host one of the major football festivals in the town. Pulford works hard with Leighton Middle School to ensure that the transfer at age 9 is a positive experience for our children.

EXTENDED SERVICES

Pulford operates a successful extended school’s programme. Our proposed expansion will give opportunity to expand this range of services. This will include our Forest School as well as music, drama and sporting opportunities.

ALTERNATIVE OPTIONS

If we are unsuccessful with this proposal the school will continue to operate as a 150 place Lower School and probably remain subject to a large number of admissions appeals each year.

TIMELINE

The expansion of a school’s permanent accommodation must follow a set decision making process. The following table sets out the timetable to change the capacity of Pulford VA Lower School.

Action	Start Date	Completion date
Informal consultation	13th May 2013	17th June 2013
Report on outcome of consultation produced by school and submitted to the Governing Body		
Governing Body decision to progress to statutory notice	21st June 2013	
Statutory Notices served	19th September 2013	17th October 2013
Report to Executive Member for Children’s Services drafted by Local Authority		
Implementation decision	10th December 2013	

made by Council's Executive	
Proposed Implementation	1 st September 2014

Process of Consultation

In order to engage in meaningful and informed consultation, we will be holding a consultation event to engage with all stakeholders, as well as providing the opportunity for individuals and institutions to make written submissions about the proposals. All of this evidence will be collated into a Consultation Report that the governors will consider prior to deciding whether to make a submission to the Local Authority. What follows is the full timetable, but processes after June 2013, as described above, will only be actioned if the governors decide to proceed based on the feedback from this consultation process.

Date	Action
13th May	Informal Consultation begins
20th May	Meeting with Pulford VA Lower School staff
20th May	Meeting with Pulford VA Lower School parents stakeholders and other schools
17th June	Informal Consultation ends

Consultation Response Form

Please read the consultation document and tell us what your views are. The questions on this form are provided to help you do so, but you do not have to respond to all of them. If you prefer not to use this form, you can also put your views in a letter.

Letters and forms should be sent to the address at the bottom of this form, or responses can be sent by e-mail to: pulford@cbc.beds.sch.uk

All responses must be received by noon on the 17th June 2013.

Questions relating to the proposal

How much do you agree with the following statement? Please tick as appropriate.

That the permanent capacity at Pulford VA Lower School should be increased by way of permanent building from 150 to 225 with effect from September 2014.

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	Don't know

Please return this form to:

Mr Kevin Pughe
 Chair of Governors
 Pulford Voluntary Aided Church of England Lower School
 Pulford Road
 Leighton Buzzard
 Bedfordshire
 LU7 1AB

Are you responding as an individual or on behalf of an organisation?

Individual Organisation (Please tell us which organisation).....

Name:

Address:

.....

.....

Postcode:

The following information will help us when considering your opinions and to make sure that we are getting views from all sections of the community. All the questions are optional, and you can give as little or as much information as you wish.

Please tell us if you fall into any of the following categories (please select all that apply)

- Pupil (Please state at which school and in which Year Group)
- Parent/carer of child/children (Please state which school/s).....
- Parent/carer of pre-school child/children
- School Governor (Please state which school/s)
- School Staff (Please state which school/s)
- Other (Please specify)

Do you consider yourself to be a disabled person? Yes No

Please tell us your ethnic group

- WHITE British
- WHITE Irish
- WHITE Other (Please write in).....
- BLACK OR BLACK BRITISH Caribbean
- BLACK OR BLACK BRITISH African
- BLACK OR BLACK BRITISH Other (please write in).....
- MIXED White & Black Caribbean
- MIXED White & Black African
- MIXED White & Asian
- MIXED Other (please write in).....
- ASIAN Indian
- ASIAN Pakistani
- ASIAN Bangladeshi
- ASIAN Other (please write in).....
- CHINESE
- OTHER (please write in).....

Data Protection Act 1998 Please note that your personal details supplied on this form will be held and/or computerised by Pulford VA Lower School and/or Central Bedfordshire Council for the purpose of the consultation. The information collected may be disclosed to school staff and officers and members of the Council and its partners involved in this consultation. Summarised information from the forms may be published, but no individual details will be disclosed under these circumstances. Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes.



All Saints, Leighton Buzzard St Michael, Eggington St Leonard, Heath and Reach
St Nicholas, Hockliffe St Michael and All Angels, Billington St Barnabas, Linslade

Appendix D

Mr R Parsons
Education Office
Central Beds District Council

Letter sent by hand as part of the schools submission

31st August 2013.

Dear Mr Parsons

Proposed Development of Pulford VA Lower School

I write in my capacity as Chairman of the Pulford Foundation.

The Trustees have agreed to provide the capital funding necessary to provide Pulford School with additional class room space to accommodate an additional 75 children. This agreement is subject to the freehold of the land on which the new buildings will be erected, together with land previously developed for the enhancement of the school, being transferred to the Pulford Foundation on December 10th 2013. A letter outlining this transfer requirement under the Education Act has recently been sent to your Legal Department by the Clerk to the Trustees of the Foundation .

The Trustees are delighted to be able to assist in this exciting new development in the life of Pulford VA Lower School.

Yours sincerely,

Team Rector: The Revd Canon Grant Fellows
All Saints Parish Office, Church Square, Leighton Buzzard, LU7 1AE
Tel: 01525 381418 E-mail: parish@allsaintslb.org.uk



Proposal to expand Pulford Voluntary Aided Church of England Lower School to provide additional school places

Notice is given in accordance with section 19(3) of the Education and Inspections Act 2006 that the Governing Body of Pulford Voluntary Aided Church of England Lower School intends to make a prescribed alteration to Pulford Voluntary Aided Church of England Lower School, Pulford Road, Leighton Buzzard, Bedfordshire, LU7 1AB from 1 September 2014.

The proposal is to expand Pulford Voluntary Aided Church of England Lower School by increasing the total capacity from 150 to 225 by the provision of new permanent buildings.

The current capacity of the school is 150 with 25 nursery places and when the proposals are implemented the proposed capacity will be 225 with 25 nursery places

This is to be implemented in stages; the capacity will increase to 180 in September 2014, to 195 in September 2015, to 210 in September 2016 and to 225 in September 2017.

The current admission number for the school is 30. The proposed admission number will increase to 45.

This Notice is an extract from the complete proposal. Copies of the complete proposal can be obtained from: The Information Manager, Central Bedfordshire Council, Room DC2, Watling House, High Street North, Dunstable, Beds, LU6 1LF. It can also be viewed on the Council's website at www.centralbedfordshire.gov.uk/publicstatutorynotices and the school website <http://www.pulford.beds.sch.uk>

Within four weeks from the date of publication of this proposal, any person may object to or make comments on the proposal by sending them to The Deputy Chief Executive/Director of Children's Services, Central Bedfordshire Council, Priory House, Chicksands, Shefford, Bedfordshire, SG17 5TQ.

Signed: Mr. Kevin Pughe
Chair of Governors, Pulford Voluntary Aided Church of England Lower School

Publication Date: 16 September 2013

Explanatory notes

The proposal is to enlarge the total capacity of Pulford Voluntary Aided Church of England Lower School through the development of additional buildings that will be sited at the top of the school's playing field next to the existing class rooms. The capital costs of the project will be fully funded by the Pulford Trust, subject to agreement by the Charity Commission.

Meeting: Executive
Date: 10 December 2013
Subject: Commissioning of New School Places for Implementation from September 2015 and September 2016 in Central Bedfordshire

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

Summary: This report outlines four projects within the New School Places Programme 2013/14 – 2017/18 where local pressures of demographic growth require new school places to be provided from September 2015 and a further five projects within the New School Places Programme with a target implementation date of September 2016. The report seeks approval to commence the first four projects which have been subjects of a previous report to Executive in May 2013. For the remaining five projects the report seeks approval to commence processes to further develop these proposals, the outcome of which will be reported to the Council's Executive in August 2014.

Advising Officer: Edwina Grant, Deputy Chief Executive/Director of Children's Services

Contact Officer: Rob Parsons, Head of School Organisation, Admissions and Capital Planning

Public/Exempt: Public

Wards Affected: Ampthill, Arlesey, Biggleswade North, Biggleswade South, Cranfield and Marston, Stotfold and Langford, Parkside, Tithe Farm, Houghton Hall, Silsoe and Shillington.

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. The nine proposals outlined in this report are contained within the Council's New School Places Programme 2013/14 – 2018/19. The four projects for which approval to commence is now sought are capital funded through the Basic Need and S106 contributions as outlined in Appendix A to this report. The whole programme to 2018/19 represents a total investment of £106M in New School Places since its commencement in 2011/12. The four projects outlined for commencement in this report account for £9.9M of expenditure. As reported to the Council's Executive in March 2013 the level of Department for Education (DfE) Basic Need Grant allocated to the Council for 2013/14 and 2014/15 represents a significant increase on previous years although the allocations beyond this period will not be known until late 2014/15. As a result of the annual refresh of the 2013/14 – 2018/19 programme it now reflects a capital contribution, on current planning assumptions, that the Council may be required to provide from its own resources of approximately £1.25M in 2016/17.
2. The day to day running costs of school provision is met through revenue funding which is made available to each school as part of the Dedicated Schools Grant and is based primarily on the numbers of pupils attending and will increase accordingly in an expanded school.
3. Where necessary and where Schools and Academies are undertaking significant expansion on commission from the Council additional revenue support for relevant costs can be accessed on application through the Growth Fund established by the Schools Forum.
4. Capital expenditure within the New School Places Programme is subject to the Council's Code of Financial Governance. Expenditure to commission feasibility studies and design work required for projects within this rolling programme has been approved by 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.

Legal:

5. Section 14 of the Education Act 1996 places a duty on Councils to secure sufficient and suitable school places to provide for 5 – 16 year old statutory aged children in its area. The Education and Inspections Act 2006 gives Councils a strategic role as commissioners, but not providers, of school places to promote parental choice, diversity, high standards, the fulfilment of every child's educational potential and fair access to educational opportunity.
6. The 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.

7. DfE regulations outline the requirements and process for proposals to expand Council maintained schools and these include full public consultation, the publication of statutory proposals and the decision making process. The Council is able to propose the expansion of maintained schools for which two new projects are set out in this report with recommendations to commence consultation to expand Edward Peake Middle School and Silsoe CofE VC Lower School. The Council is also decision maker for proposals relating to maintained schools, two of which have been subject of previous consultations as set out in this report with recommendations to approve the proposed expansions of St Andrews CofE VC Lower School, Biggleswade and of Russell Lower School in Ampthill.
8. The DfE has produced guidance for Academies wishing to make significant changes including proposals to enlarge premises by a significant proportion. The process, which is overseen by the Education Funding Agency on behalf of the DfE requires consultation and subsequent submission by the Academy of a report for determination by the Secretary of State. The proposals to expand St Marys Lower Schools in Stotfold and Holywell Middle School in Cranfield as set out in this report, have not been required to follow this process as the proposed increases in capacity do not reach the trigger point set out in the DfE guidance. The proposed expansion of Houghton Regis Academy has already secured DfE approval on the 3 June 2012 as part of its approved change in age range from the predecessor Middle School to become a Secondary School.
9. On 12 September 2013 the DfE launched a consultation on a range of proposed changes to the existing legislative and policy requirements for making changes to schools and academies. The aim of the proposals was for schools and academies to be more in control of their own decisions about size and composition and to remove or reduce restrictions of the current legislative processes.
10. Along side a number of less significant proposals a key proposal from the DfE is that Council maintained schools would be given the freedom to propose and determine their own changes including expansion and age ranges without following a statutory process, as long as they had secured any necessary funding. The Council would not be decision maker for proposals of this nature. Likewise the consultation proposed the removal of the current requirement for Academies to apply to the DfE for approval to make similar changes.
11. As commissioner of new school places, the Council would retain the right to determine the process for consultation and determination of its proposals to make capital investment in schools or academies where new places are needed as a result of demographic growth.
12. The Council responded to the consultation by accepting the fundamental aim of giving schools and academies further freedoms but also objecting to the specific proposals regarding changes to age ranges in Council maintained Schools and Academies which in an area served by a predominantly three tier education system could result in significant unintended consequences. The consultation closed on 24 October 2013 and an update will be given to the Council's Executive when the DfE response to the consultation is published on a date as yet unknown. A verbal update will be provided on the day of the Executive if the outcome is available at that point.

13. In February 2012 the process previously in place for establishing new schools under Part 2 of the Education and Inspections Act 2006 was amended by Section 37 and Schedule 11 of the Education Act 2011 and introduced a presumption that, aside from very limited circumstances, all new schools would be an Academy or Free School.
14. The Council is required to seek proposals to establish an Academy/Free School where it has identified the need for a new school. The process is outlined in detail in this report but requires the Council to seek interest from potential sponsors of the new provision with the successful sponsor ultimately a decision of the Secretary of State. This process must be followed for two proposals in this report, new Primary provision on the land North of Houghton Regis development and the new Lower School provision required as a result of development on land east and west of Arlesey.

Risk Management:

15. The nine proposals to commission new school places and to allocate related capital investment outlined in this report implement the identified need to manage demographic growth in the previously published school organisation plan and mitigate the risk on the Council of failing in its statutory duty to provide sufficient school places.
16. 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; or
 - potential for overspend on any project within the programme.
 - Inability of schools to recruit suitable additional staff.
17. Without the formal process of strategic planning and implementation of required projects 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 Section 106 monies will not be able to be properly utilised or achieve the spend of funds in an appropriate and timely manner.
18. Changes are being made to the way in which contributions are secured from developers to meet infrastructure needs arising from new development. This involves a new regime – the Community Infrastructure Levy (CIL) – together with a reduced role for Planning Obligations through Section 106 of the 1990 Planning Act (s106).

19. The Council is considering introducing CIL in accordance with the Planning Act 2008 and the 2010 CIL regulations. The Government's current approach is to promote the use of CIL and seeks to ensure that use of s106 is reduced. The 2010 regulations introduced statutory restrictions on the use of s106 agreements and nominated a date, 6 April 2014, after which only a maximum of 5 individual s106 contributions agreed after 6 April 2010 can be pooled towards an infrastructure project or type. The April 2014 date has recently been changed by the Government to April 2015, thereby giving us slightly more time to get an agreed CIL regime in place.
20. The pooling restriction applies whether or not the Council chooses to adopt a CIL charge, which remains discretionary and can only be adopted when the Council has its updated local plan, the Development Strategy, in place. There is uncertainty over the legal interpretation and enforcement of this restriction and therefore its potential effect on current practice, particularly with regard to provision of educational places.
21. CIL will not replace S106 contributions, which can continue to be sought in a reduced form alongside CIL if restricted to site-specific mitigation of identified adverse impacts of development, particularly on larger sites. The Council must not, however, require developers to contribute to specific infrastructure requirements through both s106 and CIL for the same development and will need to prioritise its proposed CIL spend accordingly.
22. An essential prerequisite for CIL is an up-to-date local plan. The Council's plan, the Development Strategy, is currently being produced and was originally intended for adoption by February 2014. However, there has been a recent delay to this process arising from the publication of new demographic information by the Office for National Statistics (ONS), which potentially bring into question the overall housing provision in the draft Strategy. The implications of the new ONS information are still being assessed and, at the current time, a revised timetable has yet to be agreed. Every effort is being made to ensure we are in a position to adopt CIL in advance of the s106 restrictions being brought in, in April 2015. Nevertheless, a risk remains.
23. The introduction of CIL represents a revenue opportunity but also a potential threat to funding essential infrastructure needs which currently rely on Planning Obligations. Officers are currently considering the implications of the pooling restriction across services provided by the Council. The timetable for the Development Strategy is also under consideration.
24. In the meantime proposals for funding infrastructure relying on future s106 funding contributions received beyond April 2015 must be considered to intrinsically include an element of risk until the Development Strategy is adopted, until the legal implications are resolved and until the Government's intentions become clearer following the passing of new regulation into law. Further work is therefore underway to determine the potential impact on the funding arrangements for projects within the Council's New School Places Programme.

25. The commissioning of each of the nine projects in this report will include risk assessment and management criteria to ensure these and the proposed procurement route are clear to decision makers. Contract and construction risks will be overseen through the project management of the agreed projects which may be led by the schools, with appropriate safeguards in place as set out in the Procurement section below.

Staffing (including Trades Unions):

26. Staff and Trades Unions are consulted on all proposals to expand schools and Academies as part of the informal and statutory process required by regulations and DfE guidance.
27. Schools and Academies will have the support of their commissioned HR Providers where any proposals require changes in school staff structures or to terms and conditions of employment. The Council's Schools Statutory HR Team will monitor restructures to ensure redundancy charges to the Council are minimised and justified.
28. Each expanding school will need to increase the numbers of teaching and non-teaching staff to support the increase in pupil numbers. This will be funded through the school's Dedicated School Grant budget and the increased share which the school will receive.

Equalities/Human Rights:

29. The consultation and decision making process set out in regulation for proposals to expand Academies and Council maintained schools requires an evaluation on a project by project basis of any equalities and human rights issues that might arise.
30. Public authorities have a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and to foster good relations in respect of the following protected characteristics: age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
31. This statutory duty includes requirements to:
- Remove or minimise disadvantages suffered by people due to their protected characteristics.
 - Take steps to meet the needs of people from protected groups where these are different from the needs of other people.
 - Encourage people from protected groups to participate in public life or in other activities where their participation is disproportionately low.
32. As decision maker for the proposals relating to Russell Lower School and St Andrews CofE VC Lower School, the Council has considered that there are no race or disability discrimination issues that arise from the changes being proposed.

Public Health:

33. Extended Services around School and Early Years settings will be further developed as a result of growing school populations.
34. 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.

Community Safety:

35. Whilst it is acknowledged that schools have an important role under Section 17 of the Crime and Disorder Act 1998 to work alongside a range of other agencies to ensure safety in their local communities, the expansion of any school does have the potential to increase community safety issues around the school's location. These could include inconsiderate parking, low level anti social behaviour, noise, litter etc. These are issues that can, in some instances, have a significant impact on residents living in the school vicinity and place additional demand upon the services responsible for dealing with them. To meet its statutory duty in relation to crime and disorder the Council will need to work with these schools to ensure that community safety issues are considered and appropriate measures are put in place to mitigate any risks. The potential to further promote and support robust partnerships is one of the principles by which options for new school places are evaluated.

Sustainability:

36. 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:

37. 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. Where Schools or Academies are able to provide significant reassurance of their ability and capacity to procure and project manage the delivery of the required construction works to time and on budget, the Council will support this arrangement with appropriate oversight and governance in place.

38. Each proposal in the New School Places Programme is required by the Council's Policy Principles on Pupil Place Planning in Schools to be supported by a business case that establishes a guarantee of the quality of the new places being added to the system. Each business case is subject of evaluation against these Principles and the results are considered as part of the final Executive approval of any proposal and before approval to commence expenditure is given. A separate detailed capital business case will be provided for each project to accompany any Executive recommendation to give final approval and to commence expenditure.

Overview and Scrutiny:

39. This report has not been subject of prior consideration by the Children's Services Overview and Scrutiny Committee. The report has been circulated to members of the Committee and their comments will be presented at the Executive meeting.

RECOMMENDATIONS:

The Executive is asked to:

1.
 - i. **confirm that the procedures established by The Education and Inspections Act 2006 (EIA 2006) and The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended by The School Organisation and Governance (Amendment) (England) Regulations 2007 and The School Organisation and Governance (Amendment) (England) Regulations 2009, have been complied with in bringing forward the proposals to expand Russell Lower School, Amptill and St Andrews CofE VC Lower School as outlined in this report;**
 - ii. **confirm receipt of representations in respect of the proposal to expand Russell Lower School and the statutory notice as set out in Appendix B, issued on the 16 September 2013 under Section 19(1), of the Education and Inspections Act 2006. No representations were received in respect of the proposal to expand St Andrews CofE VC Lower School and the statutory notice as set out in Appendix D, issued on the 16 September 2013 under Section 19(3), of the Education and Inspections Act 2006;**
 - iii. **approve the statutory proposal to expand Russell Lower School, Amptill from its current capacity of 300 places to provide a total of 450 places for pupils aged 4+ to 9 with an implementation date of September 2015, subject to the grant of planning permission under Part 3 of the Town and Country Planning Act 1990 by 1 May 2014;**
 - iv. **approve the detailed business case attached at Appendix C, thereby approving the commencement of the project to expand Russell Lower School, Amptill and related expenditure;**

- v. **approve the statutory proposal to expand St Andrews CofE VC Lower, Biggleswade from its current capacity of 450 places to provide a total of 750 places for pupils aged 4+ to 9 across two sites with an implementation date of September 2015, subject to the grant of planning permission under Part 3 of the Town and Country Planning Act 1990 by 1 July 2014; and**
 - vi. **approve the detailed business case attached at Appendix E thereby approving the commencement of the project to expand St Andrews CofE VC Lower, Biggleswade and related expenditure.**
2. **approve the detailed capital business case attached at Appendix F to expand the Academy of Holywell Middle School from its current capacity of 544 places to provide 600 places with an implementation date of September 2015, thereby approving the commencement of the project and related expenditure, subject to the grant of planning permission under Part 3 of the Town and Country Planning Act 1990 by 1 May 2014;**
 3. **Approve the detailed capital business case attached at Appendix G to expand the Academy of St Marys Lower School from its current capacity of 225 places to provide 300 places with an implementation date of September 2015, thereby approving the commencement of the project and related expenditure, subject to the grant of planning permission under Part 3 of the Town and Country Planning Act 1990 by 1 May 2014.**
 4. **approve the commencement of consultation and the publication of statutory notices for the proposal to expand Edward Peake Cof E VC Middle School, Biggleswade from its current capacity of 480 places to provide a total of 600 places with an implementation date of September 2016. The school will also be invited to prepare a business case, the outcome of which will be subject to approval by the Council's Executive in its final determination in August 2014;**
 5. **approve the commencement of consultation and the publication of statutory notices for the proposal to expand Silsoe CofE VC Lower, Silsoe from its current capacity of 135 places to provide a total of 240 places with an implementation date of September 2016. The school will also be invited to prepare a business case, the outcome of which will be subject to approval by the Council's Executive in its final determination in August 2014;**
 6. **invite Houghton Regis Academy to prepare a business case, the outcome of which will be subject to approval by the Council's Executive in August 2014 to expand from its current capacity of 480 places to provide 900 places for pupils aged 11 to 16 years of age, plus Sixth Form with a phased implementation date from September 2016; and**

- 7. subject to timing and rate of housing developments in Arlesey and Houghton Regis, to approve commencement of the processes as set out in this report, to invite Academy/Free School proposals for the establishment of:**
- i. a new co-educational mainstream 2 Form Entry Primary School (plus provision for early years) for pupils aged 4+ to 11 years of age to serve the new North Houghton Regis development; and**
 - ii. a new co-educational mainstream 2 Form Entry Lower School (plus provision for early years) for pupils aged 4+ to 9 years of age in Arlesey.**

Reason for Recommendations: To ensure the Council continues to meet its statutory obligations to provide sufficient school places and also to meet the legal requirements placed on the Council by the Education and Inspections Act 2006 regarding proposals to expand maintained schools. Commitment to expenditure and final approval of the proposals set out in recommendations 4-7 will be determined by the Council's Executive in August 2014, informed by the outcome of the consultation exercises, Education Funding Agency approvals where relevant, and business cases which are to be prepared by each School, Academy or prospective provider.

Executive Summary

40. This report outlines four proposals within the Council's New School Places Programme where local pressures of demographic growth within each school's existing catchment area require additional school places to be provided by September 2015. These proposals were originally reported to the Council's Executive on the 14 May 2013 and each was invited to undertake consultation as required by regulation, and to prepare a business case the outcome of which is set out in this report and the relevant appendices to the report. These four expansions are now recommended for approval, to commence each project and related capital expenditure.
41. In May 2013 the Council's Executive invited Holywell Academy and Cranfield Academy to expand, to undertake consultation required by the DfE and to prepare business cases for the Council's further consideration at its December 2013 meeting.
42. As a result of delayed housing development at Home Farm in Cranfield the expansions originally proposed of these two Academies are not now required by the original forecast implementation date of September 2015. Although the scale of expansion of Holywell Academy to provide 720 places by September 2015 is not now required, an initial phase of expansion of the school from its current capacity of 544 places, to provide 600 places from September 2015 is still required to accommodate growth in pupil numbers in the middle school age range in the local area and is therefore outlined in this report. The further proposed phase of expansion of Holywell Academy and the expansion of Cranfield Academy will be brought forward to Executive in due course.

43. In March 2013 the Council's Executive also approved a recommendation to invite the Academy of Stratton Upper School to prepare a business case for approval by the Council's Executive in August 2013 and to undertake consultation and approval processes required as an Academy by the Education Funding Agency to expand from its current capacity of 1,250 places to provide 1,650 places with an implementation date of September 2014.
44. In August 2013 the Council's Executive was advised that the project would be reported to the Council's Executive in December 2013 for proposed implementation in September 2015. This came as a result of a review of the forecast growth in Upper School pupil forecasts in the Biggleswade area and in order to give the Academy sufficient time to respond to recent Ofsted recommendations, prepare its business case, to procure architects to undertake detailed design for the expansion and to undertake the necessary approval processes required as an Academy by the Education Funding Agency.
45. As a result of a further review informed by the annual refresh of the Council's School Organisation Plan 2013 – 18 which is attached at Appendix H it is now proposed to report the project to the Council's Executive in August 2014, for proposed phased implementation from September 2016. In the meantime, the Academy is undertaking significant detailed design work and is also planning to consult on its proposed expansion as required by the Education Funding Agency, in early 2014. The Academy has confirmed its ability to accommodate forecast pupil numbers in the meantime and as reported to Executive in August, has already received a positive monitoring letter from Ofsted regarding its ability to respond to its recent inspection. The issue still remains that the Education Funding Agency suggestions that Councils should not expand schools that are neither good nor outstanding and this is reflected in the Council's policy principles. If by the time of the places coming into use, Stratton Upper School is not judged good or outstanding, evidence of a strategic partnership to provide support for pupils in the upper age range will be required of Stratton Upper School in partnership with a good or outstanding Upper School.
46. Each of the four proposals for implementation in September 2015 has been developed with support of the Governing Bodies or Board of the relevant school or Academy and each is aligned as set out in the report with the Council's Policy Principles for Pupil Place Planning in Schools as approved by the Council's Executive in February 2013. The only additional issue outside the policy principles relates to Stratton Upper School as explained above.
47. In addition to the four proposals to provide new school places by September 2015, the report also sets out five proposals to provide new school places by September 2016.
48. One of these proposals relates to the expansion of an Academy, two relate to the proposed expansion of Council maintained schools and a further two relate to the establishment of new schools. The Council is decision maker for proposals to expand Council maintained schools, whereas the Council can only invite and not direct Academies to expand and proposals are subject to the Secretary of State's approval and may require amendments to funding agreements and other of the Academy's legal documents.

49. Proposals to enlarge schools and Academies by a significant proportion require consultation to be undertaken, with Academies also required to submit a detailed report to the Education Funding Agency as part of their approval process for the Secretary of State.
50. Each proposal in the New School Places Programme is required by the Council's Policy Principles on Pupil Place Planning in Schools to be supported by a business case in a format set by the Council that establishes a measure of the quality of the new places being added to the system. Each business case is subject to evaluation against these Principles and the results are considered as part of the final Executive approval of any proposal and before approval to commence expenditure is given. A separate detailed capital business case will be provided for each project to accompany any Executive recommendation to give final approval and to commence expenditure.
51. In all instances where new school places are required and proposals are approved the Council is responsible for committing the relevant capital funding to implement required expansions and new build.
52. The report seeks Executive approval to the proposals previously subject of consultation to expand St Andrews CofE VC Lower School and Russell Lower School and to approve the detailed capital business cases thereby approving commencement of each project and commencement of expenditure.
- The report also invites the Executive to consider and to approve the detailed capital business case for the proposals to expand St Marys Academy and Holywell Academy thereby approving commencement of the projects and commencement of expenditure.
53. This report therefore asks the Executive to consider the proposals to provide new school places from September 2016 in Arlesey, Biggleswade, Houghton Regis and Silsoe, and it seeks Executive approval to:
- Commence consultation on the proposals to expand Edward Peake CofE VC Middle School and Silsoe CofE VC Lower School and to invite each school to prepare a business case for consideration by Executive with the outcome of the statutory process in August 2014.
 - Invite Houghton Regis Academy to expand and to prepare a business case for consideration by Executive in August 2014.
 - To commence processes to establish providers for a new Primary School in Houghton Regis and a new Lower School in Arlesey.
54. A report will subsequently be made to the Council's Executive in August 2014 to
- Consider the outcome of the consultations, determine the proposals and approve the business cases to expand Edward Peake CofE VC Middle School and Silsoe CofE VC Lower School, thereby committing to commencement of the project and related expenditure.

- Approve the business case submitted by Houghton Regis Academy thereby committing to commencement of the project and related expenditure.
- Consider an update report on the process to procure providers for the new Primary School in Houghton Regis and the new Lower School in Arlesey. The outcome of an evaluation of proposals received by the Council will be reported to enable the Executive to indicate its preferred provider which will ultimately be subject of Secretary of State's approval.

Legal Process for Proposals to Enlarge Council Maintained Schools and Academies

55. In accordance with the Education and Inspections Act (EIA) 2006 DfE regulations outline the requirements and process for proposals to significantly enlarge Council maintained schools and these include full public consultation, the publication of statutory proposals and the decision making process. The Council is decision maker for proposals to enlarge maintained schools.
56. Proposals to significantly enlarge Academies are dealt with by the Education Funding Agency (EFA) which is responsible for operational work in relation to Academies. The definition of the enlargement of premises by a significant proportion is given in EFA guidance which sets out the process that must be followed by Academies seeking to make such changes.
57. The Secretary of State retains responsibility for the decision to make any significant changes to an Academy even though EFA does the operational work. The Secretary of State needs information on the following to make a decision:
- The educational benefits and value for money;
 - The degree of Council support;
 - The effect on other schools, academies and educational institutions within the Council area;
 - Whether the Academy has the capacity to deal with the change and in particular, whether the Academy's leadership and governance has the capacity and the expertise to be able to take-on such a significant transition without being deflected from its primary purpose of schooling. (This would also include consideration of the Academy's financial position)
 - Whether changes may be needed to the way the Academy is governed and whether any changes to the school's admission arrangements are being proposed;
 - Community support – the degree of support for the proposals that exists in the local community and whether any consultation has been undertaken;
 - Whether any issues have been identified around the existing school site: for example whether there are any foreseen proposed adaptations, additions, refurbishments or land transfers that are needed;
 - Whether the proposal is cost-effective both in terms of capital and recurrent funding. The proposal should include some indicative costings and a proposal as to how these might be met.

58. The process that the Academy must follow with its proposal commences with an initial approach to the Education Funding Agency (EFA) with details of the change requested. An 8 week consultation period follows with stakeholders, including parents and other schools. The Academy then submits a report to the EFA providing the information set out above (to include consultation responses and the Academy's response to consultation) and the EFA analyses the business case and makes a recommendation to the Secretary of State. The Secretary of State determines the proposal and EFA notifies the Academy of the decision and any changes required to the Academy's legal agreements and articles.
59. The Council will support Academies in this process and early engagement has already been undertaken between Council officers and EFA staff to ensure visibility of the proposals contained within this report and of others that may be forthcoming in future years.
60. Each proposal will be supported by a business case drafted in a format set by the Council that establishes a guarantee of the quality of the new places being added to the system based on the school's vision and educational plan. In addition to its Ofsted rating, the business case will also require the school to outline its performance in terms of results and improvement over time in key stage assessments, in terms of value added and in comparison with other schools in similar circumstances. The business case will require the school to set out its improvement targets.
61. Where the school or Academy that is subject to an expansion proposal is also intended to procure and deliver the capital project with the support of the Council, the business case will require assurances of the capability and capacity of the school to deliver the proposal to time and on budget, based on their expertise and experience. A formal payment mechanism and agreement will also be established between the school and the Council to ensure that the funding is allocated in a timely and appropriate manner and to secure the long-term retention of the additional places.
62. Each business case will be evaluated against the Council's Policy Principles for Pupil Place Planning in Schools and the outcome will be considered as part of the final Executive approval of each project in August 2014. Each project will also be supported by a detailed capital business case as required by the Council's constitution, to support an Executive recommendation for approval to commence expenditure.

Legal Process for Establishing New Schools

63. The Education Act 2011 changed previous arrangements for establishing new schools and introduced section 6A (the academy/free school presumption) to the Education and Inspections Act 2006. Where the Council identifies a need for a new school in its area to meet demand for new school places, rather than through an expansion of an existing school or academy, it must seek proposals to establish an academy/free school.
64. The Council is responsible for providing the site for the new school and meeting all associated capital and pre/post opening revenue costs. Capital requirements are contained within the budget established for each project and revenue costs are met through the Growth Fund (dedicated schools grant).

65. The Council must notify the Secretary of State of its plans to seek proposals for a new school as soon as the need for a new school has been agreed and it is required to publish its specification for the new school and invite potential sponsors to submit an application.
66. Once formal proposals are received by the Council, the Secretary of State must be provided with details of all proposers. The Secretary of State will then notify the Council if he has any concerns about a proposer's capability or capacity to deliver the new provision.
67. The Council will assess all proposals received and the outcome will be sent to the Secretary of State. In deciding the proposer with whom he would be prepared to enter into a funding agreement, the Secretary of State will consider the Council's assessment and the preference indicated by the Council will be a key factor in that consideration.
68. All new academy/free school proposals require the Secretary of State's approval. It is the Secretary of State who will enter into a funding agreement with the proposer.
69. In summary the process comprises the following:
 - Approval by Executive of the need to commission a new school.
 - Drafting of template specification of new school.
 - Publication of public notices in local and national press.
 - Notification and Council impact assessment to DfE.
 - Application period of 8 weeks for potential sponsors using a standard form.
 - 6 week period of Council assessment of applications against published criteria.
 - Recommendation to Executive.
 - Submission to DfE.
 - Secretary of State approval to enter funding agreement with chosen provider.

Commissioning of New School Places for September 2015

70. This report outlines four proposals within the Council's New School Places Programme where local pressures of demographic growth within each school's existing catchment area require additional school places to be provided by September 2015. These proposals were originally reported to the Council's Executive on the 14 May 2013 and refer to the expansion of the Council maintained schools of St Andrews CofE VC Lower School and Russell Lower School and the Academies of St Marys Academy and Holywell Academy.
71. Each was invited to undertake consultation as required by regulation, and to prepare a business case the outcome of which is set out in this report and in the relevant appendices to this report. These four expansions are now recommended for approval, to commence each project and related capital expenditure.

Russell Lower School and St Andrews CofE VC Lower School

72. In accordance with the Education and Inspections Act (EIA) 2006 DfE regulations outline the requirements and process for proposals to significantly enlarge Council maintained schools and these include full public consultation, the publication of statutory proposals and the decision making process. The Council is decision maker for proposals to enlarge maintained schools.
73. On the 14 May 2013 the Council's Executive approved the commencement of consultation and the publication of statutory notices for the proposal to expand Russell Lower School. The Executive also indicated its support for the commencement of consultation and the publication of statutory notices by the School's Governing Body to expand St Andrews CofE VC Lower School.
74. The initial consultation period for both proposals commenced on 12 June 2013 to 10 July 2013. The Council worked in partnership with each school to undertake the consultation which included a public meeting, to ensure that the process followed that set out in DfE guidance and regulation.
75. The consultation materials, minutes of the public meeting and copies of all responses, is attached at Appendices B and D to this report. The initial consultation for the proposal to expand Russell Lower School received 33 responses in total of which 67% indicated support. The initial consultation for the proposal to expand St Andrews CofE VC Lower School received 35 responses in total of which 91% indicated support.
76. On the 31 July 2013 the Deputy Chief Executive/Director of Children's Services considered the responses received to the initial period of statutory consultation and approved the publication of statutory proposals, under Section 19(1) of the Education and Inspections Act 2006 for the proposed expansion of Russell Lower School.
77. Likewise on conclusion of the initial period of consultation the Governing Body of St Andrews CofE VC Lower School considered the responses received to the initial period of statutory consultation and approved the publication of statutory proposals, under Section 19(3) of the Education and Inspections Act 2006.
78. The statutory notices were published in line with DfE guidance on 16 September 2013 along with evidence of the initial consultation and other information prescribed by regulation inviting further comment or objection to the proposals by the end of the representation period on 14 October 2013.
79. Copies of the Statutory Notice and the prescribed information for each proposal are also attached at Appendices B and D.
80. No representations were received to the proposal to expand St Andrews CofE VC Lower School. Two representations were received objecting to the proposed expansion of Russell Lower School covering issues related to the site, to the intended size, design and phasing of construction works to the existing school, its catchment area, transport concerns and to the benefits of expansion to those children currently attending the school. The representations are attached to this report as part of Appendix B.

81. The issues raised in each objection were reviewed by the School and by Children's Services. They were considered to have been answered at the public meetings and in the original consultation document or are matters that will be addressed through the design of the expanded school and in further work being undertaken with the school and The Firs to review catchment areas in the town.
82. In considering the proposals the decision maker may decide to reject, approve or to approve with modifications or conditions (e.g. the implementation date). In either case, the reasons for the final decisions must be carefully recorded indicating the main factors considered and the reasons for the decision. A copy of the final decisions must be forwarded to a range of bodies specified in guidance.
83. If the Council were to fail to decide these proposals within 2 months of the end of the representation period it must forward proposals, and any received representations, to the schools adjudicator for decision.
84. Each School's business case has been evaluated by the Council. The proposals comply with the Policy Principles for Pupil Place Planning in Schools and each school's ambition is aligned with the Council's Education Vision, as set out in the detailed capital business case for the projects as attached at Appendices C and E.
85. Having followed the procedure required by regulation and in consideration of the key issues and factors for decision makers set out in guidance it is recommended that the proposals to expand Russell Lower Community School and St Andrews CofE VC Lower School, as set out in this report and published by Statutory Notice issued on 16 September 2013, be approved with an implementation date of 1 September 2015. The detailed capital business case for the project, attached at Appendices C and E are also recommended for approval to enable commencement of the projects and related expenditure.

St Marys Academy and Holywell Academy

86. The DfE has also produced guidance for Academies wishing to make significant changes including proposals to enlarge premises by a significant proportion. The proposals to expand St Marys Academy in Stotfold and Holywell Academy in Cranfield as set out in this report, have not been required to follow this process as the proposed increases in capacity do not reach the trigger point set out in the DfE guidance.
87. In response to the invitation from the Council's Executive in May 2013, each Academy has produced a business case attached to this report at Appendices F and G.
88. Both business cases have been evaluated by the Council and are recommended for approval to enable commencement of the projects and related expenditure. Each project's budget is now less than the indicative budget reported to Executive in May 2013 as a result of the outcome of detailed feasibility studies and further cost modelling. The proposals comply with the Policy Principles for Pupil Place Planning in Schools and each school's ambition is aligned with the Council's Education Vision.

Commissioning of New School Places for September 2016

Edward Peake CofE VC Middle School

89. Up to 2018 1,063 dwellings are planned for the Biggleswade area including 1,020 dwellings within the Land East of Biggleswade, South of Potton Road and Kings Reach developments. From 2019 to 2027 a further 903 dwellings are planned for the Biggleswade area within the Land East of Biggleswade, South of Potton Road and Kings Reach developments.
90. The additional school places required as a result of the scale of demographic growth in the area is intended to be met through the new 2 Form Entry, 300 place expansion of St Andrew's Lower School proposed for implementation in September 2015 on a new site within the new development and through the proposed expansion of Stratton Upper School which is under consideration for implementation from 2016.
91. The need for additional middle school places is proposed to be met through the expansion of Edward Peake Middle School which is immediately adjacent to the largest of the development areas at Kings Reach. The S106 agreement also includes provision for an allocation of land for additional playing fields. The proposed expansion would take the school from its current capacity of 480 to 600 places.
92. In terms of the Council's Policy Principles for Pupil Place Planning in schools this proposal will provide local places for local children promoting sustainable modes of travel and will create a more financially and educationally viable middle school above the suggested minimum size of 480 places. It will mean expansion of a popular and Ofsted rated Good school and will promote further partnership working within the Biggleswade Community Union of Schools which is already working together to deliver new places at Lower and Upper Schools. A feasibility study will be commissioned to inform the design process and ensure that capital investment in the expansion of the school also seeks opportunities to create inspirational learning environments for the school and to maximise community use.

Silsoe CofE VC Lower School

93. Up to 2018 270 dwellings are forecast to be built within the former Cranfield University Campus development in Silsoe. The development is expected to produce approximately 15 children per year group. To manage this it is proposed that Silsoe Lower School relocates to a new site within the development, providing a new building to allow the school to increase its intake from September 2016.
94. The existing school is located on a limited site in Silsoe and for this reason, expansion of the existing school on the site is not recommended. The S106 agreement for the Cranfield University included a requirement for a new school site located in conjunction with the proposed new sports /community hall with a view that some of the facilities could be shared thereby making best use of the available resources.

95. The current school has a capacity for 135 and is now coming under increasing pressure for places from the new development. It is proposed that the new school should cater for up to 240 pupils in the future to also accommodate the SEN unit attached to the school and to enable the continuation of the outreach work from the Children's Centre. Formal external facilities will be shared with the community centre which is also scheduled to be opening in 2015/16 in line with the S106 obligations. This may also release the existing site for alternative use once the school has relocated subject to obtaining the necessary approvals.
96. In terms of the Council's Policy Principles for Pupil Place Planning in schools this proposal will provide local places for local children promoting sustainable modes of travel and will create a more financially and educationally viable lower school close to the suggested optimum size of 300 places. It will mean expansion of a popular and Ofsted rated Outstanding school and will promote further partnership working with the outreach work currently provided through the Children's Centre.
97. A feasibility study will be commissioned to inform the design process and ensure that capital investment in the expansion of the school also seeks opportunities to create inspirational learning environments for the school and to maximise community use. The relocation of the existing SEN provision on site will also continue to provide support for vulnerable learners by integrating appropriate Special Educational Needs provision within the mainstream school.
98. If the recommendations are approved as set out in this report to commence consultation and publish statutory notices for the proposed expansions of the Council maintained schools of Edward Peake CofE VC Middle School and Silsoe CofE VC Lower School, the outcome will be reported to the Council's Executive as final decision maker in August 2014.

Primary and Secondary Places in Houghton Regis

99. Up to 5150 new homes are proposed on land to the north of Houghton Regis as set out within the recently CBC approved outline planning application linked to the development of the A5-M1 link road. If formally approved, this will result in a requirement for new primary school provision and an increase in Secondary school places.
100. Subject to the approval of the planning application, the proposed S106 requires the provision of 3 new primary school sites, the first of which may, subject to the rate and location of the housing development, be required as soon as September 2016. As a new school, this would be subject to the requirement to follow the DfE process to commission a new provider of the school as set out in paragraphs 57 – 63 of this report.

101. In terms of secondary provision, there is an existing DfE approval of a phased expansion of Houghton Regis Academy to eventually provide 9 Forms of Entry if required to help meet the demand from the developments north of Houghton Regis. At this stage, and to coincide with the schools current transformation from a former middle school to become an 11-18 secondary school, this will require additional places to be available with effect from September 2016. In line with the agreed Heads of Terms for the S106 agreement, this would be the start of new provision on the eastern most part of the former Kingsland Campus site to also eventually replace the existing former middle school to the west of the site.

Lower School Places in Arlesey

102. Up to 2018 1,179 dwellings are planned for the overall Samuel Whitbread area and this includes 350 dwellings within the Land at Chase Farm and Land West and North East of High Street development in Arlesey. From 2019 to 2027 865 further dwellings are planned for the Samuel Whitbread area, including 650 dwellings within the Land at Chase Farm and Land West and NE of High Street development in Arlesey.
103. Additional lower school provision will therefore be required in Arlesey, to cater for the Land at Chase Farm and Land West and NE of High Street developments which at present are forecast to produce a total of 1,000 dwellings although this may increase.

Presently, Arlesey is served by a single lower school, Gothic Mede which is currently operating as a 2-3 Form Entry lower school and has recently been supported with additional temporary accommodation to meet its current need. There is no spare lower school capacity to accommodate the new housing, hence it will be important to provide this at the commencement of the proposed new development.

104. At this stage, and subject to the progress of planning applications for the development, this is expected to be from September 2016. Since this is a new school provision this should be subject to the formal commissioning of a new provider in line with DfE requirements as set out in paragraphs 57 - 63 of this report. Existing schools/trusts will also be able to apply to be the new provider.

Conclusion

105. The proposed expansions of St Andrews CofE VC Lower School and Russell Lower School have followed statutory processes and are now recommended for approval. Executive is also asked to approve the detailed capital business cases attached at Appendices C and E thereby approving commencement of each project and commencement of expenditure.
106. The proposals to expand the permanent capacity of the academies of St Marys Lower School, Stotfold and Holywell Middle School, Cranfield are outlined in the business case attached at Appendices F and G. The proposals do not reflect 'significant' enlargement in legislative terms and have not therefore had to follow the process required by the Education Funding Agency. Executive is asked to approve the business cases, enabling each academy to tender for design and build contracts to deliver the planned building works as set out in this report.

107. The proposals to expand Edward Peake CofE VC Middle School and Silsoe CofE VC Lower School, in accordance with the Education and Inspections Act 2006, constitutes a significant expansion of the existing schools which requires both informal consultation and the publication of Statutory Proposals before the Council can finally determine the proposals.
108. Therefore, it is recommended that Executive approve the commencement of informal and statutory consultation on the proposals to expand the voluntary controlled schools of Edward Peake CofE VC Middle School and Silsoe CofE VC Lower School to provide additional places as outlined within the report.
109. The proposal to expand Houghton Regis Academy will add required additional places to the system and while it is not a 'significant' enlargement in legislative terms, it will nevertheless require the Council eventually to commit to expenditure from the New School Places Programme. For that reason the Executive is asked to invite the Academy, along with the other schools in this report, to prepare a business case for final approval at the Executive's meeting in August 2014.
110. The proposals to commission a new Lower School in Arlesey and a new Primary School in Houghton Regis are required to follow a formal process to identify the provider for these new Academies. The process is set out in this report and it is recommended that the Executive approve commencement to enable potential providers to make applications to the Council, the outcome of which will be reported to the Council's Executive in August 2014.

Appendices:

Appendix A - New School Places Programme 2013/14 – 2017/18 – Projects for September 2015 implementation

Appendix B – Consultation materials, responses, Statutory Notice and representations received – Russell Lower School, Ampthill

Appendix C –Capital Detailed Business Case - Russell Lower School, Ampthill

Appendix D – Consultation materials, responses and Statutory Notice – St Andrews CofE VC Lower School, Biggleswade

Appendix E - Capital Detailed Business Case – St Andrews CofE VC Lower School, Biggleswade

Appendix F - Capital Detailed Business Case Holywell Academy

Appendix G - Capital Detailed Business Case St Marys Academy

Appendix H – Central Bedfordshire's School Organisation Plan 2013 – 2018

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Appendix A – 10 December 2013 Executive

	Target implementation date	Funding			School funds
		Gross Cost	S106 Total	Basic Need	
<u>Sandy and Biggleswade Area</u>					
Extension to St Andrews Lower School from 450 to 750 places at Kings Reach, Biggleswade	September 2015	5,002,502	2,812,198	2,190,304	
<u>Redbourne Area</u>					
Extension to Russell Lower School from 300 to 450 places, Ampthill	September 2015	3,123,799	1,062,783	2,061,016	
<u>Samuel Whitbread Area</u>					
Extension to St Marys Lower School from 225 to 300 places, Stotfold	September 2015	958,000	480,576	477,424	
<u>Wootton Area</u>					
Extension to Holywell Middle School to provide 600 places, Cranfield Phase 1	September 2015	850,000	536,547	313,453	

Appendix A – 10 December 2013 Executive

New School Places Programme funding requirements

Financial year	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Gross Expenditure	13,255,950	16,952,573	31,117,061	23,926,452	12,958,166	3,449,265
'In year' programme funding balance	15,058,805	13,996,502	4,018,747	-1,252,074	12,938,379	21,578,370



Proposal to expand Russell Community Lower School to provide new lower school places for children in Ampthill

Notice is given in accordance with section 19(1) of the Education and Inspections Act 2006 that Central Bedfordshire Council intends to make a prescribed alteration to Russell Community Lower School, Queens Road, Ampthill, Bedfordshire MK45 2TD from 1 September 2015.

The proposal is to expand Russell Community Lower School from a 2 form of entry (300 place) lower school for pupils aged 4+ to 9 to a 3 form of entry (450 place) lower school for pupils aged 4+ to 9

The current capacity of the school is approx 300. Following implementation the proposed capacity will be 450. The current number of pupils registered at the school is 263.

The admission number for the current school is 54 for each year group and the proposed admission number will be 90 for each year group.

This Notice is an extract from the complete proposal. Copies of the complete proposal can be obtained from: The Information Manager, Central Bedfordshire Council, Room DC2, Watling House, High Street North, Dunstable, Beds, LU6 1LF. It can also be viewed on the Council's website at www.centralbedfordshire.gov.uk/publicstatutorynotices and on the school's website at <http://www.russell-lower.co.uk>

Within four weeks from the date of publication of these proposals, any person may object to or make comments on the proposal by sending them to the Deputy Chief Executive / Director of Children's Services, Central Bedfordshire Council, Priory House, Chicksands, Shefford, Beds, SG17 5TQ.

Signed: Edwina Grant

Deputy Chief Executive / Director of Children's Services

Publication Date: 16 September 2013

Explanatory notes:

New lower school places are required in Ampthill as a result of significant housing development in the area which has included sites to the west of Ampthill and in the vicinity of Dunstable Street plus a further 410 dwellings at land west of Abbey Lane.

Appendix B

PROPOSALS FOR PRESCRIBED ALTERATIONS OTHER THAN FOUNDATION PROPOSALS: Information to be included in a complete proposal

Extract of Part 1 of Schedule 3 and Part 1 of Schedule 5 to The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended):

In respect of a Governing Body Proposal: School and governing body's details

1. The name, address and category of the school for which the governing body are publishing the proposals.

N/A

In respect of an LEA Proposal: School and local education authority details

1. The name, address and category of the school.

Russell Community Lower School
Queens Road
Ampthill
Bedfordshire
MK45 2TD

Implementation and any proposed stages for implementation

2. The date on which the proposals are planned to be implemented, and if they are to be implemented in stages, a description of what is planned for each stage, and the number of stages intended and the dates of each stage.

It is planned that the proposals should be implemented in full in September 2015.

Objections and comments

3. A statement explaining the procedure for making representations, including —
- (a) the date prescribed in accordance with paragraph 29 of Schedule 3 (GB proposals)/Schedule 5 (LA proposals) of The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), by which objections or comments should be sent to the local education authority; and
 - (b) the address of the authority to which objections or comments should be sent.

Within four weeks from the date of publication of these proposals (i.e. by 14 October 2013), any person may object to or make comments on the proposal by sending them to the Deputy Chief Executive / Director of Children's Services, Central Bedfordshire Council, Priory House, Chicksands, Shefford, Beds, SG17

5TQ.

Alteration description

4. A description of the proposed alteration and in the case of special school proposals, a description of the current special needs provision.

The proposal is to expand Russell Community Lower School from a 2 form of entry 300 place lower school catering for pupils aged 4+ to 9, to a 3 form of entry 450 place lower school catering for pupils in the same age range.

School capacity

5.—(1) Where the alteration is an alteration falling within any of paragraphs 1 to 4, 8, 9 and 12-14 of Schedule 2 (GB proposals)/paragraphs 1-4, 7, 8, 18, 19 and 21 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), the proposals must also include —

(a) details of the current capacity of the school and, where the proposals will alter the capacity of the school, the proposed capacity of the school after the alteration;

The current capacity of the school is 300. Following implementation the proposed capacity will be 450.

(b) details of the current number of pupils admitted to the school in each relevant age group, and where this number is to change, the proposed number of pupils to be admitted in each relevant age group in the first school year in which the proposals will have been implemented;

The current number of pupils admitted to the school in each relevant age group is 54. Following implementation this will be 90.

(c) where it is intended that proposals should be implemented in stages, the number of pupils to be admitted to the school in the first school year in which each stage will have been implemented;

N/A

(d) where the number of pupils in any relevant age group is lower than the indicated admission number for that relevant age group a statement to this effect and details of the indicated admission number in question.

N/A

(2) Where the alteration is an alteration falling within any of paragraphs 1, 2, 9, 12 and 13 of Schedule 2 (GB proposals) /paragraphs 1, 2, 8, 18 and 19 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), a statement of the number of pupils at the school at the time of the publication of the proposals.

The current number of pupils registered at the school is 263.

Implementation

6. Where the proposals relate to a foundation or voluntary controlled school a statement as to whether the proposals are to be implemented by the local education authority or by the governing body, and, if the proposals are to be implemented by both, a statement as to the extent to which they are to be implemented by each body.

N/A

Additional Site

7.—(1) A statement as to whether any new or additional site will be required if proposals are implemented and if so the location of the site if the school is to occupy a split site.

N/A

(2) Where proposals relate to a foundation or voluntary school a statement as to who will provide any additional site required, together with details of the tenure (freehold or leasehold) on which the site of the school will be held, and if the site is to be held on a lease, details of the proposed lease.

N/A

Changes in boarding arrangements

8.—(1) Where the proposals are for the introduction or removal of boarding provision, or the alteration of existing boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

- (a) the number of pupils for whom it is intended that boarding provision will be made if the proposals are approved;

N/A

- (b) the arrangements for safeguarding the welfare of children at the school;

N/A

- (c) the current number of pupils for whom boarding provision can be made and a description of the boarding provision; and

N/A

- (d) except where the proposals are to introduce boarding provision, a description of the existing boarding provision.

N/A

(2) Where the proposals are for the removal of boarding provisions or an alteration to reduce boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

- (a) the number of pupils for whom boarding provision will be removed if the proposals are approved; and

N/A

- (b) a statement as to the use to which the former boarding accommodation will be put if the proposals are approved.

N/A

Transfer to new site

9. Where the proposals are to transfer a school to a new site the following information—

- (a) the location of the proposed site (including details of whether the school is to occupy a single or split site), and including where appropriate the postal address;

N/A

- (b) the distance between the proposed and current site;

N/A

- (c) the reason for the choice of proposed site;

N/A

- (d) the accessibility of the proposed site or sites;

N/A

- (e) the proposed arrangements for transport of pupils to the school on its new site; and

N/A

- (f) a statement about other sustainable transport alternatives where pupils are not using transport provided, and how car use in the school area will be discouraged.

N/A

Objectives

10. The objectives of the proposals.

The objective of the proposal is to provide increased capacity at the school in order that the Council can continue to respond to the growing number of pupils seeking

places from within the local area.

Consultation

11. Evidence of the consultation before the proposals were published including—
- (a) a list of persons who were consulted;
 - (b) minutes of all public consultation meetings;
 - (c) the views of the persons consulted;
 - (d) a statement to the effect that all applicable statutory requirements in relation to the proposals to consult were complied with; and
 - (e) copies of all consultation documents and a statement on how these documents were made available.

a) The consultees were all parents/carers, staff and governors of the school, trade unions, Central Bedfordshire ward councillors, Ampthill Town Council, local MPs, Children's Trust Board, neighbouring local authorities, head teachers and chairs of governors of all other schools within Central Bedfordshire, local pre schools/early years provision, key local voluntary groups, local diocese representatives and the general public.

b) Notes of the meeting held with staff and governors and of the public consultation meeting are appended at Appendix A.

c) The initial phase of statutory consultation attracted support from parents and other local stakeholders, as summarised in Appendix B. The Governing Body of Russell Lower School reiterated its support for the proposal and no issues arose in the initial phase which would change the proposal.

d) All of the applicable statutory requirements in relation to the proposals to consult were complied with.

e) A copy of the consultation document is appended to this document at Appendix C. This consultation document was supplied to all parents/carers, staff and governors of Russell Community Lower School. Copies were available to the public via the school and Ampthill Library. A link to the consultation document on the Council's website was circulated to all head teachers, chairs of governors and ward councillors throughout Central Bedfordshire, the local Members of Parliament, neighbouring Education Authorities, local pre schools, key local voluntary sector organisations, local diocese representatives and members of the local Children's Trust Board. A press release regarding the consultation also appeared in the local press.

Project costs

12. A statement of the estimated total capital cost of the proposals and the breakdown of the costs that are to be met by the governing body, the local education authority, and any other party.

The total capital cost of the project is currently estimated at £3.124m. This will be funded in full by Central Bedfordshire Council as Local Authority through a combination of Section 106 Planning Obligation funding and Basic Need Grant.

13. A copy of confirmation from the Secretary of State, local education authority and the Learning and Skills Council for England (as the case may be) that funds will be made available (including costs to cover any necessary site purchase).

On 27 March 2012 the Council's Executive recommended to Full Council the

rolling Capital Programme for New School Places as set out in the Executive report, noting the required amendments to the Council’s approved Capital Programme 2012/13 to 2015/16. (minute E/11/144)

On 19 April 2012 Central Bedfordshire’s Full Council approved the rolling Capital Programme for New School Places as set out in the Executive report, noting the required amendments to the Council’s approved Capital Programme 2012/13 to 2015/16. (minute C/12/9).

On 14 May 2013 the Council’s Executive approved the commencement of informal consultation and the publication of statutory notices for the proposal to expand Russell Lower School, Ampthill from its current capacity of 300 places to provide a total of 450 places with an implementation date of September 2015. (minute E/13/11).

Age range

14. Where the proposals relate to a change in age range, the current age range for the school.

N/A

Early years provision

15. Where the proposals are to alter the lower age limit of a mainstream school so that it provides for pupils aged between 2 and 5—

- (a) details of the early years provision, including the number of full-time and part-time pupils, the number and length of sessions in each week, and the services for disabled children that will be offered;

N/A

- (b) how the school will integrate the early years provision with childcare services and how the proposals are consistent with the integration of early years provision for childcare;

N/A

- (c) evidence of parental demand for additional provision of early years provision;

N/A

- (d) assessment of capacity, quality and sustainability of provision in schools and in establishments other than schools who deliver the Early Years Foundation Stage within 3 miles of the school; and

N/A

- (e) reasons why such schools and establishments who have spare capacity cannot make provision for any forecast increase in the number of such provision.

N/A

Changes to sixth form provision

16. (a) Where the proposals are to alter the upper age limit of the school so that the school provides sixth form education or additional sixth form education, a statement of how the proposals will—

- (i) improve the educational or training achievements;
- (ii) increase participation in education or training; and
- (iii) expand the range of educational or training opportunities for 16-19 year olds in the area;

N/A

(b) A statement as to how the new places will fit within the 16-19 organisation in an area;

N/A

(c) Evidence —

- (i) of the local collaboration in drawing up the proposals; and
- (ii) that the proposals are likely to lead to higher standards and better progression at the school;

N/A

(d) The proposed number of sixth form places to be provided.

N/A

17. Where the proposals are to alter the upper age limit of the school so that the school ceases to provide sixth form education, a statement of the effect on the supply of 16-19 places in the area.

N/A

Special educational needs

18. Where the proposals are to establish or change provision for special educational needs—

- (a) a description of the proposed types of learning difficulties in respect of which education will be provided and, where provision for special educational needs already exists, the current type of provision;

N/A

- (b) any additional specialist features will be provided;

N/A

- (c) the proposed numbers of pupils for which the provision is to be made;

N/A

(d) details of how the provision will be funded;

N/A

(e) a statement as to whether the education will be provided for children with special educational needs who are not registered pupils at the school to which the proposals relate;

N/A

(f) a statement as to whether the expenses of the provision will be met from the school's delegated budget;

N/A

(g) the location of the provision if it is not to be established on the existing site of the school;

N/A

(h) where the provision will replace existing educational provision for children with special educational needs, a statement as to how the local education authority believes that the new provision is likely to lead to improvement in the standard, quality and range of the educational provision for such children; and

N/A

(i) the number of places reserved for children with special educational needs, and where this number is to change, the proposed number of such places.

N/A

19. Where the proposals are to discontinue provision for special educational needs—

(a) details of alternative provision for pupils for whom the provision is currently made;

N/A

(b) details of the number of pupils for whom provision is made that is recognised by the local education authority as reserved for children with special educational needs during each of the 4 school years preceding the current school year;

N/A

(c) details of provision made outside the area of the local education authority for pupils whose needs will not be able to be met in the area of the authority as a result of the discontinuance of the provision; and

N/A

- (d) a statement as to how the proposer believes that the proposals are likely to lead to improvement in the standard, quality and range of the educational provision for such children.

N/A

20. Where the proposals will lead to alternative provision for children with special educational needs, as a result of the establishment, alteration or discontinuance of existing provision, the specific educational benefits that will flow from the proposals in terms of—

- (a) improved access to education and associated services including the curriculum, wider school activities, facilities and equipment with reference to the local education authority’s Accessibility Strategy;
- (b) improved access to specialist staff, both educational and other professionals, including any external support and outreach services;
- (c) improved access to suitable accommodation; and
- (d) improved supply of suitable places.

N/A

Sex of pupils

21. Where the proposals are to make an alteration to provide that a school which was an establishment which admitted pupils of one sex only becomes an establishment which admits pupils of both sexes—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single sex-education in the area;

N/A

- (b) evidence of local demand for single-sex education; and

N/A

- (c) details of any transitional period which the body making the proposals wishes specified in a transitional exemption order (within the meaning of section 27 of the Sex Discrimination Act 1975).

N/A

22. Where the proposals are to make an alteration to a school to provide that a school which was an establishment which admitted pupils of both sexes becomes an establishment which admits pupils of one sex only—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single-sex education in the area; and

N/A

- (b) evidence of local demand for single-sex education.

N/A

Extended services

23. If the proposed alterations affect the provision of the school's extended services, details of the current extended services the school is offering and details of any proposed change as a result of the alterations.

The proposals will not affect the range of extended services currently provided by the school.

Need or demand for additional places

24. If the proposals involve adding places—

- (a) a statement and supporting evidence of the need or demand for the particular places in the area;

Pupil numbers within the Ampthill area have been growing in recent years and are expected to continue to grow as a result of increasing birth rates and new housing developments. This expected continued growth in numbers is supported by Area Health Authority pre-school data and housing forecasts.

Currently Russell Community Lower School is recognised as a 2 form of entry (FE), 300 place school with an admission number of 54 new pupils a year.

In September 2012, 41 pupils were admitted taking the total number on roll in the main school to 234. In order to support the increase in pupil numbers, the Council has supported the school to bring back into use a temporary classroom on site ahead of the proposed permanent extension.

The proposal will enable the school to cater for the increased number of pupils in purpose designed permanent accommodation.

- (b) where the school has a religious character, a statement and supporting evidence of the demand in the area for education in accordance with the tenets of the religion or religious denomination;

N/A

- (c) where the school adheres to a particular philosophy, evidence of the demand for education in accordance with the philosophy in question and any associated change to the admission arrangements for the school.

N/A

25. If the proposals involve removing places—

- (a) a statement and supporting evidence of the reasons for the removal, including an assessment of the impact on parental choice; and

N/A

- (b) a statement on the local capacity to accommodate displaced pupils.

N/A

Expansion of successful and popular schools

25A. (1) Proposals must include a statement of whether the proposer considers that the presumption for the expansion of successful and popular schools should apply, and where the governing body consider the presumption applies, evidence to support this.

(2) Sub-paragraph (1) applies to expansion proposals in respect of primary and secondary schools, (except for grammar schools), i.e. falling within:

(a) (for proposals published by the governing body) paragraph 1 of Part 1 to Schedule 2 or paragraph 12 of Part 2 to Schedule 2;

(b) (for proposals published by the LA) paragraph 1 of Part 1 to Schedule 4 or 18 of Part 4 to Schedule 4

of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended).

N/A

Consultation on the proposed expansion of Russell Lower School, Amptill

Queries / comments raised at meeting with staff and governors – held at Russell Lower School on Thursday 20 June 2013 at 6.00 pm



Meeting led by –

Rob Parsons – Head of School Organisation, Admissions & Capital Planning
Keith Armstead – Senior Education Officer (Planning)
Lydia Braisher – Admissions Manager
Jane Sealey – Head teacher, Russell Lower School

Note taker - Sue Barrow – Information Manager

Attendees = 18

Rob Parsons welcomed all to the meeting.

Jane Sealey spoke of the support that she has received for the proposal from governors, staff and parents. She is very excited about the project and believes that the school can do a good job of managing it.

Keith Armstead gave a presentation regarding the proposal; which included the background of local housing growth, the legal process for commissioning new school places, the responsibility of the Council and the stages and length of the process involved.

Query / comment	Answer / response
There is concern from local residents regarding the increased amount of traffic. This is a good opportunity for S106 money to be used for improved access for all schools. Please can you ensure that the police are asked to provide a safer access to school route	There is an obligation for us to review the school's travel plan and we have agreed the appointment of a consultant to help with this. CBC's new car parking policy places constraints on us. The new development will however provide good access and a new through route. We need to get in early with the development as there are issues regarding safety in the routes.
Is the capital budget available for the travel plan?	Yes
Are there sensible answers for traffic issues at drop-off time etc?	We have had to look at such issues previously. We may need to limit parking at certain times. We need to get a balance and the travel plan will need to look at the key areas where there are

	particular safety issues. There is no easy answer and this is always an issue. We do not provide additional parking or drop-off points in order to persuade parents to leave their cars.
Could a designated parking area be provided on the Abbey Lane site?	We will look at the possibility of a 'walking bus' within the travel plan but it will not be easy.
Can we go over our maximum number before 2015?	Yes – can go from a PAN of 54 to 60
Will Ampthill children be sent to Flitwick while Flitwick schools are not full?	When we look at the 2014 admission round we will look at where we cannot accommodate Ampthill children. Forecasting is not easy; we will not expect the school to take the financial hit for staff with only a few children. There are sufficient revenue resources that can be used to forward-fund as the numbers come through.
Not all of the additional 90 children will come through at the same time – will CBC fund any temporary classrooms that may be needed?	We will be in contact with the school and may bring in temporary accommodation if it is needed, or relocate the current temporary unit. We do not want to send children out of the town. The school may grow over 2 or 3 years and we will agree in advance when additional teachers should be employed. Applications can be made to the CBC Growth Fund.
With 56 new children due in reception in September 2013 and a possible 57 into year 2, will 'in year' admissions be admitted.	We have always accommodated 'in year' admissions to date.
How many new houses are still to be built? There may be 59 children next year in year 4.	It is difficult to predict. We will have flexibility over numbers into year 3 and 4 but we can go no higher than 30 children in class for years 1 and 2. The only exceptions are for looked after children or for successful appeals.
When will the Warren Farm development start?	The developer is keen to start as soon as possible. People could start to move in from early 2014.
Are there any plans to change the catchment areas – the new developments are all within the Firs Lower School's catchment area?	There are no plans to change them. As always, parents will choose their preferred school.

Rob Parsons encouraged all staff and governors to respond to the consultation, both as groups and also as individuals.

The meeting closed at 6.55 pm

Consultation on the proposed expansion of Russell Lower School, Amphill

Queries / comments raised at public meeting held at Russell Lower School on Thursday 20 June 2013 at 7.15 pm



Meeting led by –

Rob Parsons – Head of School Organisation, Admissions & Capital Planning
Keith Armstead – Senior Education Officer (Planning)
Lydia Braisher – Admissions Manager
Jane Sealey – Head teacher, Russell Lower School

Note taker - Sue Barrow – Information Manager

Attendees = 30 including Councillors Paul Duckett and Mark Smith

Rob Parsons welcomed all to the meeting.

Keith Armstead gave a presentation regarding the proposal; which included the background of local housing growth, the legal process for commissioning new school places, the responsibility of the Council and the stages and length of the process involved.

Jane Sealey confirmed that she is very excited about the proposed expansion. Russell Lower is a good school and the staff and governors will work hard to look at all of the options to make the most of the opportunities. We are aiming for an ‘outstanding’ result from Ofsted for the school.

Query / comment	Answer / response
In view of the increased amount of traffic, could morning and afternoon drop-off times be adjusted?	A staggered drop-off for each key stage could be a possible solution. Transport and travel are always a key issue for such proposals. The Council is responsible for promoting sustainable travel. The school will be required to produce a revised travel plan which will consider various possible solutions i.e. making routes to school safer, possible restrictions to drop-off times and zones and designated parking areas complete with a ‘walking bus’. There are many examples nationally of successful ‘park and stride’ schemes.
Residents are concerned about road safety issues	The planning process will consider all of these issues, supported by the schools revised travel

<p>because of the number of parked cars which make it very difficult to cross the road. We could end up with 100 more cars. Some children come from Maulden so have to be driven.</p>	<p>plan and residents can also submit their concerns at this planning stage. The new development is designed to help alleviate traffic problems within Ampthill by providing a new through route.</p>
<p>Are there any plans to change the catchment areas – the new developments are all within the Firs Lower School’s catchment area?</p>	<p>There are no plans to change them. As always, parents will choose their preferred school and the Council will keep catchments under review.</p>
<p>Will the school take ‘out of catchment’ children, which could prevent new local children from entering the school ‘in year’?</p>	<p>Legislation requires us to offer places that are available. Parents that are refused places can place their children on the waiting list and can also appeal the refusal.</p>
<p>Will admissions stay at 60 until the build is complete?</p>	<p>Yes. The admission number for 2015 is 90</p>
<p>How will Russell Lower continue to be a friendly school? The dynamics will change.</p>	<p>We are determined that the friendly atmosphere will continue.</p>
<p>What will happen to the school’s current children during the disruption?</p>	<p>The construction will be phased and a plan will be agreed with the school. Two extra classrooms were built at the school in 2003 and the disruption was minimal. Much of the work will be carried out during school holidays. The contractors are sensitive to the school’s needs; it is not in their interest to disrupt the children’s learning. For example, for the school hall, the build could begin, with the final ‘knock-through’ being actioned during the school holiday. We have enough time for a 2015 implementation.</p>
<p>Will the expansion of the hall be one of the first improvements?</p>	<p>This is not known at this stage but it will definitely be discussed as part of the design for the expansion. We need to decide whether to expand the current hall or possibly add a second smaller hall, with the option to combine the two spaces when a larger area is needed.</p>
<p>How much land is going to be lost to the new buildings?</p>	<p>We do have a limited site so there will be compromises. If we build on the hard play area, it will be replaced by a larger area. The external space is equally important as the indoor space.</p>
<p>The extra classrooms may be slow to fill up</p>	<p>The Council will provide revenue support to enable the school to prepare for growth and we will look at the size of each age group coming forward to help us to manage the growth.</p>
<p>Could we be looking at the school converting to a middle school in 2 years time?</p>	<p>No, the area does not have the problems with educational standards that is driving change elsewhere and the local schools within Ampthill and Flitwick meet regularly and wish to maintain their pyramids.</p>

<p>Are there any ideas yet on the equipment that will be provided?</p>	<p>The budget will cover all of the furniture and fittings.</p>
<p>When the school has been expanded, could the rest of the school have a lick of paint also?</p>	<p>We are looking at all of the current issues within the school and how they can be improved. The money allocated to us for the maintenance of the enlarged school will be spent on the older buildings at least for the first year, as the new build will still be covered by the contractor's warranty.</p>
<p>Are there any benefits for the children's learning within a bigger school?</p>	<p>So many things affect a child's education. The increased level of revenue in a larger school provides economies of scale for new resources and the ability to increase the number of teachers and teaching assistants in school and also employ additional specialist teachers who will work across the school e.g. in music and language.</p>
<p>What will happen to the pre school?</p>	<p>The pre school is independent to the school but funding has been secured from the developer's S106 contributions for additional pre school provision. We need to undertake further work on the scale of funding available and options for its investment to provide pre school places in the area.</p>
<p>Further to this school's expansion, does Alameda have the capacity to take the extra children?</p>	<p>Both Alameda and Redborne are due to expand. The planning application for Alameda is due to be submitted very shortly.</p>

Jane Sealey reminded parents of her open door policy and encouraged them to continue to submit their ideas and concerns to her. She also confirmed that she will continue to update parents at each stage of the process.

Rob Parsons thanked everyone for attending and encouraged everyone to respond to the consultation.

The meeting closed at 8.45 pm

Russell Lower School Expansion Proposals

33 responses

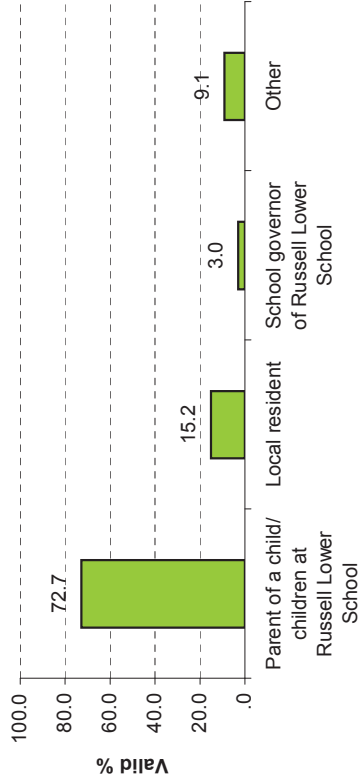
Highlighting indicates where the majority agree

Appendix B

Q1 Are you a:

	Frequency	Percent	Valid Percent
Parent of a child/ children at Russell Lower School	24	72.7	72.7
Local resident	5	15.2	15.2
School governor of Russell Lower School	1	3.0	3.0
Other	3	9.1	9.1
Total	33	100.0	100.0

Who are you?

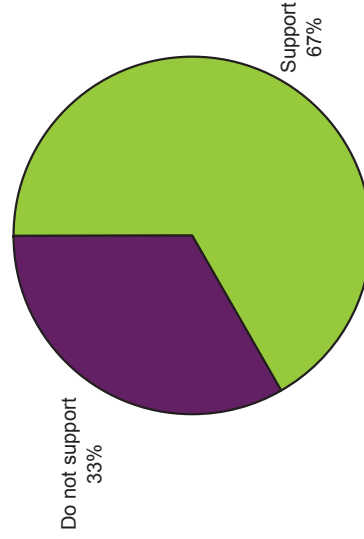


Capacity in which people are responding to consultation

Q3 Do you support the proposal to expand Russell Lower School, in order to provide the additional lower school places required?

	Frequency	Percent	Valid Percent
Support	22	66.7	66.7
Do not support	11	33.3	33.3
Total	33	100.0	100.0

Do you support the proposal to expand Russell Lower School or not?



Q5 Are you

	Frequency	Percent	Valid Percent
Female	28	84.8	84.8
Male	5	15.2	15.2
Total	33	100.0	100.0

Q6 What is your age?

	Frequency	Percent	Valid Percent
Under 16 yrs	0	0	0
16-19 yrs	0	0	0
20-29yrs	0	0	0
30-44 yrs	21	63.6	63.6
45-59 yrs	11	33.3	33.3
60-64 yrs	1	3.0	3.0
65-74 yrs	0	.0	.0
75+ yrs	0	.0	.0
Total	33	100.0	100.0

Q7 Do you consider yourself to be disabled?

	Frequency	Percent	Valid Percent
No	32	97.0	100.0
Missing	1	3.0	
Total	33	100.0	

Q8 To which of these groups do you consider you belong?

	Frequency	Percent	Valid Percent
White British	32	97.0	100.0
Missing	1	3.0	
Total	33	100.0	

Appendix B

Consultation on the proposed expansion of Russell Lower School

to provide new lower school places for
children in Ampthill

Wednesday 12 June 2013 –
Wednesday 10 July 2013

1. Introduction

Section 14 of the Education Act 1996 places a duty on Councils to secure sufficient and suitable school places for 5 – 16 year old 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.

2. Background

New lower school places are required in Ampthill as a result of significant housing development in the area which has included sites to the west of Ampthill and also in the vicinity of Dunstable Street. Under the adopted Local Development Framework for North Central Bedfordshire, 410 dwellings at land west of Abbey Lane, Ampthill have recently been approved.

New pupils from current developments underway in Ampthill have already reduced previous surplus places in both lower schools within the town (Russell Lower and The Firs Lower) requiring Russell Lower to bring temporary accommodation back into use. Russell Lower School is now recognised as a 2 form of entry (FE), 300 place school which would allow up to 60 new pupils a year to be admitted.

3. Our proposal

In order to meet the increased demand for lower school places the Council now proposes to permanently enlarge Russell Lower School from its current capacity as a 2 form entry (300 place) school to become a 3 form entry (450 place) school on its existing site.

This proposal has been developed in consultation with the school's Governing Body who are supportive of the Council's plans.

This option enables the Council to work with the existing school to make any further temporary arrangements on its existing site, ahead of new permanent accommodation being ready for 2014/15.

This provides an excellent opportunity for the existing school to also grow its leadership and management capacity.

4. Why is Central Bedfordshire Council consulting with you?

This proposal constitutes a significant expansion of Russell Lower School which requires both informal consultation and the publication of Statutory Proposals, in accordance with the Education and Inspections Act 2006. Informal consultation enables all interested parties to express their views on the proposal and thereby influence the decisions and actions made regarding the additional provision of school places.

Starting on page 3 of this document you will find a full list of Frequently Asked Questions (FAQs) which may help to address some immediate concerns that you may have.

5. The consultation process

You can **have your say via the online form** which is available on the Council's website at www.centralbedfordshire.gov.uk/consultations or you can complete pages 5 and 6 of this document and return them to the FREEPOST address provided at the end of the form. Completed forms should be returned by **5.00pm Wednesday 10 July 2013**.

Meetings will be held with the staff, union representatives and governors of Russell Lower School.

There will also be a **public meeting** which will be open to all interested parties. This meeting will be held at **Russell Lower School on Thursday 20 June 2013 at 7.15 pm**.

Action	Timescale/Deadline
Four week consultation period begins	Wednesday 12 June 2013
Staff and Governors meeting	Thursday 20 June 2013 at 6.00 pm
Public meeting	Thursday 20 June 2013 at 7.15 pm
End of consultation period	Wednesday 10 July 2013
If decision is made to proceed with the proposal, Statutory Notices will be published on	Monday 16 September 2013
4 week period for the submission of comments and/or objections in response to the Statutory Notices	From Monday 16 September until Monday 14 October 2013
End of Statutory Notice period	Monday 14 October 2013
Final decision regarding the proposal to be made by the Council's Executive Committee on	Tuesday 10 December 2013

If a decision is made to permanently expand Russell Lower School, formal implementation of the expansion will commence in September 2015 (i.e. for the 2015/16 academic year)

6. Frequently asked questions (FAQ's)

Q What new facilities will be provided at the school to accommodate the increased number of children? How will these new facilities impact upon the current school premises?

A -The Council is working with the school to consider not only the need for extra classrooms but to look at the impact the extra numbers will have on the rest of the school's infrastructure. Proposals are therefore being developed which will bring the school up to the recognised standards for the increased size of school in permanent accommodation. An early plan of the likely proposals has been agreed by the school and will be shown at the meetings. However these are subject to further discussion and a future separate planning application process and there will be an opportunity to comment on them as part of that process.

Q – When will these new facilities be completed?

A – The overall changes will be phased in over a period of time so as to minimise the disruption on the rest of the school and a phasing plan is being developed in consultation with the school. The whole of the new facilities are proposed to be ready for occupation in the 2015/16 school year.

Q – Does the Council have the funds to provide these new facilities?

A – Yes. The total costs are estimated at approximately £ 3 m and the council is to fund this via developer contributions to be or already secured under S106 agreements, with the balance due from Central Government grant funding.

Q- Will the additional facilities reduce the amount of outdoor space that is available for the current and for the additional children?

A – The overall site area for the school will remain the same. However, as set out above, the proposal will include the need to retain the required size of playing field area for the school and to create new external spaces for the increased size of school and to compensate for that which will be lost to new buildings.

Q – How will this expansion impact upon the existing staff at the school? Will additional staff be employed?

Q -How will the proposed expansion impact upon the school curriculum?

A - The school will continue to deliver the national curriculum as at present. This will not change as a result of these proposals. However, the school will be provided with the additional space necessary to deliver the curriculum for the increased number of pupils.

Q – Will the admissions procedure for the school change because of the expansion?

A – No, the admissions procedure will remain the same. The ‘Starting Schools’ booklet, which will be a guide for the parents of children born between 1 September 2010 and 31 August 2011, will be published by the Council in October 2014.

Q – Has the Council considered any alternative solutions other than the expansion of Russell lower school?

A – Yes. Ampthill is currently served by two 2 form entry (300 place) Lower Schools and both of these schools have been engaged in an options appraisal which was commissioned to identify the most appropriate school for expansion given that there is no site available for a new school.

The options appraisal was commissioned to consider a range of criteria which included each site and its capacity for expansion, access, transport and proximity to the new Abbey Lane development, build costs, the resulting configuration of accommodation and its suitability to deliver against DfE Building Bulletin guidance for Primary schools

Consideration was given to splitting the required additional places across both Ampthill Lower schools (Russell Lower and The Firs Lower) but the schools felt this would be detrimental to the organisation of both resulting in the potential for mixed age classes across various age ranges. This option was therefore discounted as unfeasible by the schools.

Expanding just one of the existing schools would also enable it to more effectively build capacity in its leadership, management and governance in response to the gradual increases in pupil numbers from the new developments.

Q – Will there be extended provision for early years and ‘wrap around’ care?

Yes. The school already has an After School Club. This could be extended, as the proposed extension to the hall would allow the school to increase their intake into Club. There is an independent Early Years provision already on site and the school will work with them to enable them to increase their intake if this is feasible.

There may be other questions you wish to raise and we will be happy to respond to these at the public consultation meeting on Thursday 20 June 2013.

**Edwina Grant, Deputy Chief Executive / Director of Children’s Services
Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford
SG17 5TQ**

For more information about this proposal please contact Sue Barrow by telephone on 0300 300 5700 or email sue.barrow@centralbedfordshire.gov.uk



Consultation on the proposal to expand Russell Lower School, Ampthill

Q1 Are you a: (Please tick one)

- Parent of child at Russell Lower School
- School employee of Russell Lower School
- School governor of Russell Lower School
- Local resident
- Other

Please specify _____

Q2 If you are a parent of a child or pupil currently at another school, please tell us which school. (Please write name of school)

Q3 Do you support the proposal to expand Russell Lower School, in order to provide the additional lower school places required? (Please tick one)

- Support
- Do not support

Q4 Are there any comments you would like to make about this proposal?

Please turn over

The following information will help us when considering your opinions and to make sure that we're getting the views of all members of the community. The answers will not be used to identify any individual. Our data protection statement is provided at the end of this form.

Q5 Are you (Please tick one) Male Female

Q6 What is your age? (Please tick one)

- Under 16 yrs 20-29 yrs 45-59 yrs 65-74 yrs
 16-19 yrs 30-44 yrs 60-64 yrs 75 yrs +

Q7 Do you consider yourself to be disabled? (Please tick one)

Under the Equality Act 2010 a person is considered to have a disability if he/she has a physical or mental impairment which has a sustained and long-term adverse effect on his/her ability to carry out normal day to day activities.

- Yes No

Q8 To which of these groups do you consider you belong? (Please tick one)

- Asian or Asian British Chinese White British
 Black or Black British Mixed Other Ethnic group

Please specify other _____

Q9 What is your postcode? _____

Thank you for your views

**Please return your completed form to the FREEPOST address below
(you do not need to use a stamp)**

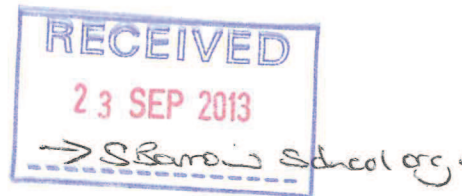
**FREEPOST RSJS GBBZ SRZT
School Expansion Proposals for Russell Lower School
Central Bedfordshire Council
Priory House, Monks Walk
Chicksands, Shefford,
SG17 5TQ**

by 5pm on Wednesday 10 July 2013

Data Protection Act 1998

Please note that your personal details supplied on this form will be held and/or computerised by Central Bedfordshire Council for the purpose analysing feedback to the consultation on the proposed expansion to Russell Lower School, Ampthill. The information collected may be disclosed to officers and members of the Council and its' partners involved in this consultation. Summarised information from the forms may be published, but no individual details will be disclosed under these circumstances. Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes.

Information classification: Protected when complete



Susannah Shaw
May House
4 Flitwick Road
Amphill
MK45 2RL

September 18, 2009

Dear Sir/Madam

PROPOSAL TO EXPAND RUSSELL COMMUNITY LOWER SCHOOL

I am writing with regard to the proposed expansion to Russell Lower School. I have already sent in my concerns regarding the expansion via the website in Part One of the Consultation.

I have now received a letter from the head of Russell Lower School, Mrs Sealey, regarding the opportunity to put forward concerns in Part Two of the Consultation.

I STRONGLY OPPOSE the expansion for the following reasons:

- 187 additional children equates to more vehicles dropping and collecting children from school. Parking is limited and there have already been several near misses of children being hit as parents park anywhere they can—on grass verges, blocking driveways. This is DANGEROUS for all children.
- It was stated by the Schools Admission Officer at the Russell Lower School meeting on 20th June that the new school places would be open to children out of the catchment if there weren't sufficient children higher up on the school admissions criteria list. It would seem unlikely that an additional 187 places will be filled in 2015 by children within catchment. Russell has a very good Ofsted and is a desirable school and so will attract children from further afield. This will lead to more issues in the future including:
 - More parents driving children to school—there is already not enough parking space for parents currently at the school—see above.
 - New children moving within catchment will STILL not have a place in their local school as the places have already gone.
- One of the reasons for Russell being selected over Firs is that the majority of the new builds are closed to Russell school. However, the new Warren Farm development is actually in Firs catchment as was verified by a member of the School Catchment team when I called to check this. As outlined at the Consultation meeting at Russell Lower School on 20th June, there are no plans to change catchment areas before 2015 and it would then take up to 18 months to actually make the changes.
- It was raised at the meeting at Russell Lower School that the development would involve using a current empty portacabin as a classroom. This is not empty as my son is currently in it! If this fact is incorrect, how can we feel confident that other "facts" are accurate.
- No benefits for existing children at the school are covered in the Consultation document or were mentioned at the meeting despite many parents trying to "tease" the information out of both council members. I would personally have more support for the development, if I felt there was something in it for current children—i.e. better

facilities, equipment etc.

Existing children will have to work through the new building disruption—high noise levels, dust etc.

- Based on the provisional plans shown at the meeting, it appears that three of the KS2 classrooms will not have windows and will look out onto a corridor. Where will the natural light come from?
- Based on the provisional plans, the playing fields will be considerably reduced so current activities, such as school sports day will no longer be “whole school events”.

Our children, Oscar (aged 8 and in Year 4) and George (aged 5 and in Year 1), both love Russell Lower School and we are very happy with how it currently works. We moved from an Outstanding three form entry school in North London and have found Russell a much better working, social and physical environment for both our children due to its much lower child numbers. This is why we feel we need to oppose the development as we have concerns that the wonderful community spirit at Russell will be lost with a further 187 children. They will also lose excellent outside space and playing fields.

Our third son will be starting in foundation in September 2015 and we will consider sending him, and moving our older son, who will be starting Year 2, to a smaller school if this expansion goes ahead.

Kind regards



Susannah Shaw



Mr & Mrs Dan Rosher
17 Russell Drive
Amphill
Beds
MK452UA

Deputy Chief Executive
Director of Children's Services
Central Bedfordshire Council
Priory House
Chicksands
Shefford
Beds SG17 5TQ

22nd September 2013

Dear Sir or Madam

Objection to the proposed expansion of Russell Lower School

We wish to submit our **strong objection** to the proposed expansion of Russell Lower School in Amphill. Our two children currently attend the school and we are deeply concerned that expansion of the school will be detrimental for the following reasons.

- Russell Lower has a reputation as a close knit, friendly community school where the children are not just educated they are cared for. The Headteacher, whom we have a great deal of respect for, knows the name of each child. This will not be sustained in a substantially larger school and the friendly community feel will be diluted and lost. It is particularly important for young children to feel that they are integrated into a friendly environment. They are a name – not just a number!
- The boundaries of the school cannot be extended. Therefore, the extension will reduce the playing area – whilst increasing the number of children using it! Outside space and the freedom to run around and let of steam is so important for children.
- We cannot see how some of the facilities which need to be built in one go, ie. Hall, Dining Room etc. can be built in phases? The building works will disrupt the teaching of children at the school as these works cannot be completed during the summer break. Building works invariably run over their schedule as has been the case with other local school expansions.
- The area around the school has very limited parking and the streets are narrow. There are already existing safety concerns regarding this. The proposals will vastly increase traffic during drop off and pick up times just compounding the problem. Russell Lower has already received multiple complaints from residents surrounding the school regarding parking and safety concerns. The proposals plan to serve the Abbey Road development – this is too far for people to walk to the school and realistically everyone will therefore drive.

Continued ...

-2-

- In our opinion the quality of teaching at Russell, particularly in the younger years is outstanding and this is reflected in a recent Ofsted report. We are concerned that teachers' may decide to leave to go to smaller schools. To support this concern we know that the Headteacher at Alameda Middle School has left after 10 years employment to be Headteacher at a smaller middle school, as Alameda is also due for expansion.
- We cannot understand how there is not available land to build a new school? This is something that should have been a requirement before approving the new developments. Why can't the recent proposed travellers plot be re-zoned for a new school? This would then serve Ampthill and Maulden as the lower school in Maulden is currently over-subscribed itself.

To conclude we cannot see any benefits for the children and school with the proposed expansion and are strongly **NOT SUPPORTIVE**. To be blunt, the expansion I feel will ruin a fantastic small community school for the sake of lack of foresight on the part of the council. If it isn't broken – don't fix it!

I realise requesting comments is just 'lip-service' as the decision has probably already been made. Council can "tick that box" – personally I think it's shameful. I have not come across a single parent at the School who believes the expansion is beneficial.

Thank you for taking the time to read this letter and considering our heartfelt comments.

Yours faithfully

A handwritten signature in cursive script, appearing to read 'Jane Rosher', followed by a second, less legible signature.

Mr and Mrs Rosher



Detailed Business Case

Detailed Business Case

a. Title	
Project Name	Expansion of Russell Lower School, Ampthill
Project location	Russell Lower School, Ampthill
Project Sponsor	Rob Parsons Head of School Organisation, Admissions and Capital Planning
Directorate	Children’s Services
Type of scheme	Capital Project - over £60k
Funding	External

b. Project Information

Project Purpose/ Outline Description	<p>This project is to provide required additional lower school places in Ampthill as a result of local housing development and a forecast shortfall in school places. The preferred provider for these new school places is Russell Lower School and the Executive report accompanying this business case set’s out the proposal to expand the school and the statutory process that has been followed to bring this proposal to the Executive for determination.</p> <p>The development of approximately 410 additional houses at Warren Farm to the South of Ampthill requires the expansion of one of the existing Lower Schools by an extra 150 places, i.e. to a total of 450 places by September 2015.</p> <p>Russell Lower School is one of two lower schools in the local area; the other being The Firs Lower School, adjacent to Alameda Middle School. An options appraisal was undertaken by David Turnock Architects in Autumn 2012 to determine which school was the preferred site for expansion. The appraisal used an objective scoring mechanism which looked at the existing buildings and layout, site constraints, cost of expansion and impacts on neighbours and traffic, using two potential designs for each school.</p> <p>Expanding other schools outside of the local area has been discounted as places would not be provided in the area of need to meet the additional demand.</p> <p>The options appraisal report concluded that Russell Lower School was the preferred school to provide the additional pupil places. This decision was supported by the Central Bedfordshire Council and the school in November 2012.</p>
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	<p>Russell Lower School is a community school in Ampthill. It admits children from Reception Year to Year 4. The school has seen a gradual increase in pupils over the last few years. The school currently has an admissions limit of 54 pupils in each year, although the school has a total capacity of 300 pupils overall. In November 2012, there were 244 pupils on roll.</p> <p>The proposed expansion will enlarge the school's capacity from its current level of 300 places to 450 places by September 2015.</p> <p>Most children attending the school typically transfer to Alameda Academy (a middle school) at the end of Year 4. The school has close links to both Alameda Middle School and other local lower schools: The Firs and Maulden Lower.</p> <p>Ladybird Pre-School, is a privately run pre-school which occupies a separate building on the school site but should not be affected by the development at the school.</p> <p>The project will include project management and delivery of the capital scheme under the supervision of the Council and the school's professional consultants.</p>
Out of scope/ exclusions	All necessary elements are covered within the scope of the project.

c. Deliverables / outputs	
Deliverables:	
Deliverable	Date Due
New and remodelled school buildings to provide a total of 450 places by September 2015.	September 2015

d. Options Appraisal	
Options	<p>An option appraisal was carried out, followed by a full feasibility study which was signed off by all parties in August 2013. The feasibility has addressed key concerns in terms of accommodation needs and site constraints wherever possible and has also considered other existing but potentially urgent maintenance needs which will be funded through the 2014/15 Children's Services capital maintenance programme.</p> <p>The accommodation schedule reflects the curriculum analysis, school organisation plan and BB99, the DfE guidelines for a primary school</p> <p>The Education Brief, including curriculum model and accommodation schedule, which formed the basis of the feasibility, was signed off by the PSG and LA.</p> <p>The Design Brief reflects the School's vision.</p> <p>The design team were provided with a copy of the CBC sustainability brief/environmental strategy as part of the overall briefing process.</p>
Implications of "do	The Council would fail in its statutory responsibility (Section 14 of the Education Act 1996) which places a duty on Councils to secure sufficient and suitable school

nothing”	<p>places for pupils in its area.</p> <p>If the project is not approved to go ahead, the Council will not be able to provide sufficient lower school places in the Ampthill area once the agreed housing development is complete.</p> <p>Once all schools are oversubscribed in this area, families moving into the new houses would be required to transport their children to other locations in rural mid-Bedfordshire, causing an increase in children being driven to school.</p> <p>If the specific expansion of Russell Lower School was refused, another school in the local area would have to be reconsidered for expansion. However these schools were ruled out in the early planning stages due to their unsuitability on the basis of location, physical ability to expand on site and potential traffic issues.</p>
Project Delivery/ Project Approach	<p>The school has previous experience of managing build projects at the school through the use of the CBC School Notifiable Project route, including the creation of a new 2 classroom block.</p> <p>However, this new build and alterations are on a much larger scale and the school will be supported by a full Design Team, Project Management support from CBC Property and Assets and Client support from CBC Children’s Services. The school is also being supported in its bid for additional revenue support for the project through the Schools’ Forum Growth Fund which will enable the school to recruit additional staffing and support throughout the project which will provide additional resources to enable them to devote time and resources to the scheme. In particular, the school is looking to recruit a Deputy Head as soon as possible so that Management responsibilities can be shared amongst senior staff.</p> <p>The project is being supported and Governed through a Project Team which is led by the CBC Project Manager. Regular meetings are being held to progress the design with key milestones outlined for the project. A Communication Plan has also been developed to ensure appropriate and clear lines of communication, decision making and responsibilities. For the school this will require a single point of contact throughout the project. In terms of wider reporting, this will be via monthly monitoring meetings between CBC Property and Children’s Services staff with formal minutes of the meetings reported within both services and reflected in the CBC Children’s Services monthly project monitoring and capital reporting.</p>
Dependencies	<p>Russell Lower has for many years maintained a reputation as a caring school with high standards in all aspects. This was endorsed recently in its last Ofsted inspection and in its continued high academic standards. The success of this project will be based on:</p> <ul style="list-style-type: none"> • An efficient and phased construction which considers the schools needs and concerns to reduce the disruptive effect of the build. • The expanded school opening on time in September 2015. • The consideration and establishment of a clear and transparent Admission Criteria for the school as a whole. • Continued high performance at the end of the EYFS, Key Stage 1 and Year 4. • The schools’ ability to recruit and retain highly skilled practitioners in all roles.
Constraints	<p>The new facilities are required to be ready for occupation for the 2015/16 Academic year.</p>
Assumptions	<p>There are no assumptions being made in the development of this project which will also be subject to appropriate risk management strategies.</p>
Procurement	<p>The project is to be traditionally designed and procured under a JCT Intermediate</p>

route/options	contract with a Bill of Quantities.
Assessment of preferred option	
Expected Benefits (opportunities) of this project	<p>Expansion of Russell Lower School supports Council and Services priorities in the following ways:</p> <p><u>Statutory Duty</u> This project will ensure the Council continues to meet its statutory obligations to provide sufficient school places and also meets the legal requirements placed on the Council by the Education and Inspections Act 2006 regarding proposals to expand maintained schools.</p> <p><u>Link to New School Places Programme, School Organisation Plan, CBC Education Vision</u> The School Organisation Plan 2012-2017 identifies a requirement to increase pupil place provision in Ampthill area lower schools from 2015/2016, which translates to the identification of £3.1m funding for 150 additional lower school places in the Redborne area by September 2015, as confirmed in Appendix C of the New School Places Programme 2013/14 to 2017/18 (agreed at Executive in Feb 2013).</p> <p>To support the Council's Educational Vision, the school has prioritised the way it works together to optimise learning; Early Intervention, Commissioning and Partnerships.</p> <p>At Russell Lower School it is recognised that Early Intervention is essential. Using a variety of programmes and ensuring that these are delivered by capable staff in a nurturing environment has a positive impact on the child's progress. Working effectively with multi-agencies and sharing good practice ensures that children are given the very best chance to reach their full potential. This build will enable the school to further develop partnerships with local schools and the community.</p> <p><u>Alignment of School's Educational Vision against CBC's Policy Planning Principles for the Provisional of School Places</u> Russell Lower School is an expanding school that enjoys a very good local reputation.</p> <p><u>Standards</u></p> <ul style="list-style-type: none"> • The school achieves extremely high standards and provides exceptionally good care for the children. • The school believes that the children and their development are paramount. The school is passionate about enhancing each child's knowledge, skills and understanding to enable them to become more confident, successful, active and responsible. • In addition to the National Curriculum, children are given diverse opportunities in music, art, sport and languages. The school has recently introduced the Creative Curriculum. Children experience many diverse experiences in their education at Russell. • The school encourages children to stay safe, to be healthy, to enjoy, to achieve and to make a positive contribution. <p><u>Continuity of Provision</u></p> <ul style="list-style-type: none"> • It is imperative that all children within the school's catchment area have the same entitlement. • The school works closely with all the schools and playgroups in the area to

	<p>ensure that the children have continuity and a seamless transition to their next school.</p> <ul style="list-style-type: none"> • Schools should be based around communities and the needs of their children. • The school operates an ‘Open Door Policy’, where parents are encouraged to become involved with the school and their child’s education. • Ofsted said of the school, ‘Pupils’ contribution to the school and wider community is outstanding. They are very proud of their school and value it a great deal.’ <p><u>Alignment to CBC headline priorities, in particular Improved Educational Attainment and Promoting Health, Wellbeing and Protecting the Vulnerable</u></p> <p>The school was awarded ‘Healthy Schools’ status in 2005. The school works alongside the Redborne Sports Partnership and other local providers to ensure that Russell Lower children have the best chance to make healthy life choices.</p> <p>DIRECT BENEFITS TO THE SCHOOL</p> <ul style="list-style-type: none"> • The expansion of Russell Lower School will enable children from the local area to attend a local school. • Sufficient lower school places being provided for families due to the rapid expansion and builds in the town of Ampthill. • An enlarged staff will bring fresh ideas, new skills and talents. • Economies of scale will enhance pupil to teacher/adult ratio. • The enlarged accommodation will provide designated areas for SEN, further hall space, dining area and extra storage. • The reconfiguring of the hall, offices, staffroom and reception area will enhance the working environment and improve facilities. • A restructured leadership team will help to retain and attract staff. <p>WIDER BENEFITS TO THE COMMUNITY</p> <p>As well as specific educational benefits, the project will have other considerable benefits to the local community:</p> <ul style="list-style-type: none"> • An enlarged hall will enhance PE provision and provide spaces for community activities. • A separate dining area will enable the school to expand its ASC and help parents by providing wrap around care. • The configuration of toilets and cloaks will enable these to be available to community users of the playing fields without requiring the whole school to be open or heated.
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Impact Assessment of preferred option

Employee implications	As an expanding school, there will be a need to increase the number of teaching and non-teaching staff to support the increase in pupil numbers. This will be funded by the increased revenue budget the school will receive from the Council in the short term and the Education Funding Agency in the long term.
Equalities Issues	No equalities issues are expected to arise as a consequence of the development. Indeed, the project intends to overcome any perceived inequalities by providing local places for local pupils. No pupils will be displaced by the proposals.
Other impacts	None

Strategic Assessment of preferred option

<p>Statutory Duty & any legal implications</p>	<p>Section 14 of the Education Act places a duty on Councils to secure sufficient and suitable school places for 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.</p>																																																																																		
<p>KPIs and key targets from MTP</p>	<p>The project supports Central Bedfordshire's medium term plan: Delivering your priorities – our plan for Central Bedfordshire 2012-2016 and the specific priority of improved educational achievement. The project will also assist the Council to manage growth effectively.</p>																																																																																		
<p>Impact on the MTP – delivering your priorities</p>	<p>The school was rated 'Good' with 12 Outstanding features by Ofsted during the last inspection in November 2011.</p> <p>Key Stage 1: 54 pupils (28 boys; 26 girls): Summary: Well above average standards; good progress</p> <table border="1" data-bbox="437 589 1485 898"> <thead> <tr> <th rowspan="2">Table 3 KS1 Attainment</th> <th colspan="2">2011</th> <th colspan="2">2012</th> <th colspan="2">2013</th> </tr> <tr> <th>School*</th> <th>National*</th> <th>School*</th> <th>National*</th> <th>School*</th> <th>National</th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td>17.8</td> <td>15.7</td> <td>18.1</td> <td>16.0</td> <td>18.0</td> <td></td> </tr> <tr> <td>Writing</td> <td>17.3</td> <td>14.4</td> <td>16.7</td> <td>14.7</td> <td>17.0</td> <td></td> </tr> <tr> <td>Mathematics</td> <td>17.6</td> <td>15.7</td> <td>17.3</td> <td>15.9</td> <td>17.2</td> <td></td> </tr> <tr> <td>All subjects</td> <td>17.6</td> <td>15.3</td> <td>17.4</td> <td>15.5</td> <td>17.4</td> <td></td> </tr> </tbody> </table> <p>*Reported scores (not TA)</p> <p>Year 4: 48 pupils (26 boys; 22 girls): Summary: High standards; good progress</p> <table border="1" data-bbox="430 994 1492 1238"> <thead> <tr> <th rowspan="2">Table 5 Y4 Attainment</th> <th colspan="2">2011</th> <th colspan="2">2012</th> <th colspan="2">2013</th> </tr> <tr> <th>School</th> <th>LA</th> <th>School</th> <th>LA</th> <th>School</th> <th>LA</th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td>23.5</td> <td>23.4</td> <td>23.6</td> <td>23.6</td> <td>24.4</td> <td></td> </tr> <tr> <td>Writing</td> <td>22.5</td> <td>21.8</td> <td>23.0</td> <td>21.9</td> <td>23.9</td> <td></td> </tr> <tr> <td>Mathematics</td> <td>23.1</td> <td>22.4</td> <td>22.9</td> <td>22.6</td> <td>24.0</td> <td></td> </tr> <tr> <td>All subjects</td> <td>23.1</td> <td>22.5</td> <td>23.2</td> <td>22.7</td> <td>24.1</td> <td></td> </tr> </tbody> </table>	Table 3 KS1 Attainment	2011		2012		2013		School*	National*	School*	National*	School*	National	Reading	17.8	15.7	18.1	16.0	18.0		Writing	17.3	14.4	16.7	14.7	17.0		Mathematics	17.6	15.7	17.3	15.9	17.2		All subjects	17.6	15.3	17.4	15.5	17.4		Table 5 Y4 Attainment	2011		2012		2013		School	LA	School	LA	School	LA	Reading	23.5	23.4	23.6	23.6	24.4		Writing	22.5	21.8	23.0	21.9	23.9		Mathematics	23.1	22.4	22.9	22.6	24.0		All subjects	23.1	22.5	23.2	22.7	24.1	
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<p>Fit to the objectives of the Service</p>	<p>See Section above on expected benefits and links to the Council's Education Vision, the Policy Principles and the School Organisation Plan.</p>																																																																																		
<p>Fit to the objectives of the Capital Asset Management Plan (Capital Projects)</p>	<p>The project aligns with the Council's School Organisation Plan and the recently approved New School Places Programme 2012-17</p>																																																																																		
<p>Key risks</p>																																																																																			
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	<ol style="list-style-type: none"> <u>Planning</u> On-going dialogue will be conducted with CBC planners to ensure that any application is received favourably. During the planning review period this relationship will be maintained to provide all necessary information to planners and to understand the implication of any conditions. <u>Site conditions</u> A full suite of pre-design surveys has been carried out so that any issues regarding the site can be addressed during detailed design. 																																																																																		

	<p>3. <u>Programme</u> During the delivery of the project the programme will be closely monitored to ensure that milestones are achieved or where any delays are likely these can be minimised by deploying alternate strategies.</p> <p>A full risk register will be developed as the project progresses, using a recognised risk assessment methodology (eg RAG rating), which will be reviewed regularly by the Project Board and at the monthly monitoring meetings.</p>
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f. Stakeholders involvement – required to deliver or project will impact (please list with names of individuals and ensure that those who will be required to input or deliver the project are aware)

Directorates	Keith Armstead, Senior Education Officer, School Organisation, Admissions and Capital Planning Helen Konstantinidi, Project Manager, Property & Assets
Members	
Public if applicable	

g. Timescales – key milestones

Milestone	Start date	End date
Executive approval to commence	December 2013	
Planning Period	December 2013	March 2014
Construction period	July 2014	July 2015
Project completion (end of defects liability period)	July 2016	

h. Project Governance

Please provide details of how it is proposed that this project should be governed, this should as far as possible be within existing governance structures.

Project Sponsor	Keith Armstead, Senior Education Officer (Planning), School Organisation, Admissions and Capital Planning
Project Manager	
Project Board (if known)	

i. Costs

Expenditure Type	£'000					Total
	Year 1	Year 2	Year 3	Year 4	Year 5	
Total Gross Capital Costs		140,554	1,447,876	1,535,369		3,123,799
Total Gross Revenue Costs						
Total Costs		140,554	1,447,876	1,535,369		3,123,799
Projected Gross Benefits	0	0	0	0	0	0
Net Impact to CBC	0	0	0	0	0	0

2. Capital Costs

A Expenditure Type	£'000						Est. Type *
	Year 1	Year 2	Year 3	Year 4	Year 5	Total	
Capital Costs							
Land Acquisition						0	
Building Acquisition						0	
Construction/ Conversion			1,332,318	1,352,318		2,684,636	D
Professional Fees		140,554	115,558			256,112	D
Vehicles						0	
Plant & Equipment						0	
Furniture				183,051		183,051	D
IT Hardware						0	
Software & Licences						0	
Capital Grant to 3rd Parties						0	
Credit Arrangements						0	
Capitalisation of Internal Salaries						0	
Other (Specify)						0	
Total Capital Costs	0	140,554	1,447,876	1,535,369		3,123,799	D

* S= Spot Estimate, D= Detailed Estimate, T= Tender Price.

B Sources of Funding	£'000					
	Year 1	Year 2	Year 3	Year 4	Year 5	Total
External Funding						
Government Grant (Basic Need)	532	185,833	1,360,233	1,535,369	-1,020,951	2,061,016
Section 106	11,968		29,864		1,020,951	1,062,783
Section 278						
Lottery/ Heritage						
Other Sources (School funding)						
Total External Funding	12,500	185,833	1,390,097	1,535,369	0	3,123,799

Internal Funding						
Direct Revenue Financing						0
Capital Receipts						0
Borrowing						0
Total Internal Funding	0	0	0	0	0	0
Total Funding	12,500	185,833	1,390,097	1,535,369	0	3,123,799

3. Revenue Costs

Expenditure Type	£'000					
	Year 1	Year 2	Year 3	Year 4	Year 5	Total
a. One - Off Revenue Costs						
(Specify)						0
(Specify)						0
(Specify)						0
Total One- Off Revenue Costs	0	0	0	0	0	0

b. Ongoing Revenue Costs						
(Specify)						0
(Specify)						0
(Specify)						0
Total Ongoing Revenue Costs	0	0	0	0	0	0

c. Projected Gross Revenue Benefits/Savings						
Savings						0
Income						0
Total Gross Revenue Benefits	0	0	0	0	0	0

d. MRP and Interest						
MRP	0	0	0	0	0	0
Interest	0	0	0	0	0	0
Total MRP & Interest Impact	0	0	0	0	0	0

Net Impact to CBC	0	0	0	0	0	0
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Savings.

Provide a detailed explanation of how the Savings and Income are Derived. Include details of how these have been calculated.

4. Cost/ Benefit Analysis

Additional Information	Value	
Net Present Value	0	3.5%
Return on Investment	-100%	Present Value Factor (£'000)
Payback Period (years)	#DIV/0!	
Capital Costs to Benefits Ratio	#DIV/0!	
Revenue Costs to Benefits Ratio	#DIV/0!	
Total Costs to Benefits Ratio	#DIV/0!	

5. VAT Implications

Please state whether VAT implications have been considered for this scheme

6. Additional Financial

Include any additional financial information which may be relevant such as ;hyperlinks to grant conditions and details regarding funding sources.



Proposal to expand St Andrews Church of England Voluntary Controlled Lower School to provide new lower school places for children in the East of Biggleswade



Notice is given in accordance with section 19(3) of the Education and Inspections Act 2006 that the Governing Body of St Andrews Church of England Voluntary Controlled Lower School, Brunts Lane, Biggleswade, Bedfordshire, SG18 0LY intends to make a prescribed alteration to the school from 1 September 2015.

The proposal is to expand St Andrews Church of England Voluntary Controlled Lower School from a 450 place lower school for pupils aged 4+ to 9 to a 750 place lower school for pupils aged 4+ to 9 through the creation of a new second campus on a new site within the housing development on land east of Biggleswade as identified in the master plan for the overall development and secured under Section 106 agreement. The second campus will provide an additional 2 forms of entry (300 places) at the new site in new buildings.

The current capacity of the school is approx 450. Following implementation the proposed capacity will be 450 for the current campus and 300 for the second campus. The current number of pupils registered at the school is 401.

The admission number for the current school is 90 for each year group and the proposed admission number will remain the same at the current Brunts Lane campus plus an additional 60 pupils for each year group at the new site.

This Notice is an extract from the complete proposal. Copies of the complete proposal can be obtained from: The Information Manager, Central Bedfordshire Council, Room DC2, Watling House, High Street North, Dunstable, Beds, LU6 1LF . It can also be viewed on the Council's website at www.centralbedfordshire.gov.uk/publicstatutorynotices and on the school's website at <http://www.standrewslowerschool.co.uk>

Within four weeks from the date of publication of these proposals, any person may object to or make comments on the proposal by sending them to the Deputy Chief Executive / Director of Children's Services, Central Bedfordshire Council, Priory House, Chicksands, Shefford, Beds, SG17 5TQ.

Signed: Mr George Dilley

Chair of Governors, St Andrews Church of England Voluntary Controlled Lower School

Publication Date: 16 September 2013

Explanatory notes:

The proposal is in response to the growing number of lower school age pupils seeking school places in Biggleswade. Planning approval for the new development can be viewed on the Council's website at <http://www.centralbedfordshire.gov.uk/planning> – planning reference MB/05/01477.

Admissions to the school will be in accordance with the published criteria for 2014.

Appendix D

PROPOSALS FOR PRESCRIBED ALTERATIONS OTHER THAN FOUNDATION PROPOSALS: Information to be included in a complete proposal

Extract of Part 1 of Schedule 3 and Part 1 of Schedule 5 to The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended):

In respect of a Governing Body Proposal: School and governing body's details

1. The name, address and category of the school for which the governing body are publishing the proposals.

St Andrew's Church of England Voluntary Controlled Lower School
Brunts Lane
Biggleswade
Beds
SG18 0LY

In respect of an LEA Proposal: School and local education authority details

1. The name, address and category of the school.

Implementation and any proposed stages for implementation

2. The date on which the proposals are planned to be implemented, and if they are to be implemented in stages, a description of what is planned for each stage, and the number of stages intended and the dates of each stage.

01 September 2015

Objections and comments

3. A statement explaining the procedure for making representations, including —
- (a) the date prescribed in accordance with paragraph 29 of Schedule 3 (GB proposals)/Schedule 5 (LA proposals) of The School Organisation (Prescribed

- Alterations to Maintained Schools) (England) Regulations 2007 (as amended), by which objections or comments should be sent to the local education authority; and
- (b) the address of the authority to which objections or comments should be sent.

Within four weeks from the date of publication of these proposals (i.e. by 14 October 2013), any person may object to or make comments on the proposal by sending them to the Deputy Chief Executive / Director of Children's Services, Central Bedfordshire Council, Priory House, Chicksands, Shefford, Beds, SG17 5TQ.

Alteration description

4. A description of the proposed alteration and in the case of special school proposals, a description of the current special needs provision.

The proposal is to enlarge the school by providing an additional 300 lower school places in new buildings as a second campus to the main school on a site within the new development on land east of Biggleswade.
This will retain the school's existing site and capacity ensuring that the needs of the existing community will continue to be met on that site, but will also ensure that more local provision is made to meet the needs of the growing new community on land east of Biggleswade.
It is planned that the new permanent accommodation on the new site should be ready for occupation for the 2015/16 school year.

School capacity

5.—(1) Where the alteration is an alteration falling within any of paragraphs 1 to 4, 8, 9 and 12-14 of Schedule 2 (GB proposals)/paragraphs 1-4, 7, 8, 18, 19 and 21 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), the proposals must also include —

- (a) details of the current capacity of the school and, where the proposals will alter the capacity of the school, the proposed capacity of the school after the alteration;

The current capacity of the school is 450. Following implementation the proposed capacity will be 450 for the Brunts Lane school campus and 300 places at the new campus.

- (b) details of the current number of pupils admitted to the school in each relevant age group, and where this number is to change, the proposed number of pupils to be admitted in each relevant age group in the first school year in which the proposals will have been implemented;

Currently there are 90 pupils admitted to the school in each relevant age. Following

implementation, this will be 90 for the existing Brunts Lane site, plus a further 60 at the new campus.

- (c) where it is intended that proposals should be implemented in stages, the number of pupils to be admitted to the school in the first school year in which each stage will have been implemented;

N/A

- (d) where the number of pupils in any relevant age group is lower than the indicated admission number for that relevant age group a statement to this effect and details of the indicated admission number in question.

N/A

(2) Where the alteration is an alteration falling within any of paragraphs 1, 2, 9, 12 and 13 of Schedule 2 (GB proposals) /paragraphs 1, 2, 8, 18 and 19 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), a statement of the number of pupils at the school at the time of the publication of the proposals.

The current number of pupils registered at the school is 401.

Implementation

6. Where the proposals relate to a foundation or voluntary controlled school a statement as to whether the proposals are to be implemented by the local education authority or by the governing body, and, if the proposals are to be implemented by both, a statement as to the extent to which they are to be implemented by each body.

The proposal will be implemented by the governing body of St Andrews Church of England Voluntary Controlled Lower School with the support of Central Bedfordshire Council and the St Albans Diocese

Additional Site

7.—(1) A statement as to whether any new or additional site will be required if proposals are implemented and if so the location of the site if the school is to occupy a split site.

A second campus is to be built on a on a site within the new development on land east of Biggleswade; hence the school will occupy both the existing Brunts Lane site and the new site. Planning approval for the new development can be viewed

on the Council's website at –

<http://www.centralbedfordshire.gov.uk/planning> - planning reference MB/05/01477

(2) Where proposals relate to a foundation or voluntary school a statement as to who will provide any additional site required, together with details of the tenure (freehold or leasehold) on which the site of the school will be held, and if the site is to be held on a lease, details of the proposed lease.

The new site will be provided by the Council, secured under a Section 106 planning agreement. The Council will retain the freehold of the playing field land but will transfer the balance of the site to the Trustees on a freehold basis as provided for under paragraph 4 of schedule 3 to the School Standards and Framework Act 1998.

Changes in boarding arrangements

8.—(1) Where the proposals are for the introduction or removal of boarding provision, or the alteration of existing boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

- (a) the number of pupils for whom it is intended that boarding provision will be made if the proposals are approved;

N/A

- (b) the arrangements for safeguarding the welfare of children at the school;

N/A

- (c) the current number of pupils for whom boarding provision can be made and a description of the boarding provision; and

N/A

- (d) except where the proposals are to introduce boarding provision, a description of the existing boarding provision.

N/A

(2) Where the proposals are for the removal of boarding provisions or an alteration to reduce boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

- (a) the number of pupils for whom boarding provision will be removed if the proposals are approved; and

N/A

- (b) a statement as to the use to which the former boarding accommodation will be put if the proposals are approved.

N/A

Transfer to new site

9. Where the proposals are to transfer a school to a new site the following information—

- (a) the location of the proposed site (including details of whether the school is to occupy a single or split site), and including where appropriate the postal address;

St Andrew's Church of England Voluntary Controlled Lower school will continue to occupy the existing school site at Brunts Lane but will also occupy the new accommodation which is to be built on a site within the new development on land east of Biggleswade.

- (b) the distance between the proposed and current site;

The two sites are 1783 metres apart (straight line distance).

- (c) the reason for the choice of proposed site;

New lower school places are required in Biggleswade as a result of significant housing development in the area including the land east of Biggleswade which will provide 2588 new homes.

This development includes a site for additional lower school provision to serve the community and has also provided capital contributions towards the cost of the new provision both secured under a S106 planning agreement.

The Council has been working with schools in the area to review places and plan for the impact of demographic changes across the area over the next five years and beyond. The pressure on existing provision and the need for more places across lower schools in Biggleswade is clear and the Council is now working with the Governing Body of St Andrews Church of England Voluntary Controlled Lower School to bring forward proposals to develop this additional site.

(d) the accessibility of the proposed site or sites;

The proposed site of the new campus is within the new housing development and therefore is ideally placed to accommodate the children from this development. The site is part of the neighbourhood centre which will include shops and other community facilities.

(e) the proposed arrangements for transport of pupils to the school on its new site; and

N/A as the additional site is within walking distance of the development.

(f) a statement about other sustainable transport alternatives where pupils are not using transport provided, and how car use in the school area will be discouraged.

A school travel plan will be developed alongside the planning for the new school campus which will be designed to encourage alternative forms of transport and discourage car use. Provision will be made on site for safe and secure cycle and scooter storage to encourage pupils to use these alternative forms of transport.

Objectives

10. The objectives of the proposals.

In order to provide additional places in an area of growth, the Governing Body of St Andrews Church of England Voluntary Controlled Lower School is proposing to provide an extra 300 lower school places by building new accommodation on a site within the new housing development on land east of Biggleswade as an expansion of, and second campus to, the existing successful St Andrews Church of England Voluntary Controlled Lower School.

The expansion of an existing school, effectively through the creation of a second campus to the existing school site, mirrors federation arrangements elsewhere in Central Bedfordshire where schools are managed in a similar way and governed across two or more sites. This would also retain the school's existing site ensuring that the need to provide local schools for local children, ensuring a sense of community belonging and also promoting sustainable modes of travel, are fulfilled. This provides an excellent opportunity for the existing school to also grow its leadership and management capacity across the two sites.

This plan is for new permanent accommodation at the new site to be ready for the 2015/16 school year.

The admission arrangements for the new site for September 2015 will be in

accordance with the following criteria:

1. All 'looked after' children or children who were previously 'looked after'
2. Children living in the catchment area with siblings at the school
3. Children living in the catchment area
4. Other children with siblings at the school
5. Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*
6. Children who live nearest to the school determined by straight line distance from the school site to the child's home address

Definitions:

"Looked after children" ~ The Children Act 1989 defines a child who is "looked after" as a child or young person who is accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).

"Previously 'looked after' children"

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

"Catchment area"

A geographical area from which children are given priority for admission to the particular school. Please see www.centralbedfordshire.gov.uk/admissions for more information on school catchment areas.

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

"Children who live nearest to the school determined by straight line distance from the school site to the pupil's home address" ~ The distance the pupil lives from the school which is measured in straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The Local Authority will measure the distance from the address point of the pupil's home to a point on the school site agreed with the governing body of the school.

A pupil's home address will be regarded as the address of the parents/carer with parental responsibility with whom the child normally lives. This will not usually

include grandparents, aunts or uncles. Where a child spends time with parents/carers at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Monday to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation, e.g. council tax bill, a recent utility bill (gas, electricity, water) a rental agreement, child benefit annual statement or family tax credit information.

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

Consultation

11. Evidence of the consultation before the proposals were published including—
- (a) a list of persons who were consulted;
 - (b) minutes of all public consultation meetings;
 - (c) the views of the persons consulted;
 - (d) a statement to the effect that all applicable statutory requirements in relation to the proposals to consult were complied with; and
 - (e) copies of all consultation documents and a statement on how these documents were made available.

a) The consultees were all parents/carers, staff and governors of the school, trade unions, Central Bedfordshire ward councillors, Biggleswade Town Council, local MPs, Children's Trust Board, neighbouring local authorities, head teachers and chairs of governors of all other schools within Central Bedfordshire, local pre schools/early years provision, key local voluntary groups, the local diocese representatives and the general public.

b) Notes of the two public consultation meetings, held on 19 June and 1 July are appended at Appendix A.

c) The initial phase of statutory consultation attracted support from parents, the local diocese and other local stakeholders, as summarised in Appendix B. The Governing Body of St Andrews CofE VC Lower School reiterated its support for the proposal and no issues arose in the initial phase which would change the proposal.

d) All of the applicable statutory requirements in relation to the proposals to consult were complied with.

e) A copy of the consultation document is appended to this document at Appendix C. This consultation document was supplied to all parents/carers, staff and governors of St Andrew's Church of England Voluntary Controlled Lower School. Copies were available to the public via the school, the school's website, developer's on-site sales office and Biggleswade Library. A link to the consultation document on the Council's website was circulated to all head teachers, chairs of governors and ward councillors throughout Central Bedfordshire, the local Members of Parliament, neighbouring Education Authorities, local pre schools, key local voluntary sector organisations, local diocese representatives, members of the

local Children's Trust Board and the 'Kings Reach Community' website. A press release regarding the consultation also appeared in the local press.

Project costs

12. A statement of the estimated total capital cost of the proposals and the breakdown of the costs that are to be met by the governing body, the local education authority, and any other party.

The total capital cost of the project is currently estimated at between £4.5m and £5.0m and this will be funded in full by the Council. The land required for the new campus is currently in the process of being transferred to Central Bedfordshire Council.

13. A copy of confirmation from the Secretary of State, local education authority and the Learning and Skills Council for England (as the case may be) that funds will be made available (including costs to cover any necessary site purchase).

On 27 March 2012 the Council's Executive recommended to Full Council the rolling Capital Programme for New School Places as set out in the Executive report, noting the required amendments to the Council's approved Capital Programme 2012/13 to 2015/16. (minute E/11/144)

On 19 April 2012 Central Bedfordshire's Full Council approved the rolling Capital Programme for New School Places as set out in the Executive report, noting the required amendments to the Council's approved Capital Programme 2012/13 to 2015/16. (minute C/12/9).

On 14 May 2013 the Council's Executive approved the commencement of informal consultation and the publication of statutory notices by the School's Governing Body for the proposal to expand St Andrews CofE VC Lower School, Biggleswade from its current capacity of 450 places to provide a total of 750 places across two sites with an implementation date of September 2015. (minute E/13/11).

Age range

14. Where the proposals relate to a change in age range, the current age range for the school.

N/A

Early years provision

15. Where the proposals are to alter the lower age limit of a mainstream school so that it provides for pupils aged between 2 and 5—

- (a) details of the early years provision, including the number of full-time and part-time pupils, the number and length of sessions in each week, and the services for disabled children that will be offered;

N/A

- (b) how the school will integrate the early years provision with childcare services and how the proposals are consistent with the integration of early years provision for childcare;

N/A

- (c) evidence of parental demand for additional provision of early years provision;

N/A

- (d) assessment of capacity, quality and sustainability of provision in schools and in establishments other than schools who deliver the Early Years Foundation Stage within 3 miles of the school; and

N/A

- (e) reasons why such schools and establishments who have spare capacity cannot make provision for any forecast increase in the number of such provision.

N/A

Changes to sixth form provision

16. (a) Where the proposals are to alter the upper age limit of the school so that the school provides sixth form education or additional sixth form education, a statement of how the proposals will—

- (i) improve the educational or training achievements;
- (ii) increase participation in education or training; and
- (iii) expand the range of educational or training opportunities for 16-19 year olds in the area;

N/A

- (b) A statement as to how the new places will fit within the 16-19 organisation in an area;

N/A

- (c) Evidence —

- (i) of the local collaboration in drawing up the proposals; and

(ii) that the proposals are likely to lead to higher standards and better progression at the school;

N/A

(d) The proposed number of sixth form places to be provided.

N/A

17. Where the proposals are to alter the upper age limit of the school so that the school ceases to provide sixth form education, a statement of the effect on the supply of 16-19 places in the area.

N/A

Special educational needs

18. Where the proposals are to establish or change provision for special educational needs—

(a) a description of the proposed types of learning difficulties in respect of which education will be provided and, where provision for special educational needs already exists, the current type of provision;

N/A

(b) any additional specialist features will be provided;

N/A

(c) the proposed numbers of pupils for which the provision is to be made;

N/A

(d) details of how the provision will be funded;

N/A

(e) a statement as to whether the education will be provided for children with special educational needs who are not registered pupils at the school to which the proposals relate;

N/A

- (f) a statement as to whether the expenses of the provision will be met from the school's delegated budget;

N/A

- (g) the location of the provision if it is not to be established on the existing site of the school;

N/A

- (h) where the provision will replace existing educational provision for children with special educational needs, a statement as to how the local education authority believes that the new provision is likely to lead to improvement in the standard, quality and range of the educational provision for such children; and

N/A

- (i) the number of places reserved for children with special educational needs, and where this number is to change, the proposed number of such places.

N/A

19. Where the proposals are to discontinue provision for special educational needs—

- (a) details of alternative provision for pupils for whom the provision is currently made;

N/A

- (b) details of the number of pupils for whom provision is made that is recognised by the local education authority as reserved for children with special educational needs during each of the 4 school years preceding the current school year;

N/A

- (c) details of provision made outside the area of the local education authority for pupils whose needs will not be able to be met in the area of the authority as a result of the discontinuance of the provision; and

N/A

- (d) a statement as to how the proposer believes that the proposals are likely to lead to improvement in the standard, quality and range of the educational provision for such children.

N/A

20. Where the proposals will lead to alternative provision for children with special educational needs, as a result of the establishment, alteration or discontinuance of existing provision, the specific educational benefits that will flow from the proposals in terms of—

- (a) improved access to education and associated services including the curriculum, wider school activities, facilities and equipment with reference to the local education authority's Accessibility Strategy;
- (b) improved access to specialist staff, both educational and other professionals, including any external support and outreach services;
- (c) improved access to suitable accommodation; and
- (d) improved supply of suitable places.

N/A

Sex of pupils

21. Where the proposals are to make an alteration to provide that a school which was an establishment which admitted pupils of one sex only becomes an establishment which admits pupils of both sexes—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single sex-education in the area;

N/A

- (b) evidence of local demand for single-sex education; and

N/A

- (c) details of any transitional period which the body making the proposals wishes specified in a transitional exemption order (within the meaning of section 27 of the Sex Discrimination Act 1975).

N/A

22. Where the proposals are to make an alteration to a school to provide that a school which was an establishment which admitted pupils of both sexes becomes an establishment which admits pupils of one sex only—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single-sex education in the area; and

N/A

(b) evidence of local demand for single-sex education.

N/A

Extended services

23. If the proposed alterations affect the provision of the school's extended services, details of the current extended services the school is offering and details of any proposed change as a result of the alterations.

The current extended services provided at the Brunts Lane site will remain unchanged. The school also proposes to work with the local community to develop relevant extra curricular and extended school activities at the new site in response to local need, and to identify where a wider range of extended services may be provided across both sites.

Need or demand for additional places

24. If the proposals involve adding places—

(a) a statement and supporting evidence of the need or demand for the particular places in the area;

The Council has identified that new lower school places are required in Biggleswade as a result of significant housing development within the new development to the east of Biggleswade. This development includes a site for additional lower school provision to serve the community and has also provided capital contributions towards the cost of the new provision

The Council has been working with schools in the area to review places and plan for the impact of demographic changes across the area over the next five years and beyond. The pressure on existing provision and the need for more places across lower schools in Biggleswade is clear and the Governing Body of St Andrews CofE VC Lower School has responded by bringing forward proposals, in partnership with the Council and other local schools, to develop this additional site.

(b) where the school has a religious character, a statement and supporting evidence of the demand in the area for education in accordance with the tenets of the religion or religious denomination;

N/A

- (c) where the school adheres to a particular philosophy, evidence of the demand for education in accordance with the philosophy in question and any associated change to the admission arrangements for the school.

N/A

25. If the proposals involve removing places—

- (a) a statement and supporting evidence of the reasons for the removal, including an assessment of the impact on parental choice; and

N/A

- (b) a statement on the local capacity to accommodate displaced pupils.

N/A

Expansion of successful and popular schools

25A. (1) Proposals must include a statement of whether the proposer considers that the presumption for the expansion of successful and popular schools should apply, and where the governing body consider the presumption applies, evidence to support this.

(2) Sub-paragraph (1) applies to expansion proposals in respect of primary and secondary schools, (except for grammar schools), i.e. falling within:

(a) (for proposals published by the governing body) paragraph 1 of Part 1 to Schedule 2 or paragraph 12 of Part 2 to Schedule 2;

(b) (for proposals published by the LA) paragraph 1 of Part 1 to Schedule 4 or 18 of Part 4 to Schedule 4

of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended).

Whilst not strictly applicable, the Council has a policy to ensure that any additional provision is built upon an existing successful and popular school. In its last Ofsted inspection, St Andrew's CofE VC Lower School was identified as a 'good' school.

Consultation on the proposed expansion of St Andrews CofE VC Lower School, Biggleswade

Queries / comments raised at public meeting – held at St Andrews CofE VC Lower School on Wednesday 19 June 2013 at 7.00 pm



Meeting led by –

Rob Parsons – Head of School Organisation, Admissions & Capital Planning
Keith Armstead – Senior Education Officer (Planning)
Lydia Braisher – Admissions Manager
Sue Rolfe – Head teacher, St Andrews CofE VC Lower School

Note taker - Sue Barrow – Information Manager

Attendees = 18 including –

Mandy Reddick, Head teacher, Edward Peake CofE VC Middle School
and Gary Waghorn, Chair of Governors, Edward Peake CofE VC Middle School

Rob Parsons welcomed all to the meeting.

Rob Parsons and Keith Armstead gave a presentation regarding the proposal; which included the background of local housing growth, the legal process for commissioning new school places, the responsibility of the Council and the stages and length of the process involved.

Query / comment	Answer / response
How does the timeline for the planning application work against the report that goes back to the Council's Executive in December?	<p>RP/KA -These are two parallel processes. Early engagement with potential contractors is well developed. The planners have advised that outline planning permission is not required so the project will go straight to the main planning application. Site surveys are needed and we need an affordable proposal for the December Executive meeting. The December decision will mean that we have permission to commence the project. Ideally we would want the planning application approved by December but this may be delayed.</p> <p>The project will take a maximum of 12 months to build, with a possible June 2014 start on site. Visits will be made with the Head teacher and the Governing Body to other schools to consider build examples.</p>
Is the funding ring-fenced by	RP/KA - Yes. It is in the Council's capital budget.

the Council?	We have confirmation of the Central Government Grant, plus some Section 106 monies have been received and more are due to be collected.
Were other options considered?	RP/KA -Yes. The Council could have proposed a new academy, which would have been open to competition between a number of providers.
Why not a totally new school with a new provider?	RP/KA - We work closely with the Biggleswade Schools who collectively comprise Biggleswade Community Union of Schools. One of the Council's principles for new school places is to support effective partnerships and to expand popular and successful schools wherever possible.
Will Ofsted treat the two sites as separate schools?	RP/KA - No. It is one school, spread over two sites, with one Governing Body and one management team. This is not an unusual model; we have schools operating in federation like this or across split sites elsewhere in Central Beds.
How can you differentiate between the schools?	SR - The schools in Biggleswade work well together. All of the children eventually move through to Stratton. We all want to take ownership of the new site. Edward Peake and St Andrews are church schools and wanted to work together on this project and we have the capacity to do this well. Changes will have to be made but we have a good timescale within which to do this. There will be a new management structure and we will need to establish a balance so that both sites are one school but with their own identity.
It will be a big challenge for the school to be split between the two sites.	SR agreed, but said that it is do-able. RP/KA – alongside the capital investment the Council will also be investing revenue to enable the school to expand their teaching and management structures well ahead of the opening of the new site
What will happen if there are only a few children initially for the new site?	SR – we will have to make decisions about what viable age groups are established as the school grows but mixed year groups could be an option for instance or limiting the school initially to yrs R & 1. School funding is based upon the number of pupils arriving in school but the Council will be able to provide place based guarantees to give the school confidence in its finances.
Will there be any investment into the current school site?	RP/KA – the school's revenue budget will be for the whole school. SR – when considering the brand new buildings we also looked at the current site to see how we could refresh the buildings.
To what extent are you working with Edward Peake?	SR – the Governing Bodies are working closely together on this project but no further

	discussions have taken place re federation etc.
With Holmemead working with Southlands we need to ensure smooth transitions for St Andrews children to Holmemead	SR - The Biggleswade schools will continue to work well together to ensure this. We want parents to have a choice of lower and middle schools and to know that their children will be treated well at each transition.
What would happen if the school site was not ready in time?	RP/KA – we have a very comfortable time span within which to deliver the new site so do not anticipate any problems. We would know well in advance of any problems and would work with the wider group of schools to accommodate the children. We will not try to shoe-horn extra children onto the Brunts Lane site Within the Section 106 agreement it states that the developer must provide access and services to the site and our planners are working with the developer to ensure that the road is in before December.
Has the risk of disruption to the children already in school been addressed?	SR – yes - we will mitigate against the risk of disruption.
When is the consultation for Edward Peake to be launched?	RP/KA – not yet as the new accommodation is not due for delivery until 2016. A recommendation will go to the Council's Executive in December 2013.
Will Stratton expand?	RP/KA – we have asked the school to produce a business plan for new provision with effect from September 2014, but this timeline may slip as a result of refreshed forecasts of the required timing of additional accommodation.

. All attendees were encouraged to respond to the consultation.

Consultation on the proposed expansion of St Andrews CofE VC Lower School, Biggleswade

Queries / comments raised at public meeting – held at Edward Peake CofE VC Middle School on Monday 1 July 2013 at 7.00 pm



Meeting led by –

Rob Parsons – Head of School Organisation, Admissions & Capital Planning
 Keith Armstead – Senior Education Officer (Planning)
 Lydia Braisher – Admissions Manager
 Sue Rolfe – Head teacher, St Andrews CofE VC Lower School

Note taker - Sue Barrow – Information Manager

Attendees = 18 including –

Mandy Reddick, Head teacher Edward Peake CofE VC Middle School
 Rob Watson, Head teacher Stratton Upper School
 Steve Phillips, Head teacher Biggleswade Academy
 and 6 members of the St Andrews CofE Lower School Governing Body.

Rob Parsons welcomed all to the meeting.

Rob Parsons and Keith Armstead gave a presentation regarding the proposal; which included the background of local housing growth, the legal process for commissioning new school places, the responsibility of the Council and the stages and length of the process involved.

Sue Rolfe thanked everyone for attending, including the members of her Governing Body.

Query / comment	Answer / response
Is this a 'done deal'?	RP -no – the Council has other options for commissioning a provider for these new places but St Andrews is the Council's preferred option, subject to the business case that the school need to submit guaranteeing the quality of the new places being added to the system.
How will the proposed expansion impact upon the current school site, both now and in the future? Children will suffer if their teachers are needed elsewhere as the school expands.	SR - the Biggleswade Community Union of Schools (BCUS) work closely together and all members are in agreement that St Andrews is in the right place and should be the chosen school to expand to accommodate the additional children. We agreed that we did not want the new provision to be an 'add on' but to be part of BCUS. It was further agreed that St Andrews and Edward Peake should work together on the

	<p>proposal.</p> <p>There is the capacity within the school's leadership team and Governing Body to grow. The models of leadership and governance have yet to be decided but we know that we will need to expand the team ahead of the new site's opening.</p> <p>Because of economies of scale it will be to the school's advantage to grow. And while considering what will be needed on the new site, we are also taking the opportunity to consider what is needed on the current site. The new site will not be to the detriment of the current site. Our Ofsted was good, with 5 outstanding features, and we will not let this slip.</p> <p>KA – one of the key criteria for such proposals is that parents see an improvement to the original school. Revenue funding support is available on application to assist the school through the planning and implementation of new school places commissioned by the Council, once the proposal has been approved.</p>
<p>Will this be 1 school with 2 sites?</p>	<p>RP – yes. Each site will have its own identity and catchment area but there will be 1 Governing Body.</p> <p>This has happened elsewhere in Central Bedfordshire; Greenleas Lower School in Leighton Buzzard is following the same model for expansion. The model is well known nationally.</p> <p>KA – this proposal gives us a wider opportunity to look at the needs across the 2 sites and will enable the school to afford extra teaching expertise. The larger school will give greater opportunities for staff, that are not usually available within a smaller school, and this will help with recruitment and staff retention.</p>

All attendees were encouraged to respond to the consultation.

St. Andrew's Lower School Expansion Proposals

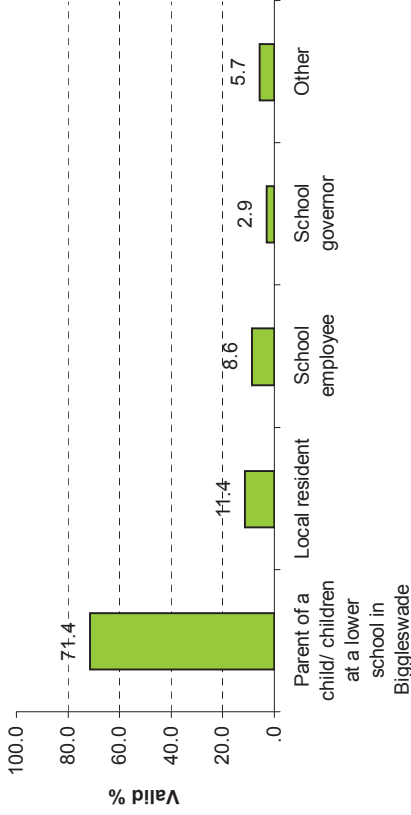
Appendix D

35 responses

Highlighting indicates where the majority agree

Q1 Are you a:

	Frequency	Percent	Valid Percent
Parent of a child/ children at a lower school in Biggleswade	25	71.4	71.4
Local resident	4	11.4	11.4
School employee	3	8.6	8.6
School governor	1	2.9	2.9
Other	2	5.7	5.7
Total	35	100.0	100.0

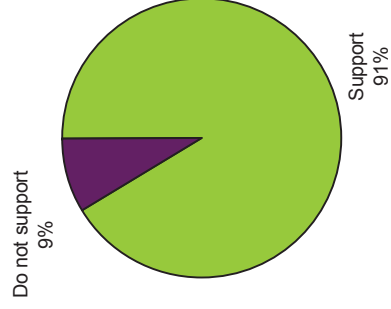


Capacity in which people are responding to the consultation

Q2 If you are a parent of a child or pupil currently at a lower school in Biggleswade, please tell us which school.

Which school?	Frequency
St Andrew's Lower School	25
Rainbow pre-school & in sept starting st Andrews	1
Total	26

Do you support the proposal to expand St. Andrew's Lower School?



Q3 Do you support the proposal to expand St Andrew's CofE VC Lower School in order to provide the additional lower school places required within the King's Reach area of Biggleswade?

	Frequency	Percent	Valid Percent
Support	32	91.4	91.4
Do not support	3	8.6	8.6
Total	35	100.0	100.0

Q5 Are you

	Frequency	Percent	Valid Percent
Female	27	77.1	77.1
Male	8	22.9	22.9
Total	35	100.0	100.0

Q6 What is your age?

	Frequency	Percent	Valid Percent
Under 16 yrs	0	0	0
16-19 yrs	1	2.9	2.9
20-29 yrs	2	5.7	5.7
30-44 yrs	26	74.3	74.3
45-59 yrs	6	17.1	17.1
60-64 yrs	0	.0	.0
65-74yrs	0	.0	.0
75yrs +	0	.0	.0
Total	35	100.0	100.0

Q7 Do you consider yourself to be disabled?

	Frequency	Percent	Valid Percent
No	34	97.1	97.1
Yes	1	2.9	2.9
Total	35	100.0	100.0

Q8 To which of these groups do you consider you belong?

	Frequency	Percent	Valid Percent
White British	34	97.1	97.1
Black or Black British	1	2.9	2.9
Total	35	100.0	100.0



Appendix D

Consultation on the proposed expansion of St Andrew's Church Of England Voluntary Controlled Lower School

**to provide new school places for children
in the East of Biggleswade.**

Wednesday 12 June 2013 –

Wednesday 10 July 2013

1. Introduction

Section 14 of the Education Act 1996 places a duty on Councils to secure sufficient and suitable school places for 5 – 16 year old 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.

2. Background

New lower school places are required as a result of both current and future significant housing on the King's Reach development, on land east of Biggleswade and other smaller local developments. Up to 2500 new dwellings are being provided within the Kings Reach development, which includes a site for additional lower school provision to serve the area and has also provided some capital contributions towards the cost of the new provision.

The Council has been working with schools and academies within the Biggleswade area that collectively comprise the Biggleswade Community Union of Schools (BCUS) to review places and plan for the impact of demographic changes across the area over the next five years and beyond. The pressure on existing provision and the need for more lower school places in this part of Biggleswade is clear and will also require additional middle and upper school places to be provided but which are the subject of separate consultation processes.

3. The proposal

It is proposed to provide the additional lower school places by **building on a new site within the King's Reach development** on land east of Biggleswade.

It is proposed that this new school provision will be **an expansion of St Andrew's CofE VC School** and has the full support of the Council and the St Alban's Diocese. The expansion of an existing school, effectively through the creation of a second campus to the existing school site, mirrors federation arrangements elsewhere in Central Bedfordshire where schools are managed in a similar way and governed across two or more sites. This would also retain the school's existing site ensuring that the need to provide local schools for local children, ensuring a sense of community belonging and also promoting sustainable modes of travel, are fulfilled. This provides an excellent opportunity for the existing school to also grow its leadership and management capacity across the two sites.

This plan is for new permanent accommodation within the King's Reach development to be ready for the 2015/16 school year. The admission arrangements for the new site will be finalised and published in time for the school admissions process for children who are due to start school in September 2015. The 'Your child's admission' booklet for September 2015 will be a guide for the parents of children born between 1 September 2010 and 31 August 2011 and will be published by the Council in September 2014.

As a voluntary controlled (VC) school, the final admissions arrangements will be determined by the Council, as the admission authority for the school. However the current proposal is that admission to the enlarged school will continue to be based on the current catchment model, whereby priority to each school site will be based according to a catchment area. The catchment area will remain unchanged for the existing St. Andrew's Lower School site and the new school site will serve the Kings Reach development and this will be defined as the catchment area.

4. Why are St Andrews's CofE VC Lower School and Central Bedfordshire Council consulting with you?

This proposal constitutes a significant expansion of St Andrew's CofE VC Lower School which requires both informal consultation and the publication of Statutory Proposals, in accordance with the Education and Inspections Act 2006. Informal consultation enables all

interested parties to express their views on the proposal and thereby influence the decisions and actions made regarding the additional provision of school places.

Starting below you will find a full list of Frequently Asked Questions (FAQs) which may help to address some immediate concerns that you may have.

5. The consultation process

You can **have your say via the online form** which is available on the Council's website at www.centralbedfordshire.gov.uk/consultations or you can complete pages 7 and 8 of this document and return them to the FREEPOST address provided at the end of the form. Completed forms should be returned by **5.00pm Wednesday 10 July 2013**.

Separate meetings will be held with the staff, union representatives and governors of St Andrew's CofE VC Lower School.

To enable you to hear about the proposals there will be **two opportunities to attend a public meeting** which will be open to all interested parties and you are invited to attend which ever is the most convenient. The first meeting will be held at **St Andrew's CofE VC Lower School on Wednesday 19 June 2013 at 7.00 pm** and the second meeting will be held at **Edward Peake CofE VC Middle School on Monday 1 July 2013 at 7.00 pm**.

The timeline for the process will be –

Action	Timescale/Deadline
Four week consultation period begins	Wednesday 12 June 2013
Staff and Governors meeting	Monday 17 June 2013 17 th at 3.45 p.m.
1 st Public meeting	Wednesday 19 June 2013 at St Andrew's CofE VC Lower School, Brunts Lane, Biggleswade, SG18 0LY starting at 7.00 pm
2 nd Public meeting	Monday 1 July 2013 at Edward Peake CofE VC Middle School, Potton Road, Biggleswade, SG18 0EJ starting at 7.00 pm
End of consultation period	Wednesday 10 July 2013
If decision is made to proceed with the proposal, Statutory Notices will be published on	Monday 16 September 2013
4 week period for the submission of comments and/or objections in response to the Statutory Notices	From Monday 16 September until Monday 14 October 2013
End of Statutory Notice period	Monday 14 October 2013
Final decision regarding the proposal to be made by the Council's Executive Committee on	Tuesday 10 December 2013

If a decision is made to permanently expand St Andrew's VC Lower School, formal implementation of the expansion will commence in September 2015 (i.e. for the 2015/16 academic year) with the provision of new permanent accommodation on the new site.

6. Frequently asked questions (FAQ's)

Q – What are you proposing to build at the new site on the King's Reach development and what facilities will be available?

A – Although the proposal is to expand St Andrew's CofE VC Lower School, the new site will be a fully functioning and self sufficient lower school campus. Proposals are therefore

being developed which will provide for up to 300 pupils (aged 4+ - 9) to the recognised standards for this size and type of school. It is proposed that the main building will house 10 classrooms, a school hall, separate dining room, a kitchen, administrative offices and other spaces that will provide a library/ICT space, quiet/group spaces, practical areas and group rooms to aid local provision of local authority services.

Outside there will be the expected range of outdoor spaces including a playing field, formal and informal hard play areas and a range of soft play and habitat areas. A plan of the site has been shared with the school and will be available for the meetings. More detailed proposals will be developed with the school which will be subject to a separate planning application process in due course and there will be a separate opportunity to comment on them as part of that process.

Q – When will the new school site open?

A - Subject to obtaining all the necessary consents it is proposed that the new school site will be operational from September 2015.

Q – Are there any interim proposals in advance of the new accommodation being ready?

A - The Council will continue to work with the existing schools to ensure that, as far as possible, parental requests can be met ahead of the new accommodation being available, which may include the provision of extra temporary accommodation if required.

Q – Does the school and the Council have the land and the funds to provide this new school site?

A – Yes, the land has been transferred to the Council. The Council has currently earmarked funds for the school which is a combination of developer contributions secured under S106 agreements with the balance due from Central Government grant funding.

Q - Will St Andrew’s VC Lower School be able to provide a full and varied curriculum on the new site?

A – The curriculum of St Andrew’s CofE VC Lower School is well designed and matched to the needs, abilities, interests and aspirations of all children. Staff regularly review the curriculum currently and will plan the curriculum for the new school site to meet the requirements of the national curriculum and the needs of the community. The school also proposes to work with Edward Peake CofE VC Middle School and the local community to develop relevant extra curricular and extended school activities. Plus there may be added benefits in combining children from the two sites and Edward Peake CofE VC Middle School to enable them to take part in wider events such as sporting fixtures and musical activities.

Q – How will admissions to the new school site be managed? Will there be an intake from across the age range?

A – When the new site opens we anticipate that it would be able to be fully operational across Key Stage 1. However, it is anticipated that there would be smaller numbers in the older Key Stage 2 age groups allowing mostly for siblings of younger pupils plus providing some capacity for some other and potentially new local pupils. The Council and St Andrew’s CofE VC Lower School will work very closely together to plan for specific numbers and year groups in more detail as and when admission numbers and parental wishes are known.

Q – What will the admission arrangements be for each school site?

A- The admissions arrangements will remain as they are for the existing St. Andrew’s Lower School site and the catchment area for the school will remain unchanged. The admissions arrangements for the new site will mirror that of the existing site although the catchment area will be different as the new site will serve the Kings Reach development.

The admission number for the existing site will remain at 90 places per year group, while the new school site will have 60 places per year group. A map of the catchment area for the new site is on page 9.

Q – What provision will be made for early years and ‘wrap around’ care?

A – In terms of nursery /pre school provision, this is not currently part of the consultation and is not subject to the same legal process. Whilst this will be desirable, further work is needed to establish the requirements across the area; additional land is to be available adjacent to the lower school site for future nursery school provision.

The current consultation is specifically related to provision for statutory aged pupils. As set out previously, the provision of extended school activities will be the subject of further discussions between the school and community to establish the type of provision and/or activities which are to be sought or needed and can be provided within the available accommodation. St Andrew’s CofE VC Lower School is committed to working in close partnership with all organisations offering potential benefits to the wider school and village community just as it does on its current single site.

Q – If I live on the King’s Reach development and have a child already at an existing lower school and a younger child due to start school in September 2015, will I be able to move my older child to join their sibling at the new site?

A –The school will discuss with parents their wishes, but it may depend upon the overall organisation, funding and staffing available to meet particular requests.

Q – Will this expansion impact upon the existing staff at the school and will staff for the new site be drawn from the school’s current staff list, or will new staff be employed, or will there be a mixture of both?

A – The school will need to recruit new teaching and support staff to enable the larger school to operate effectively across both sites in the long term. Current St Andrew’s CofE VC Lower School staff may be redeployed but a number of new staff will also need to be recruited. The exact deployment and mix of new and existing staff across the sites will be a matter for the Governing Body and will be subject to the actual numbers of pupils on roll at each site and across the two sites as a whole.

Q – My child currently attends St Andrew’s VC Lower School, how can I be assured that standards and provision will be maintained if resources are to be shared?

A – St. Andrew’s CofE VC Lower School has the capacity within its Governing Body, Leadership Team and staff team to manage this change and growth well. The new provision will have its own resources and the school’s budget will be increased accordingly. The school will benefit from growth because the resulting economies of scale and greater bargaining power for the purchase of services will allow for more money to be targeted at development and improvement across the whole organisation. The Governing Body will ensure that high quality provision is maintained and further developed at both sites.

Q – How will the children on the new site be made to feel part of the whole school?

A – It is expected that there will need to be at least a Deputy Head Teacher / Head of School based at each site, with the Head Teacher operating across the two sites. Similarly, there would be expected to be other leadership, teaching and support roles which are shared across the two sites and some of the wider school’s administrative and finance functions. The Governing Body will be working towards the new staff structure ahead of the opening of the new site.

Teachers will design a curriculum which is mirrored at both sites this will ensure equal opportunity and experience. Both sites will share the same Christian ethos. Whilst both sites would retain the name St Andrew’s CofE VC Lower School to reflect this unanimity,

Q – How will this affect the current Language Provision in school?

A -The Language Provision will remain located at the original Brunts Lane site.

Q- Will there be transport arranged to move pupils between the two sites?

A- Pupils of St Andrew’s CofE VC Lower School would be based at one of the two sites and would not be expected to need to move between the two sites to receive their education. Separate arrangements would be put in place for children to move from one site to the other should it be necessary to enable them to take part in extra events such as sporting fixtures and musical activities or whole school events.

Q - Will the children wear the same uniform on both school sites?

A – Again, this will be a matter for consideration by the school governors upon which we would expect them to consult with parents.

Q – Has the Council considered any alternative solutions other than the expansion of St Andrew’s CofE VC lower school?

A – Yes. A number of options were considered including the possible creation of a completely new school. However, in discussion with the schools within the Biggleswade area, that collectively comprise the Biggleswade Community Union of Schools, there was a consensus that there was a preference to build upon the existing good practice from within the area and, if possible, to expand existing school provision rather than create a new school which, given the size, may be economically unviable and sit outside of the existing working group of schools. Furthermore, the expansion option offers a shorter time-scale for implementation and the ability to work with an existing school to provide an interim solution ahead of full implementation in recognition of the need for extra lower school places across the area. In taking this forward the Council invited the Biggleswade Community Union of Schools to be considered for expansion and the current proposal has emerged from St Andrew’s CofE VC Lower School with the support of the St Albans Diocese and Edward Peake CofE Middle School. At its meeting on 14 May 2013, the Council’s Executive considered the proposal and has recommended that consultation be undertaken on the option to expand St Andrew’s VC Lower School as likely to be able to deliver a successful outcome based on the school’s current success, its management capabilities, its ability to manage the required changes and the ability to be able to provide transitional arrangements.

There may be other questions you wish to raise and we will be happy to respond to these at the public consultation meetings on 19 June and 1 July.

**Edwina Grant, Deputy Chief Executive / Director of Children’s Services
Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford
SG17 5TQ**

For more information about this proposal please contact Sue Barrow by telephone on 0300 300 5700 or email sue.barrow@centralbedfordshire.gov.uk



**Consultation on the proposal to expand
St Andrew's CofE VC Lower School,
Biggleswade**

**Central
Bedfordshire**

Q1 Are you a: (Please tick one)

- Parent of child at a lower school in Biggleswade
- School employee
- School governor
- Local resident
- Other

Please specify _____

Q2 If you are a parent of a child or pupil currently at a lower school in Biggleswade, please tell us which school. (Please write name of school)

Q3 Do you support the proposal to expand St Andrew's CofE VC Lower School in order to provide the additional lower school places required within the King's Reach area of Biggleswade? (Please tick one)

- Support
- Do not support

Q4 Are there any comments you would like to make about this proposal?

Please turn over

The following information will help us when considering your opinions and to make sure that we're getting the views of all members of the community. The answers will not be used to identify any individual. Our data protection statement is provided at the end of this form.

Q5 Are you (Please tick one) Male Female

Q6 What is your age? (Please tick one)

- Under 16 yrs 20-29 yrs 45-59 yrs 65-74 yrs
- 16-19 yrs 30-44 yrs 60-64 yrs 75 yrs +

Q7 Do you consider yourself to be disabled? (Please tick one)

Under the Equality Act 2010 a person is considered to have a disability if he/she has a physical or mental impairment which has a sustained and long-term adverse effect on his/her ability to carry out normal day to day activities.

- Yes No

Q8 To which of these groups do you consider you belong? (Please tick one)

- Asian or Asian British Chinese White British
- Black or Black British Mixed Other Ethnic group

Please specify other _____

Q9 What is your postcode? _____

Thank you for your views

**Please return your completed form to the FREEPOST address below
(you do not need to use a stamp)**

**FREEPOST RSJS GBBZ SRZT
School Expansion Proposals for St Andrew's CofE VC Lower School
Central Bedfordshire Council
Priory House, Monks Walk
Chicksands, Shefford,
SG17 5TQ**

by 5pm on Wednesday 10 July 2013

Data Protection Act 1998

Please note that your personal details supplied on this form will be held and/or computerised by Central Bedfordshire Council for the purpose analysing feedback to the consultation on the proposed expansion to St Andrew's CofE VC Lower School, Biggleswade. The information collected may be disclosed to officers and members of the Council and its' partners involved in this consultation. Summarised information from the forms may be published, but no individual details will be disclosed under these circumstances. Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes.

Information classification: Protected when complete



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Detailed Business Case

Detailed Business Case

a. Title	
Project Name	St Andrews CofE VC Lower School, Biggleswade
Project location	Kings Reach, Biggleswade
Project Sponsor	Rob Parsons Head of School Organisation, Admissions and Capital Planning
Directorate	Children's services
Type of scheme	Capital Project - over £60k
Funding	External

b. Project Information	
Project Purpose/ Outline Description	<p>New two form entry (300 place) lower school accommodation, preferably with early years facilities as part of the school, is to be built within the King's Reach development in Biggleswade as an extension to the existing St. Andrew's CofE VC Lower School. The accommodation will include junior size playing fields, hall, kitchen, staff/admin spaces and teaching support spaces (group rooms and specialist spaces) in addition to general classrooms.</p> <p>Work has been ongoing to identify a local existing school to act as sponsor; potentially a local lower school or receiver middle school. This is now proposed to be sponsored by St. Andrew's CofE VC Lower School, working in partnership with Edward Peake CofE VC Middle School.</p> <p>Older pupils residing in the Biggleswade area will attend Edward Peake CofE VC Middle School and then Stratton Upper School. Additional pupil places will also be provided at Edward Peake CofE VC Middle School and Stratton Upper School.</p>
Out of scope/ exclusions	All necessary elements are covered within the scope of the project.

c. Deliverables / outputs	
Deliverables:	
Deliverable	Date Due

d. Options Appraisal

Options	<p>The need for extra lower school places in Biggleswade is in direct response to the development of 2,100 new homes within the new King’s Reach development, located north east of the town.</p> <p>A new lower school site was determined at early planning stages as being the most suitable solution to provide places for the additional 300 school children.</p> <p>A new school site and a contribution to the capital funding to build a 300 place school has been provided under a Section 106 agreement with developers of King’s Reach. A feasibility scheme for the new school was undertaken on behalf of Taylor Wimpey and Martin Grant Homes in November 2011.</p>
Implications of “do nothing”	<p>The Council would fail in its statutory responsibility (Section 14 of the Education Act 1996) which places a duty on Councils to secure sufficient and suitable school places for pupils in its area.</p> <p>If the project is not approved to go ahead, the council will not be able to meet its statutory obligation to provide sufficient lower school places in the area once the agreed housing developments are complete.</p> <p>Once all schools are oversubscribed in this area, families moving into the new homes would be required to transport their children to other locations in the Sandy/Biggleswade area, causing an increase in children being driven to school and the Council failing its policy principle to provide local schools for local children.</p>
Project Delivery/ Project Approach	<p>It is currently intended that the project be procured under the Sunesis/SCAPE framework utilising a base design which is appropriate for the site and for the needs of the school. Feasibility work has been undertaken to consider 3 main options for the site and the preferred option is now being developed in consultation with the school. It is then intended that the project will be undertaken under a Design/Build contract with the main Sunesis/SCAPE contractor for major works to ensure completion in June/July 2015 to enable the school to be set up ready for September 2015.</p>
Dependencies	<p>The success of this project will be based on:</p> <ul style="list-style-type: none"> • Provision of new school building enabling increased student numbers, with appropriate additional support and external spaces, available from September 2015 or earlier if possible; • An efficient construction which considers the school’s needs and concerns; • The school opening on time in September 2015 or earlier as above; • The consideration and establishment of clear and transparent Admission Criteria for the school as a whole; • Continued high performance; • The schools’ ability to recruit and retain highly skilled practitioners in all roles.
Constraints	<p>The new facilities are required to be ready for occupation for the 2015/16 Academic year.</p>
Assumptions	<p>There are no assumptions being made in the development of this project which will also be subject to appropriate risk management strategies.</p>
Procurement	<p>As set out above, it is intended to procure the project utilising a Design and Build contract utilising a “standard/base” design which will provide the accommodation</p>

route/options	required by the school but taking advantage of pre-designed detailed elements of the building whilst ensuring that the design will meet the school's needs and aspirations. This will enable a faster procurement and construction option but will provide earlier cost certainty and lower overall design fees thereby ensuring that the project will be able to be delivered within the available budget.
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Assessment of preferred option

Expected Benefits (opportunities) of this project	<p>This scheme will support the Council and Children's Services priorities in the following ways:</p> <p><u>Statutory Duty</u></p> <p>This project will ensure the Council continues to meet its statutory obligations to provide sufficient school places and also meets the legal requirements placed on the Council by the Education and Inspections Act 2006 regarding proposals to expand maintained schools.</p> <p><u>Link to New School Places Programme, School Organisation Plan, CBC Education Vision</u></p> <p>The School Organisation Plan 2012-2017 identifies a requirement to increase pupil place provision in lower schools from 2015, which translates to the identification of 300 additional lower school places in the Biggleswade area by September 2015, as confirmed in Appendix A of the New School Places Programme 2013/14 to 2017/18.</p> <p>(See also Appendix C of the New School Places Programme 2013/14 to 2017/18)</p> <p><u>Alignment of School's Educational Vision against CBC's Policy Planning Principles for the Provisional of School Places</u></p> <p>CBC Education Vision identifies guiding principles which form the basis of educational planning and policy. In particular, this vision identifies the need to find local solutions in developing educational provision. Central to this is the commitment to schools working together in strong partnerships to develop what is in the best interests of learners and their local communities.</p> <p>Principle 1: - That there is a need to raise standards and to improve outcomes for young people.</p> <p>By allowing a popular and successful school to expand the LA will be ensuring good quality educational outcomes for the new families in Biggleswade.</p> <p>Principle 2: That continuity of provision across the 0 – 19 age range creates a “one phase” approach to learning.</p> <p>St. Andrew's will work closely with Edward Peake throughout this project. St. Andrew's and Edward Peake are active members of the Biggleswade Community Union of Schools (BCUS) and have their support for this project. This will ensure that the new provision is part of an established network that aims for smooth transitions and joint development and improvement.</p> <p>Principle 3: That schools should be base around communities and the needs of their learners.</p> <p>Having the new provision as part of an existing structure, and part of a network of schools that is already addressing local issues through its development plan, will ensure that local needs are met through its work.</p> <p>Principle 4: That what is best for children and families should be at the centre of any change.</p> <p>Expansion of an established successful school ensures the good educational outcomes for the children in the new housing. Making the new provision part of the</p>
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existing community of schools that works to promote the idea of a shared community, ensures families are served well.

Principle 5: That as far as possible services should be commissioned and delivered locally.

St. Andrew's school is an organisation that works with its partner schools through BCUS and works well with the community, e.g. church organisations, social care, health organisations. By making the new provision an expansion of this school the educational and pastoral elements will already be part of an established local base.

Principle 6: That new models of leadership and governance for schools are considered.

The model of one school over two sites allows for economies of scale and therefore smarter and more effective use of educational resources, and better outcomes. St. Andrew's and Edward Peake will work more closely together through this project, at leadership team and governor level.

Principle 7: That all partners will capture what is working well and publish this in ways that allows others to learn from the success.

St. Andrew's and Edward Peake will evaluate the outcomes of the new provision and support other schools wishing to learn from this model, either directly school to school support or in a wider way through the Open Schools projects.

Principle 8: 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.

The LA will follow this principle by moving forward with this project.

Alignment of School's Educational Vision against CBC's Policy Planning Principles for the Provision of School Places

Planning principles for the Provision of School Places.

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

The BCUS (Biggleswade Community Union of Schools) wants the new school to be a part of its community and to fit the BCUS ethos, vision and structure, so ensuring the continuity and consistency of good quality education for all the children in our local group.

For this reason the Head Teachers and Governing Bodies of BCUS are supporting the proposal for the expansion of St. Andrew's VC Lower School, who would work in close partnership with Edward Peake VC Middle School on this project.

By being part of this wider network of local schools, the needs of the whole community on the eastern edge of the LA can be considered. For example; a possible outreach base for centrally based LA support services that our schools find difficult to access would better meet the needs of the children in our region and reduce transport costs for the LA.

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

St. Andrew's VC Lower School is currently a three form entry school, standard number 90, total 450. The new site will be two form entry, with a standard number of 60, and total number of 300.

Although seen as a whole, St. Andrew's will be large, it will be split over two distinct sites, each with its own identity. The benefits of a larger organisation are economies of scale, greater bargaining power, shared staff and expertise and greater flexibility.

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

St. Andrew's VC Lower School was inspected in June 2011, with a good grade in all areas and an outstanding grade in five. It achieved an outstanding rating in its Diocesan inspection shortly afterwards.

St. Andrew's already has close links with the local schools through BCUS, good transition working arrangements with both the local BCUS middle schools and has a strong church link with Edward Peake VC Middle School.

4. The potential to further promote and support robust partnerships and learning communities.

5.

BCUS is a robust and developing learning community with a shared vision of 0 – 19 education. It works through collaborative groups at all levels; governors, Head Teachers and other staff, on shared development priorities. By having a current BCUS lower school, supported by a current BCUS middle school, developing this new expansion, the LA would be ensuring that the new education provision in our community remains a part of the whole. By working together on this project current effective links within BCUS will be further strengthened.

6. The ambition to achieve a single phase of education 0-19 and reduce school transfer points.

Individual schools within BCUS work closely together to ensure our vision of 0 – 19 education is achieved, with smooth transitions, shared data scrutiny and joint development priorities and action plans. By bringing the new provision into this already well established group we are ensuring it benefits from this close collaborative work.

The closer partnership between St. Andrew's and Edward Peake, made through this project, will further enhance the good lower-middle transition.

7. The need to support the Raising of the Participation Age (RPA).

As part of the BCUS, with shared development priorities, the 0-19 agenda is one that all the phases of schools are involved in. The aim of the partnership work is to enhance the long term outcomes for the children and young people in our community.

8. To seek opportunities to create inspirational learning environments for the school and to maximise community use.

By having BCUS involved from the start of the project, the best practice and expertise can be used from the group in developing an inspirational learning environment. St. Andrew's, Edward Peake and the other schools within BCUS already have extensive experience of encouraging community use of facilities and of identifying and providing for community need. As the new community grows the school would seek to engage parents in the development of the school and the governing body would want to work with community groups as they develop.

9. To promote the diversity of provision offered in Central Bedfordshire to increase opportunities for parental choice.

When considering primary provision, Church of England schools are under represented in Central Bedfordshire when compared to the national picture, 22% compared to 25%, and expanding a successful and popular church school will help to increase the number of church school places.

10. To support vulnerable learners in Area Special Schools and integrate appropriate Special Educational Needs provision within mainstream schools.

St. Andrew's already has an established reputation for SEN education, having a Language Provision attached to the school. St. Andrew's works effectively with

the LA assessment and monitoring team, other LA agencies and outside agencies to support its vulnerable learners and their families, as recognised in its achievement of the Every Child Matters Award in April 2011. Through BCUS St. Andrew's has good links with Ivel Valley Special School and ensures smooth transition of pupils where this is appropriate. St. Andrew's would consider a possible outreach base for centrally based LA support services that the BCUS finds difficult to access.

DIRECT BENEFITS TO THE SCHOOL

The SDP priorities for 2012-2013 at St. Andrew's VC Lower School are:

- (a) Achievement
The attainment of disadvantaged groups and the more able groups.
- (b) Teaching and Learning
The development of teaching from good to outstanding.
The development of speaking and listening, independent learning and thinking.
The use of peer coaching as a tool for improvement.
- (c) Leadership and Management
The development of a more rigorous accountability.
- (d) Behaviour
Review of lunchtime rules, rewards and consequences.
Refresher training for support staff.
- (e) Communication
Developing the communication between school and parents through a new interactive website, more curriculum evenings, enhancing the role of parent governors and raising the profile of the school council.
- (f) Curriculum
Working on the new EYFS and RE curricula and working towards the Science Quality Mark.
- (g) Church School Status
Developing child led prayer and worship and reinstating a well-being committee following the principles of our values based code of conduct.

The project will directly benefit the school through growth:

- The staff work within a culture of collaboration and teamwork, sharing the workload and sharing good practice amongst teaching and support staff. Having larger staff teams across two sites will enhance this further.
- Where the development of the attainment of particular groups has been identified as a priority, sharing staff for targeted support will be possible.
- Teachers' peer observation and peer coaching, used for teaching and learning development, are now becoming fully established. Having larger teaching teams enhance this further.
- Economies of scale will be made which will mean more funding is available for school development activities, resources and training.
- There will be further development of shared staff to support improvements in attendance and behaviour.
- By establishing a new base for educational provision, governors and the leadership team will be looking at opportunities for improvements in the environment on both sites.

	<p>WIDER BENEFITS TO THE COMMUNITY</p> <p>The community will have the number of school places that it needs due to the expansion of the town.</p> <p>The community in the new areas of the town will benefit from having new school provision run by an experienced and effective governing body, which is part of the cohesive and collaborative group of schools for the area.</p> <p>St. Andrew's and the other schools in the BCUS group are used by the community in different ways and this will continue in the new provision.</p> <p>The construction on the new site and the running of the educational provision will provide work for people in the locality.</p>
Disadvantages (threats) of this project	Threats and risks associated with this project will be managed by the school's Governing Body and Resources Committee.
Impact Assessment of preferred option	
Employee implications	As an expanding school, there will be a need to increase the number of teaching and non-teaching staff to support the increase in pupil numbers. This will be funded by the increased revenue budget the school will receive from the Council in the short term and the Education Funding Agency in the long term.
Equalities Issues	No equalities issues are expected to arise as a consequence of the development. Indeed, the project intends to overcome any perceived inequalities by providing local places for local pupils. No pupils will be displaced by the proposals.
Other impacts	None
Strategic Assessment of preferred option	
Statutory Duty & any legal implications	Section 14 of the Education Act places a duty on Councils to secure sufficient and suitable school places for 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.
KPIs and key targets from MTP	The project supports Central Bedfordshire's medium term plan: Delivering your priorities – our plan for Central Bedfordshire 2012-2016 and the specific priority of improved educational achievement. The project will also assist the Council to manage growth effectively.
Impact on the MTP – delivering your priorities	<p>Enhancing Central Bedfordshire – creating jobs, managing growth, protecting our countryside and enabling businesses to grow.</p> <p>The Kings Reach development is part of CBC's plan for growth. By expanding a current good school and working with the BCUS, the LA will be securing good quality educational provision for the development. The building of the site and the running of the establishment will provide local job opportunities. The school would be available for community use and a base for adult, parent and family courses.</p> <p>Improved educational attainment.</p> <p>BCUS are ensuring close working partnerships across our schools to ensure the 0-19 vision is implemented through high quality transition in order to raise attainment. Expanding a good school that works within this group, and works particularly closely with the feeder middle school, Edward Peake VC Middle School, will ensure that systems and working arrangements will be set up for good attainment outcomes.</p>

	<p>Promoting health and well-being and protecting the vulnerable.</p> <p>This priority is best met through the expansion of a school with a proven track record. In June 2011 Ofsted said that at St. Andrew’s Lower School’s outstanding care, guidance and support made a considerable contribution to pupils’ personal development. The effectiveness of partnerships in promoting learning and well-being and the effectiveness of safeguarding procedures were also graded as outstanding. The school has achieved the Every Child Matters Award in 2011 and the Healthy Schools Award four times.</p> <p>Better infrastructure - improved roads, broadband reach and transport.</p> <p>The new school provision is located in a position that makes it accessible to the community. St. Andrew’s supports the LA’s Walk to School promotions and provides bike racks. Wireless IT solutions will be explored.</p> <p>Great universal services – bins, leisure and libraries.</p> <p>The new school building will be available for community use. For example, the current St. Andrew’s site has been used by church groups, drama groups, slimming groups and fitness groups. St. Andrew’s has also provided adult courses, parent courses and family courses. Recycling is encouraged at St. Andrew’s.</p> <p>Value for money – freezing council tax.</p> <p>By expanding a current good school the two sites will benefit from economies of scale, greater bargaining power for services, shared staff and joint working arrangements, which will all ensure value for money.</p>
<p>Fit to the objectives of the Service</p>	<p>See Section above on expected benefits and links to the Council’s Education Vision, the Policy Principles and the School Organisation Plan.</p>
<p>Fit to the objectives of the Capital Asset Management Plan (Capital Projects)</p>	<p>The project aligns with the Council’s School Organisation Plan and the recently approved New School Places programme 2012-17</p>
<p>Key risks</p>	
<p>Risk</p>	<ol style="list-style-type: none"> 1. <u>Planning</u> On-going dialogue will be conducted with CBC planners to ensure that any application is received favourably. During the planning review period this relationship will be maintained to provide all necessary information to planners and to understand the implication of any conditions. 2. <u>Site conditions</u> A full suite of pre-design surveys has been carried out so that any issues regarding the site can be addressed during detailed design. 3. <u>Programme</u> During the delivery of the project the programme will be closely monitored to ensure that milestones are achieved or where any delays are likely these can be minimised by deploying alternate strategies. <p>A full risk register will be developed as the project progresses, using a recognised risk assessment methodology (eg RAG rating), which will be reviewed regularly by the Project Board and at the monthly monitoring meetings.</p>
<p>f. Stakeholders involvement – required to deliver or project will impact (please list with names of individuals and ensure that those who will be required to input or deliver the project are aware)</p>	
<p>Directorates</p>	<p>Keith Armstead, Senior Education Officer (Planning), School Organisation,</p>

	Admissions and Capital Planning Helen Konstantinidi, Project Manager, Property & Assets	
Members		
Public if applicable		
g. Timescales – key milestones		
Milestone	Start date	End date
Executive approval to commence	December 2013	
Planning Period	January 2014	April 2014
Construction period	August 2014	June 2015
Project completion (end of defects liability period)	June 2016	

h. Project Governance	
Please provide details of how it is proposed that this project should be governed, this should as far as possible be within existing governance structures.	
Project Sponsor	Keith Armstead, Senior Education Officer (Planning), School Organisation, Admissions and Capital Planning
Project Manager	Helen Konstantinidi, Project Manager, Property & Assets
Project Board (if known)	

i. Costs

Expenditure Type	£'000					Total
	Year 1	Year 2	Year 3	Year 4	Year 5	
Total Gross Capital Costs			246,100	2,289,974	2,466,430	5,002,504
Total Gross Revenue Costs						
Total Costs			246,100	2,289,974	2,466,430	5,002,504
Projected Gross Benefits	0	0	0	0	0	0
Net Impact to CBC	0	0	0	0	0	0

2. Capital Costs

A Expenditure Type	£'000					Total	Est. Type *
	Year 1	Year 2	Year 3	Year 4	Year 5		
Capital Costs							
Land Acquisition						0	
Building Acquisition						0	
Construction/ Conversion				2,142,400	2,172,400	4,314,800	D
Professional Fees			246,100	147,572	294,030	687,702	D
Vehicles							
Plant & Equipment							
Furniture							
IT Hardware							
Software & Licences							
Capital Grant to 3rd Parties							
Credit Arrangements							
Capitalisation of Internal Salaries						0	
Other (Specify)						0	
Total Capital Costs	0	0	246,100	2,289,972	2,466,430	5,002,502	D

* S= Spot Estimate, D= Detailed Estimate, T= Tender Price.

B Sources of Funding	£'000					Total
	Year 1	Year 2	Year 3	Year 4	Year 5	
External Funding						
Government Grant (Basic Need)			246,100		1,944,204	2,190,304
Section 106	162,171			2,650,027		2,812,198
Section 278						
Lottery/ Heritage						
Other Sources (School funding)						
Total External Funding	162,171		246,100	2,650,027	1,944,204	5,002,502

Internal Funding						
Direct Revenue Financing						0
Capital Receipts						0
Borrowing						0
Total Internal Funding	0	0	0	0	0	0
Total Funding	162,171	0	246,100	2,650,027	1,944,204	5,002,502

3. Revenue Costs

Expenditure Type	£'000					Total
	Year 1	Year 2	Year 3	Year 4	Year 5	
a. One - Off Revenue Costs						
(Specify)						0
(Specify)						0
(Specify)						0
Total One- Off Revenue Costs	0	0	0	0	0	0

b. Ongoing Revenue Costs						
(Specify)						0
(Specify)						0
(Specify)						0
Total Ongoing Revenue Costs	0	0	0	0	0	0

c. Projected Gross Revenue Benefits/Savings						
Savings						0
Income						0
Total Gross Revenue Benefits	0	0	0	0	0	0

d. MRP and Interest						
MRP	0	0	0	0	0	0
Interest	0	0	0	0	0	0
Total MRP & Interest Impact	0	0	0	0	0	0

Net Impact to CBC	0	0	0	0	0	0
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Savings.

Provide a detailed explanation of how the Savings and Income are Derived. Include details of how these have been calculated.

4. Cost/ Benefit Analysis

Additional Information	Value	
Net Present Value	0	3.5% Present Value Factor (£'000)
Return on Investment	-100%	
Payback Period (years)	#DIV/0!	
Capital Costs to Benefits Ratio	#DIV/0!	
Revenue Costs to Benefits Ratio	#DIV/0!	
Total Costs to Benefits Ratio	#DIV/0!	

5. VAT Implications

Please state whether VAT implications have been considered for this scheme

6. Additional Financial

Include any additional financial information which may be relevant such as ;hyperlinks to grant conditions and details regarding funding sources.



Detailed Business Case

Detailed Business Case

a. Title	
Project Name	Expansion of Holywell School, Cranfield
Project location	Holywell, Cranfield
Project Sponsor	Rob Parsons Head of School Organisation, Admissions and Capital Planning
Directorate	Children's services
Type of scheme	Capital Project - over £60k
Funding	External

b. Project Information	
Project Purpose/ Outline Description	<p>Holywell School is a Church of England Academy in the village of Cranfield and within the Diocese of St Albans. It serves children in years 5 to 8 from the villages of Wootton and Cranfield.</p> <p>Holywell is judged as a good school by Ofsted. It has standards that are significantly ahead of national. Progress of pupils across the four years of their attendance are also ahead of national rates of progress. Parent satisfaction surveys show very high levels of satisfaction (90%+) to the extent that the Ofsted report highlighted this in its opening headline.</p> <p>The academy's catchment area falls across two local authority boundaries: Central Bedfordshire and Bedford Borough Council. It has close links to its partner Lower Schools – notably Cranfield Academy and Wootton Lower. At the end of Year 8 nearly all Holywell pupils transfer to Wootton Upper School.</p> <p>The academy currently has 490 pupils attending with a capacity of around 544. Housing developments within the Cranfield and Wootton villages will create a need for additional pupil places at middle school level (in line with expansions at Cranfield and Wootton Lower schools). 670 homes are being created in the Wootton area (Bedford Borough Council) which falls within the catchment area of Holywell School. Holywell School is the closest school admitting middle school age pupils to the greatest area of need (Cranfield and Wootton). Early feasibility work has determined that the expansion of this school will provide places for the predicted growth within its own catchment area, using up the academy's existing spare capacity and creating an additional 44 places per cohort to provide the required quota of school places for the area.</p> <p>This solution is more suitable than an expansion of another middle school, outside the area of immediate pressure which relies on an increased number of children living in Central Bedfordshire being transported to school.</p>

	The project will include project management and delivery of the capital programme under the supervision of the Council and the school's professional consultants.
Out of scope/ exclusions	All necessary elements are covered within the scope of the project.

c. Deliverables / outputs	
Deliverables:	
Deliverable	Date Due
New and remodelled school buildings to increase the school's current capacity from 544 places to 600 places.	September 2015

d. Options Appraisal	
Options	<p>Holywell School is ideally located to admit pupils from the new developments in Cranfield and Wootton villages as both are within the school's catchment area. The existing school site and buildings have a current capacity of 544 pupils. The site area is sufficient to accommodate the planned expansion.</p> <p>From analysis of various available options a single storey extension to the existing school and some remodelling of existing areas is deemed the most appropriate means of providing the additional places and is subject to fewest risks.</p> <p>The following options were <u>discounted</u> as part of the options appraisal process:</p> <ul style="list-style-type: none"> • Development on existing playing fields. While the school has generous playing fields, developing on this land would compromise the sports curriculum and create a less than desirable layout of buildings. The site also contains a variety of mature trees that would need to be avoided or relocated, which would complicate any development. • Two storey development. Building over two floors has been considered but with a relatively small footprint this would not prove economic and is not appropriate for students of this age range. A development of this volume would also not be in keeping with the other buildings on the site.
Implications of "do nothing"	<p>The Council would fail in its statutory responsibility (Section 14 of the Education Act 1996) which places a duty on Councils to secure sufficient and suitable school places for pupils in its area.</p> <p>If the project is not approved to go ahead, the Council will not be able to provide sufficient middle school places in the Cranfield area.</p> <p>If the specific expansion of Holywell School was refused, another school outside of the local area would have to be considered for further expansion.</p>
Project Delivery/ Project Approach	<p>The school and Central Bedfordshire educational planning officers have worked together constructively and positively in preparing this proposal. Holywell School, with external project management support, will procure and appoint the contractor and ensure that the project conforms to all statutory requirements. The school will receive ongoing support from the School Organisation, Admissions and Capital Planning Team as the project progresses.</p>

Dependencies	<p>Holywell School has for many years maintained a reputation as a caring school with high standards in all aspects. The school is currently graded as good by Ofsted and has a very high standing in the community.</p> <p>The success of this project will be based on:</p> <ul style="list-style-type: none"> • Provision of new school building enabling increased student numbers, with appropriate additional support and external spaces, available from September 2015 or earlier if possible; • An efficient construction which considers the school's needs and concerns; • The school opening on time in September 2015 or earlier as above; • The consideration and establishment of clear and transparent Admission Criteria for the school as a whole; • Continued high performance; • The schools' ability to recruit and retain highly skilled practitioners in all roles.
Constraints	The new facilities are required to be ready for occupation for the 2015/16 Academic year.
Assumptions	There are no assumptions being made in the development of this project which will also be subject to appropriate risk management strategies.
Procurement route/options	<p>Early appraisal of project options has shown that either a modular or standardised design is the preferred option. The school intends to adopt CBC's procurement policies and will ideally utilise a government approved framework, avoiding the need to go through the comparatively lengthy open tender process.</p> <p>As well as creating efficiencies in the overall project timetable this approach would lead to a reduction in cost per square metre when compared to a traditional new school project, while still maintaining full accountability on the public purse.</p>
Assessment of preferred option	
Expected Benefits (opportunities) of this project	<p>The expansion of Holywell will support the Council and Children's Services priorities:</p> <p><u>Statutory Duty</u></p> <p>This project will ensure the Council continues to meet its statutory obligations to provide sufficient school places.</p> <p><u>Link to New School Places Programme, School Organisation Plan, CBC Education Vision</u></p> <p>The School Organisation Plan 2012-2017 identifies a requirement to increase pupil place provision in a Cranfield/Wootton area middle school from 2014/2015. There will be an additional 30 pupils per cohort in Cranfield and 30 pupils per cohort in Wootton (ie total of 60 additional places). This plan looks to create an additional 44 pupil per cohort capacity in the Middle School sector. It therefore looks to a point where out-of-catchment children will no longer be utilising places in the school.</p> <p><u>Alignment of School's Educational Vision against CBC's Policy Planning Principles for the Provisional of School Places</u></p> <p>CBC Education Vision identifies guiding principles which form the basis of educational planning and policy. In particular, this vision identifies the need to find local solutions in developing educational provision. Central to this is the commitment to schools working together in strong partnerships to develop what is in the best interests of learners and their local communities.</p>

Principle 1 – Local schools for local children; if this project is not approved then very significant numbers of local children will have to travel far out of area to reach another Middle School with any capacity to take them. Conversely this school will eventually be filled with pupils resident in its own conurbation together with pupils from Wootton where all those pupils would be entitled to use the school bus service. Those two conurbations, local children attending their local middle school, see the overwhelming majority staying on into their local Upper School.

Principle 2 – Schools that are financially viable. Holywell is a financially viable school as demonstrated by a strong financial history despite being one of the worst funded schools per capita in the LA. This additional size to the school would strengthen the finances further and enable the school to expand educational opportunities. 720 pupil Middle School, which is the potential size of the school when its second phase of expansion is completed, is described by CBC as an ideal size.

Principle 3 – supporting popular and successful schools. Please note comments above regarding both the educational success of pupils at Holywell and the highly successful partnership with Wootton Upper together with very high satisfaction figures from parent community.

Principle 4 – Promoting robust partnerships and learning communities. The partnerships that pertain across this learning community are recognised as very strong indeed and work through at each level of children’s education to good progress and good attainment, with outcomes at GCSE putting this educational community at the top of comparative school educational measures across both LAs.

Principle 7 – to seek opportunities to create inspirational learning opportunities. Holywell has been recognised by Ofsted as working effectively to create inspirational learning environment for its pupils. Its approach to a refreshed and innovative curriculum in year 8 was specifically acknowledged. Its enrichment curriculum making use of a very wide range of local and regional facilities – eg Wrest Park, Northampton Shoe Museum, 3 faiths in Queens Park, the ‘Thrift Park’ countryside development to the south of Cranfield/the school site – its substantial range of musical and sporting activities, all testify to inspirational learning environment. The planning for this project looks to ensure that the capacity of this school to deliver this rich, varied and inspirational educational experience will be significantly enhanced.

The feasibility study demonstrates that the project will be able to meet design standards for middle schools stated in Building Bulletin 98 for classrooms and teaching spaces and align to the Central Bedfordshire Council adapted model for middle schools. Any project will also be expected to comply with Government guidance for acoustics, lighting, ventilation and special needs (Building Bulletins 93, 90, 101 and 102).

The project will provide:

- New general teaching classrooms;
- Additional teaching space within the current building envelope;
- New administration and staff areas to accommodate an increase in staff numbers;
- New toilet and store facilities;
- A remodelled kitchen and dining area to accommodate the increased students numbers;
- Additional hard play space;
- Additional space for pupil movement and recreation area

	<p><u>Energy Efficiency and Environmental Impact</u></p> <p>The new school building will be subject to compliance with the updated Building Regulations 2013, in particular with updated energy efficiency standards contained within Approved Document Part L2A (effective from October 2013). The regulations include a step change increase in energy efficiency requirements equivalent to a Display Energy Certification rating of 'B' and strategies to reduce the amount of heat gain in summer without the use of mechanical ventilation. Compliance will require the target emissions rate decided at design stage to be tested once construction is completed.</p> <p>A key factor in the appointment of any contractor will be its ability to demonstrate that the construction phase has minimal environmental impact by:</p> <ul style="list-style-type: none"> • maximising the use of local labour and materials to reduce transport related emissions; • employing modern construction methods which reduce waste and inefficiency; • effectively controlling site based pollution. <p>DIRECT BENEFITS TO THE SCHOOL</p> <p>This project will enable the school to respond to the basic need for school places strictly within its catchment area in a carefully programmed way that will both ensure the places are available when the need is actually present and also to ensure that the school can manage this expansion in such a way that the quality of provision and standards continues its upward trend to the benefit of current pupils and for the new residents in the area.</p> <p>WIDER BENEFITS TO THE COMMUNITY</p> <p>There have been discussions with Cranfield Parish Council about the concept of the school's Library becoming a dual function library which could provide this growing community with its own Library. The feasibility study has looked at bringing the school library to the front of the building/school site which would enable this major change to become a genuine and practicable option. Looking at the work that CBC has done with Arlesey Town Council on its library provision, it is clear that the impact of such a change would be a very special feature of this project – creating good out of hours usage of school facilities.</p>
<p>Disadvantages (threats) of this project</p>	<p>Threats and risks associated with this project will be managed by the school's Governing Body and Resources Committee.</p>

Impact Assessment of preferred option	
Employee implications	As an expanding school, there will be a need to increase the number of teaching and non-teaching staff to support the increase in pupil numbers. This will be funded by the increased revenue budget the school will receive from the Council in the short term and the Education Funding Agency in the long term.
Equalities Issues	No equalities issues are expected to arise as a consequence of the development. Indeed, the project intends to overcome any perceived inequalities by providing local places for local pupils. No pupils will be displaced by the proposals.
Other impacts	None
Strategic Assessment of preferred option	
Statutory Duty & any legal implications	Section 14 of the Education Act places a duty on Councils to secure sufficient and suitable school places for 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.
KPIs and key targets from MTP	The project supports Central Bedfordshire's medium term plan: Delivering your priorities – our plan for Central Bedfordshire 2012-2016 and the specific priority of improved educational achievement. The project will also assist the Council to manage growth effectively.
Impact on the MTP – delivering your priorities	Holywell is judged as a good school by Ofsted. It has standards that are significantly ahead of national. Progress of pupils across the four years of their attendance are also ahead of national rates of progress. Parent satisfaction surveys show very high levels of satisfaction (90%+) to the extent that the Ofsted report highlighted this in its opening headline.
Fit to the objectives of the Service	See Section above on expected benefits and links to the Council's Education Vision, the Policy Principles and the School Organisation Plan.
Fit to the objectives of the Capital Asset Management Plan (Capital Projects)	The project aligns with the Council's School Organisation Plan and the recently approved New School Places programme 2012-17
Key risks	
Risk	
	<ol style="list-style-type: none"> 1. <u>Affordability</u> The project is likely to be procured through a Design and Build contract, which will ensure the project is delivered on budget. Up to the point of signing the contract the scheme's affordability will be ensured through the progression of feasibility studies, the holding of a contingency sum and the preparedness to conduct Value Engineering of the scheme if necessary. 2. <u>Planning</u> On-going dialogue will be conducted with CBC planners to ensure that any application is received favourably. During the planning review period this relationship will be maintained to provide all necessary information to planners and to understand the implication of any conditions. 3. <u>Site conditions</u> A full suite of pre-design surveys has been carried out so that

	<p>any issues regarding the site can be addressed during detailed design.</p> <p>4. <u>Programme</u> During the delivery of the project the programme will be closely monitored to ensure that milestones are achieved or where any delays are likely these can be minimised by deploying alternate strategies.</p> <p>5. <u>Integration of other associated works</u> To ensure that the installation of ICT and furniture is fully integrated with the construction project a Strategic Integration Group will be established to develop joint programmes and monitor the overlapping priorities and risks.</p> <p>A full risk register will be developed as the project progresses, which will be reviewed regularly by the school's team managing the project.</p>
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f. Stakeholders involvement – required to deliver or project will impact (please list with names of individuals and ensure that those who will be required to input or deliver the project are aware)

Directorates	Rob Parsons, Head of School Organisation, Admissions and Capital Planning
Members	
Public if applicable	

g. Timescales – key milestones

Milestone	Start date	End date
Executive approval to commence	December 2013	
Tender period for contractors	January 2014	February 2014
Development of detailed designs	February 2014	May 2014
Planning Period	June 2014	September 2014
Construction period	October 2014	May 2015
Project completion (end of defects liability period)	May 2016	

h. Project Governance

Please provide details of how it is proposed that this project should be governed, this should as far as possible be within existing governance structures.

Project Sponsor	Rob Parsons, Head of School Organisation, Admissions and Capital Planning
Project Manager	The school will engage the services of a specialist Project Management company to assist it with the procurement and management of the scheme. This role will include providing all specialist and statutory advice, including that of a CDM Coordinator.
Project Board (if	Overall responsibility for the project will remain with the Headteacher who will

known)

report progress to the Governing Body.

i. Costs

1. Financial Case Summary

Expenditure Type	£'000					Total
	Year 1	Year 2	Year 3	Year 4	Year 5	
Total Gross Capital Costs	80,000	770,000				850,000
Total Gross Revenue Costs						
Total Costs	80,000	770,000				850,000
Projected Gross Benefits	0	0	0	0	0	0
Net Impact to CBC	0	0	0	0	0	0

2. Capital Costs

A Expenditure Type	£'000					Total	Est. Type *
	Year 1	Year 2	Year 3	Year 4	Year 5		
Capital Costs							
Land Acquisition						0	
Building Acquisition						0	
Construction/ Conversion		628,000				628,000	D
Professional Fees	80,000	47,000				127,000	D
Vehicles						0	
Plant & Equipment						0	
Furniture		40,000				40,000	D
IT Hardware		55,000				55,000	D
Software & Licences						0	
Capital Grant to 3rd Parties						0	
Credit Arrangements						0	
Capitalisation of Internal Salaries						0	
Other (Specify)						0	
Total Capital Costs	80,000	770,000	0	0		850,000	D

* S= Spot Estimate, D= Detailed Estimate, T= Tender Price.

B Sources of Funding	£'000					Total
	Year 1	Year 2	Year 3	Year 4	Year 5	
External Funding						
Government Grant (Basic Need)	28,086	770,000	0	0	-484,633	313,453
Section 106	51,914	0	0	0	484,633	536,547
Section 278						
Lottery/ Heritage						
Other Sources (School funding)						
Total External Funding	80,000	770,000	0	0	0	850,000
Internal Funding						
Direct Revenue Financing						0
Capital Receipts						0
Borrowing						0
Total Internal Funding	0	0	0	0	0	0
Total Funding	80,000	770,000	0	0	0	850,000

3. Revenue Costs

Expenditure Type	£'000					Total
	Year 1	Year 2	Year 3	Year 4	Year 5	
a. One - Off Revenue Costs						
(Specify)						0
(Specify)						0
(Specify)						0
Total One- Off Revenue Costs	0	0	0	0	0	0
b. Ongoing Revenue Costs						
(Specify)						0
(Specify)						0
(Specify)						0
Total Ongoing Revenue Costs	0	0	0	0	0	0

c. Projected Gross Revenue Benefits/Savings						
Savings						0
Income						0
Total Gross Revenue Benefits	0	0	0	0	0	0

d. MRP and Interest						
MRP	0	0	0	0	0	0
Interest	0	0	0	0	0	0
Total MRP & Interest Impact	0	0	0	0	0	0

Net Impact to CBC	0	0	0	0	0	0
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e. Details of Projected Gross Revenue Benefits/ Savings.

Provide a detailed explanation of how the Savings and Income are Derived. Include details of how these have been calculated.

4. Cost/ Benefit Analysis

Additional Information	Value
Net Present Value	0
Return on Investment	-100%
Payback Period (years)	#DIV/0!
Capital Costs to Benefits Ratio	#DIV/0!
Revenue Costs to Benefits Ratio	#DIV/0!
Total Costs to Benefits Ratio	#DIV/0!

3.5% Present Value Factor (£'000)

5. VAT Implications

Please state whether VAT implications have been considered for this scheme

6. Additional Financial

Include any additional financial information which may be relevant such as ;hyperlinks to grant conditions and details regarding funding sources.

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Detailed Business Case

Detailed Business Case

a. Title	
Project Name	Expansion of St Mary's CofE Academy, Stotfold
Project location	St Mary's CofE Academy, Stotfold
Project Sponsor	Rob Parsons Head of School Organisation, Admissions and Capital Planning
Directorate	Children's Services
Type of scheme	Capital Project - over £60k
Funding	External

b. Project Information	
Project Purpose/ Outline Description	<p>St Mary's CofE Academy is located in Stotfold and is a standalone Academy. There are 236 pupils currently attending, against a capacity of 225 pupils.</p> <p>As a result of demographic growth mainly due to development of more than 800 additional homes at Trinity Manor and Meadow Brook adjacent to the A507, over 100 homes at Beauchamp Mill on Taylors Road and development of the Roker Park (Football Club) site once this is relocated, the town of Stotfold will effectively double in size to 14,000 residents. It is proposed that St Mary's C of E Academy, Stotfold will expand its capacity through a permanent building project to admit an additional half form of entry (75 pupils) by September 2015 thus making the Academy into a two form intake.</p> <p>Although all starting school applications that are received on time have to date been accommodated in a local school, St Marys has received a number of requests for admission from families moving into new housing in the catchment area with these being signposted to the Admissions Team. A number of these children are being allocated places in other villages. In order to facilitate this rise of pupil numbers, it is proposed that a permanent building is created to be operational from September 2015 at the latest.</p>
	The project will include project management and delivery of the capital scheme under the supervision of the Council and the school's professional consultants.
Out of scope/	All necessary elements are covered within the scope of the project.

exclusions	
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c. Deliverables / outputs	
Deliverables:	
Deliverable	Date Due
New school building and associated external play areas to increase the school's current capacity from 225 places to 300 places.	September 2015

d. Options Appraisal	
Options	<p>St Mary's CofE Academy is ideally located to admit pupils from the new developments at both Beauchamp Mill and the Roker Park as both are within the school's catchment area. The existing school site and buildings have a current capacity of 225 pupils. The site area of 1.03ha is sufficient to accommodate a further half of one form of entry if associated works are also undertaken to extend existing external play provision.</p> <p>From analysis of various available options a single storey development on the existing school site is deemed the most appropriate and subject to fewest risks.</p> <p>The following options were <u>discounted</u> as part of the options appraisal process:</p> <ul style="list-style-type: none"> Development on land to the north of the school site. While this land is in local authority ownership it contains a number of rights of way that could be difficult to stop-up or divert. The site also contains a variety of ecological habitats that the project would not wish to disturb. Development on land to the west of the school site. Development on this site would require acquisition from a private owner. While detailed negotiations have not been entered into it is believed that the site would be sold at development value, which would prove costly. This site also contains two trees that would need protection or replacement, which could further hinder any development. Two storey development. Building over two floors has been considered but with a relatively small footprint this would not prove economic and is not appropriate for students of this age range. A development of this volume would also not be in keeping with the other buildings on the site.
Implications of "do nothing"	<p>The Council would fail in its statutory responsibility (Section 14 of the Education Act 1996) which places a duty on Councils to secure sufficient and suitable school places for pupils in its area.</p> <p>If the project is not approved to go ahead, the Council will not be able to provide sufficient lower school places in the Stotfold area. There is already pressure on local lower school places in this area of significant housing growth .</p> <p>All three Lower Schools in Stotfold are oversubscribed and the Council's pupil forecasts, including area health authority data and housing trajectories, confirm the need for these additional places. If these places were not provided families moving into the new homes will be required to transport their children to other locations, causing an increase in children being driven to school or being allocated transport. It would be most people's view that transporting young children in this way is unacceptable and detrimental to their wellbeing and sense of community.</p> <p>If the specific expansion of St Mary's CofE Academy was refused, another school in the wider local area would have to be considered for further expansion, such as</p>

	<p>Roecroft Lower School or Fairfield Park Lower School. These schools have already been discounted on the basis of having already been expanded.</p>
Project Delivery/ Project Approach	<p>The school and Central Bedfordshire educational planning officers have worked together constructively and positively in preparing this proposal. St Mary's CofE Academy, with external project management support, will procure and appoint the contractor and ensure that the project conforms to all statutory requirements. The school will receive ongoing support from the School Organisation, Admissions and Capital Planning Team as the project progresses.</p>
Dependencies	<p>St Mary's CofE Academy has for many years maintained a reputation as a caring school with high standards in all aspects. The school is currently graded as outstanding by Ofsted and has a very high standing in the community.</p> <p>The success of this project will be based on:</p> <ul style="list-style-type: none"> • Provision of new school building enabling two parallel classes per year group, with appropriate additional support and external spaces, available from September 2015 or earlier if possible; • An efficient construction which considers the school's needs and concerns; • The school opening on time in September 2015 or earlier as above; • The consideration and establishment of clear and transparent Admission Criteria for the school as a whole; • Continued high performance at the end of the EYFS, Key Stage 1 and Year 4; • The schools' ability to recruit and retain highly skilled practitioners in all roles.
Constraints	<p>The new building is required to be ready for occupation for the 2015/16 Academic year.</p>
Assumptions	<p>There are no assumptions being made in the development of this project which will also be subject to appropriate risk management strategies.</p>
Procurement route/options	<p>Early appraisal of project options has shown that either a modular or standardised design is the preferred option. The school intends to adopt CBC's procurement policies and will ideally utilise a government approved framework, avoiding the need to go through the comparatively lengthy open tender process.</p> <p>As well as creating efficiencies in the overall project timetable this approach would lead to a reduction in cost per square metre when compared to a traditional new school project, while still maintaining full accountability on the public purse.</p>
<p>Assessment of preferred option</p>	
Expected Benefits (opportunities) of this project	<p>The expansion of St Mary's will support the Council and Children's Services priorities:</p> <p><u>Statutory Duty</u></p> <p>This project will ensure the Council continues to meet its statutory obligations to provide sufficient school places.</p>

Link to New School Places Programme, School Organisation Plan, CBC Education Vision

The School Organisation Plan 2012-2017 identifies a requirement to increase pupil place provision in the Stotfold area from September 2015.

CBC Education Vision identifies guiding principles which form the basis of educational planning and policy. In particular, this vision identifies the need to find local solutions in developing educational provision. Central to this is the commitment to schools working together in strong partnerships to develop what is in the best interests of learners and their local communities.

Alignment of School's Educational Vision against CBC's Policy Planning Principles for the Provisional of School Places

St Mary's CofE Academy is committed to an inclusive philosophy in which each child is valued and expected to make a positive contribution to their learning. The school wants each child to enjoy their schooling and experience a vibrant and challenging curriculum which stretches the boundaries of their academic performance and natural curiosity and imagination. Experience tells us that this is best achieved when strong partnerships are in place.

Standards at St Mary's CofE Academy are exceptionally high. Attaining and maintaining high standards together with giving the children a broad and balanced educational experience is essential in providing children with the best possible start; the school prepares children well for their Middle School years.

Continuity of Provision It is essential that all children within the school's catchment area have the same entitlement. The school aims to ensure through effective management, high expectation and creative curriculum planning that this will be so.

Schools should be based around communities and the needs of their learners. At St Mary's the school regularly seeks the views of its community in identifying what those needs might be. The school is committed to maximum participation and involvement in the community including the provision of childcare, early years education and Children's Centre support.

The proposals will ensure that local children will be able to attend their local school. The commitment towards belonging to the community will ensure that the school will be able to further expand the services offered. This is believed to be best for children and their families.

This project will enable schools to work together to encourage, develop and commission a range of activities and services benefitting the whole community.

The proposed model of governance, leadership and administration will be effective in ensuring high standards, financial viability and creative in its delivery.

St Mary's Cof E Academy recognises that Early Intervention is essential in improving children's life chances. Its experience has taught it that a range of Intervention Strategies combined with an effective multi-agency working can and does narrow the achievement gap. The school is heavily involved in outreach work through being a strategic partner of Central Bedfordshire's Teaching School partnership and as a Hub Children's Centre.

The partnership with the Samuel Whitbread Schools cluster has already shown tremendous benefit to the community. It is anticipated that this work will develop further as the school explores further curriculum development, combined CPD and enrichment opportunity.

St Mary's CofE Academy is already Healthy Schools and Active Schools accredited. Working alongside the Redborne Sports Partnership and other local providers will ensure that St Mary's children have the best chance to make healthy life choices.

All that the school does is borne out of a desire to provide its children with the best possible life chances. The school has high standards in all that it does as is demonstrated in consecutive inspection outcomes and year on year high academic attainment. The promotion of compassion and a desire to be the best you can be flows through the school's ethos.

The feasibility study demonstrates that the project will be able to meet design standards for primary schools stated in Building Bulletin 99 for classrooms and teaching spaces and align to the Central Bedfordshire Council adapted model for lower schools. Any project will also be expected to comply with Government guidance for acoustics, lighting, ventilation and special needs (Building Bulletins 93, 90, 101 and 102).

The project will provide:

- New general teaching classrooms;
- Office space for teaching staff and assistants;
- New toilet and store facilities;
- A remodelled kitchen and dining area to accommodate the increased students numbers;
- Additional hard play space;
- Increased on site car parking for staff and visitors.

Energy Efficiency and Environmental Impact

The new school building will be subject to compliance with the updated Building Regulations 2013, in particular with updated energy efficiency standards contained within Approved Document Part L2A (effective from October 2013). The regulations include a step change increase in energy efficiency requirements equivalent to a Display Energy Certification rating of 'B' and strategies to reduce the amount of heat gain in summer without the use of mechanical ventilation. Compliance will require the target emissions rate decided at design stage to be tested once construction is completed.

	<p>A key factor in the appointment of any contractor will be its ability to demonstrate that the construction phase has minimal environmental impact by:</p> <ul style="list-style-type: none"> • maximising the use of local labour and materials to reduce transport related emissions; • employing modern construction methods which reduce waste and inefficiency; • effectively controlling site based pollution. <p>DIRECT BENEFITS TO THE SCHOOL</p> <p>The expansion of St Mary’s Cof E Academy will enable children from the school’s catchment area and Stotfold as a whole to attend their local school. Recent years have meant that, in particular year groups there have been more applications than places available. This resulted in some children attending school in neighbouring villages. The main benefits to the school are:</p> <ul style="list-style-type: none"> • Sufficient lower school places being provided for families within the town; • An enlarged staff will bring fresh ideas, new skills and creative approaches; • Economies of scale will enhance pupil to teacher/adult ratio; • A restructured leadership team will help to retain and attract staff; • The town maintains a sense of identity, belonging and togetherness. <p>WIDER BENEFITS TO THE COMMUNITY</p> <p>As well as specific educational benefits, the project will have other considerable benefits to the local community:</p> <ul style="list-style-type: none"> • As more parents can attend a school closer to their home address it is anticipated that this will alleviate the need for parents to use their vehicles to transport their children out of Stotfold thus reducing pollution and the risk of injury; • It is anticipated that the town will have access to a wider range of evening/weekend activities; • It is expected that the Red Bear Children’s Centre will be able to offer parents a wider choice of parenting classes; • Children will have access to a wider range of sporting opportunity; • The extended school will create employment and training opportunities for local people.
<p>Disadvantages (threats) of this project</p>	<p>Threats and risks associated with this project will be managed by the school’s Governing Body and Resources Committee.</p>
<p>Impact Assessment of preferred option</p>	
<p>Employee implications</p>	<p>As an expanding school, there will be a need to increase the number of teaching and non-teaching staff to support the increase in pupil numbers. This will be funded by the increased revenue budget the school will receive from the Council in the short term and the Education Funding Agency in the long term.</p> <p>In preparation for the expansion the school has recently consulted internally regarding a new management structure. With effect from 01 September 2013 the Leadership Team will comprise Headteacher, Assistant Headteacher and two Senior Leaders with responsibility for each of the three different Key Stages.</p>
<p>Equalities Issues</p>	<p>No equalities issues are expected to arise as a consequence of the development. Indeed, the project intends to overcome any perceived inequalities by providing local places for local pupils. No pupils will be displaced by the proposals.</p>

Other impacts	None																														
Strategic Assessment of preferred option																															
Statutory Duty & any legal implications	Section 14 of the Education Act places a duty on Councils to secure sufficient and suitable school places for 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.																														
KPIs and key targets from MTP	The project supports Central Bedfordshire's medium term plan: Delivering your priorities – our plan for Central Bedfordshire 2012-2016 and the specific priority of improved educational achievement. The project will also assist the Council to manage growth effectively.																														
Impact on the MTP – delivering your priorities	<p>The school received a rating of 'Outstanding' at the last inspection in October 2008. The school's academic and social performance is excellent which was also recognised by Ofsted in grading Reading and Behaviour as 'Outstanding'. As is demonstrated below, the schools performance is considerably better than the National Average at the end of Key Stage 1 and the National Expectation at the end of Year 4.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr style="background-color: #92d050;"> <th>Key Stage 1 Results 2012/13</th> <th>School [Teacher Assessment Average Point Score]</th> <th>National Average 2012</th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td style="text-align: center;">18.6</td> <td style="text-align: center;">16.0</td> </tr> <tr> <td>Writing</td> <td style="text-align: center;">16.2</td> <td style="text-align: center;">14.7</td> </tr> <tr> <td>Maths</td> <td style="text-align: center;">17.6</td> <td style="text-align: center;">15.9</td> </tr> <tr> <td>Overall</td> <td style="text-align: center;">17.5</td> <td style="text-align: center;">15.5</td> </tr> <tr style="background-color: #ffcc00;"> <th>End of Year 4 Results 2012/13</th> <th>School [Teacher Assessment APS]</th> <th>LA in 2013</th> </tr> <tr> <td>Reading</td> <td style="text-align: center;">24.3</td> <td style="text-align: center;">23.6</td> </tr> <tr> <td>Writing</td> <td style="text-align: center;">22.7</td> <td style="text-align: center;">22.2</td> </tr> <tr> <td>Maths</td> <td style="text-align: center;">22.7</td> <td style="text-align: center;">22.8</td> </tr> <tr> <td>Overall</td> <td style="text-align: center;">23.2</td> <td style="text-align: center;">22.9</td> </tr> </tbody> </table> <p>The school is committed in ensuring that these exceptionally high standards are maintained.</p>	Key Stage 1 Results 2012/13	School [Teacher Assessment Average Point Score]	National Average 2012	Reading	18.6	16.0	Writing	16.2	14.7	Maths	17.6	15.9	Overall	17.5	15.5	End of Year 4 Results 2012/13	School [Teacher Assessment APS]	LA in 2013	Reading	24.3	23.6	Writing	22.7	22.2	Maths	22.7	22.8	Overall	23.2	22.9
Key Stage 1 Results 2012/13	School [Teacher Assessment Average Point Score]	National Average 2012																													
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Capital Asset Management Plan (Capital Projects)		
Key risks		
Risk	<ol style="list-style-type: none"> 1. <u>Affordability.</u> The project is likely to be procured through a Design and Build contract, which should ensure the project is delivered on budget. Up to the point of signing the contract the scheme's affordability will be ensured through the progression of feasibility studies, the holding of a contingency sum and the preparedness to conduct Value Engineering of the scheme if necessary. 2. <u>Planning.</u> On-going dialogue will be conducted with CBC planners to ensure that any application is received favourably. During the planning review period this relationship will be maintained to provide all necessary information to planners and to understand the implication of any conditions. 3. <u>Site conditions.</u> A full suite of pre-design surveys has been carried out so that any issues regarding the site can be addressed during detailed design. 4. <u>Programme.</u> During the delivery of the project the programme will be closely monitored to ensure that milestones are achieved or where any delays are likely these can be minimised by deploying alternate strategies. 5. <u>Integration of other associated works.</u> To ensure that the installation of ICT and furniture is fully integrated with the construction project a Strategic Integration Group will be established to develop joint programmes and monitor the overlapping priorities and risks. <p>A full risk register will be developed as the project progresses, which will be reviewed regularly by the school's team managing the project.</p>	
f. Stakeholders involvement – required to deliver or project will impact (please list with names of individuals and ensure that those who will be required to input or deliver the project are aware)		
Directorates	Rob Parsons, Head of School Organisation, Admissions and Capital Planning	
Members		
Public if applicable		
g. Timescales – key milestones		
Milestone	Start date	End date
Executive approval to commence	December 2013	
Tender period for contractors	January 2014	February 2014
Development of detailed designs	February 2014	May 2014
Planning Period	June 2014	September 2014
Construction period	October 2014	May 2015
Project completion (end of defects liability period)	May 2016	

h. Project Governance

Please provide details of how it is proposed that this project should be governed, this should as far as possible be within existing governance structures.

Project Sponsor	Rob Parsons, Head of School Organisation, Admissions and Capital Planning
Project Manager	The school will engage the services of a specialist Project Management company to assist it with the procurement and management of the scheme. This role will include providing all specialist and statutory advice, including that of a CDM Co-ordinator.
Project Board (if known)	Overall responsibility for the project will remain with the Headteacher who will report progress to the Governing Body.

i. Costs

1. Financial Case Summary

Expenditure Type	£'000					Total
	Year 1	Year 2	Year 3	Year 4	Year 5	
Total Gross Capital Costs	150,000	422,059	385,941			958,000
Total Gross Revenue Costs						
Total Costs	150,000	422,059	385,941			958,000
Projected Gross Benefits	0	0	0	0	0	0
Net Impact to CBC	0	0	0	0	0	0

2. Capital Costs

A Expenditure Type	£'000						Est. Type *
	0 Year 1	0 Year 2	0 Year 3	0 Year 4	0 Year 5	Total	
Capital Costs							
Land Acquisition						0	
Building Acquisition						0	
Construction/ Conversion		411,059	258,941			670,000	D
Professional Fees	150,000	11,000	2,000			163,000	D
Vehicles						0	
Plant & Equipment						0	
Furniture			50,000			50,000	D
IT Hardware			75,000			75,000	D
Software & Licences						0	
Capital Grant to 3rd Parties						0	
Credit Arrangements						0	
Capitalisation of Internal Salaries						0	
Other (Specify)						0	
Total Capital Costs	150,000	422,059	385,941	0		958,000	D

* S= Spot Estimate, D= Detailed Estimate, T= Tender Price.

B Sources of Funding	£'000					
	0 Year 1	0 Year 2	0 Year 3	0 Year 4	0 Year 5	Total
External Funding						
Government Grant (Basic Need)	150,000	422,059	103,567	-198,202		477,424
Section 106			282,374	198,202		480,576
Section 278						
Lottery/ Heritage						
Other Sources (School funding)						
Total External Funding	150,000	422,059	385,941	0	0	958,000
Internal Funding						
Direct Revenue Financing						0
Capital Receipts						0
Borrowing						0
Total Internal Funding	0	0	0	0	0	0
Total Funding	150,000	422,059	385,941	0	0	958,000

3. Revenue Costs

Expenditure Type	£'000					
	0 Year 1	0 Year 2	0 Year 3	0 Year 4	0 Year 5	Total
a. One - Off Revenue Costs						
(Specify)						0
(Specify)						0
(Specify)						0
Total One- Off Revenue Costs	0	0	0	0	0	0
b. Ongoing Revenue Costs						
(Specify)						0
(Specify)						0
(Specify)						0
Total Ongoing Revenue Costs	0	0	0	0	0	0

c. Projected Gross Revenue Benefits/Savings						
Savings						0
Income						0
Total Gross Revenue Benefits	0	0	0	0	0	0

d. MRP and Interest						
MRP	0	0	0	0	0	0
Interest	0	0	0	0	0	0
Total MRP & Interest Impact	0	0	0	0	0	0
Net Impact to CBC	0	0	0	0	0	0

e. Details of Projected Gross Revenue Benefits/ Savings.

Provide a detailed explanation of how the Savings and Income are Derived. Include details of how these have been calculated.

4. Cost/ Benefit Analysis

Additional Information	Value	
Net Present Value	0	3.5%
Return on Investment	-100%	Present Value Factor (£'000)
Payback Period (years)	#DIV/0!	
Capital Costs to Benefits Ratio	#DIV/0!	
Revenue Costs to Benefits Ratio	#DIV/0!	
Total Costs to Benefits Ratio	#DIV/0!	

5. VAT Implications

Please state whether VAT implications have been considered for this scheme

6. Additional Financial

Include any additional financial information which may be relevant such as ;hyperlinks to grant conditions and details regarding funding sources.

Central Bedfordshire Council
www.centralbedfordshire.gov.uk



Appendix H

School Organisation Plan

2013-2018



September 2013

School Organisation, Admissions and Capital Planning
Children's Services
Watling House
Dunstable
LU6 1LF
Tel: 0300 300 5575
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Contents

1. The School Organisation Plan - Forecasting and Planning School Places	3
2: Education Vision for Central Bedfordshire	4
3: How the forecast is created	7
4: Forecasts, a high-level summary for Central Bedfordshire	8
Pupil Population Trends	8
4a: Forecasts, a summary by education phase and planning area	
Lower Phase	10
Middle Phase	11
Upper Phase	12
5. School Forecasts and Area Summaries – by Planning Area	
Dunstable and Houghton Regis	13
Leighton Buzzard and Linslade	18
Biggleswade and Sandy - Biggleswade	22
Biggleswade and Sandy - Sandy	26
Rural Mid-Bedfordshire – Harlington	30
Rural Mid-Bedfordshire – Redborne	33
Rural Mid-Bedfordshire – Samuel Whitbread	37
Rural Mid-Bedfordshire – Wootton	41
Wixams	45
Special Schools	46
Appendix A - Central Bedfordshire Education Review Areas	48

1. The School Organisation Plan - Forecasting and Planning School Places

Under Section 14 of the Education Act 1996, the Council is required to ensure that there are sufficient and suitable places for pupils within its area. In this context, the Council sees itself as a commissioner of places and will work with all providers to secure sufficient high quality places in order to meet the future need for places as set out within this Plan.

The Plan which follows is Central Bedfordshire Council's latest School Organisation Plan (SOP) and covers the period 2013 to 2018. 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 which may have occurred since the publication of earlier plans. 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 2014. Consequently, there may be some emerging housing developments towards the end of this SOP period which have not been formally adopted at this stage.

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 or University Technical College.

No Authority can decide or propose strategic changes over the supply and organisation of school places without establishing an overall vision for the provision of education and a set of key principles on which to base its actions or consideration of proposals by others. The most recent version of the Education Vision was adopted by the Council in March 2012 and this is referred to in Part 2 of the Plan. Similarly, the Council adopted a set of Policy Principles in February 2013 which are also referred to in Part 2. The Education Vision and Policy Principles will be used as a basis for the future development of commissioning options for new school places in Central Bedfordshire, to both inform business plans for the development of new places and the decision making processes.

The original Education Vision for Central Bedfordshire 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 formal 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 plan is set out in these four main Education Areas. Where appropriate, these are further broken down into Planning Areas based on the main upper school which serves the particular area.

The Wixams is a new planning area which has been created to account for the anticipated impact of the Wixam Villages housing development which sits on the border of Central Bedfordshire and Bedford Borough. The part of the development within Central Bedfordshire will require a new primary school and additional secondary school places.

Part 3 of the Plan provides an overview of the forecasting methodology used across the plan and the factors which are taken into consideration to determine future need along with reference to S106 Planning obligation principles.

Part 4 provides more details on the overall 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 5 breaks down the anticipated impact of the changes in pupil numbers into the Planning areas referred to above with an assessment of where action is being brought forward or is expected to be required during the plan period.

2: Education Vision for Central Bedfordshire and the Council's Policy Principles for Pupil Place Planning

The original Education Vision for Central Bedfordshire was developed following extensive consultation with headteachers, chairs of governors, elected members and others. However, since that Education Vision and 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 and improvement of local 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 other changes have created a context where changes in school designation and organisation may be less structured and are occurring simultaneously across Central Bedfordshire. There is also a need to ensure that promoters and the respective local and national decision makers for proposed changes in designation, size or age ranges fully understand the local context.

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.

The changing context led to amendments to the original key principles and these were approved by the Council in 2012. The amendments reflected the 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 new models of leadership and governance for schools are considered.
- 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 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:
www.centralbedfordshire.gov.uk/schoolorganisation.

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 (although the pattern of provision and age range of Schools and Academies in the Dunstable and Houghton Regis area is undergoing significant change as detailed later in this Plan)
- 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.

The Council has also considered the need for a set of Policy Principles to support the pupil place planning process which schools and promoters should take into consideration when proposing changes to their size, designation or age range and which should be addressed as part of any business case for such proposed changes. Following consultation, a set of Policy Principles were adopted by the Council in February 2013¹. In summary these are:

1. The need to provide local schools for local children, ensuring a sense of community belonging and also promoting sustainable modes of travel.
2. The need to create schools that are of sufficient size to be financially and educationally viable.
3. The ability to support the expansion of local popular and successful schools or to link expanding schools with popular and successful schools.
4. The potential to further promote and support robust partnerships and learning communities.
5. The ambition to achieve a single phase of education 0-19 and reduce school transfer points.
6. The need to support the Raising of the Participation Age (RPA).
7. To seek opportunities to create inspirational learning environments for the school and to maximise community use.
8. To promote the diversity of provision offered in Central Bedfordshire to increase opportunities for parental choice.
9. To support vulnerable learners in Area Special Schools and integrate appropriate Special Educational Needs provision within mainstream schools.

¹ The Policy Principles were presented to Executive on Tuesday 5 February 2013, the agenda, decisions and minutes of the meeting can be found at:
<http://www.centralbedfordshire.gov.uk/modgov/ieListDocuments.aspx?CId=577&MId=4055&Ver=4>

3: How the forecast is created

Forecasts are created by review and planning area as set out in section 5 of this document, appendix A indicates the location of schools within Central Bedfordshire. There are three key data sets used to forecast the need for school places:

- January School census the number of pupils on roll at Central Bedfordshire Schools.
- Health authority data, indicating the count of pre-school aged children registered with a GP.
- Housing trajectory, detailing the location and timing of expected housing completions in Central Bedfordshire.

In order to understand the likely future demand for school places, historic trends in school attendance are analysed for each school and then projected onto the base population figures provided by the Health Authority Data. The identified trends are validated through comparison with population projections produced by the Office for National Statistics.

The impact of pupil yield from new housing development is then added to the projection. Forecasts within this plan include the predicted pupil yield from all developments within the housing trajectory, irrespective of planning permission.

A comparison of the forecasted need for school places against current school capacity brings to light any issues which are likely to arise over the next 5 years. From this it can be decided what actions can be taken to manage population change, and the level of funding required to ensure the correct number of school places are available within Central Bedfordshire. The annual School Places report to the Council details planned projects, and can be viewed at www.centralbedfordshire.gov.uk/schoolorganisation.

Where new permanent school places (and sites) are required as a consequence of new housing development, the Council has a presumption that the developer will contribute towards the cost. Developer contributions are currently secured through planning agreements under section 106 of the Town and Country Planning Act 1990.

The Council may need to supplement these contributions with capital funding received from the Department for Education, or make funding available from its own capital programme. Day-to-day costs of running a school are met through separate revenue funding which is made available to each school.

The process of charging developers for contributions towards educational facilities may change in future with the introduction of a Community Infrastructure Levy (CIL), work on the implementation of CIL is ongoing at the time of writing this SOP.

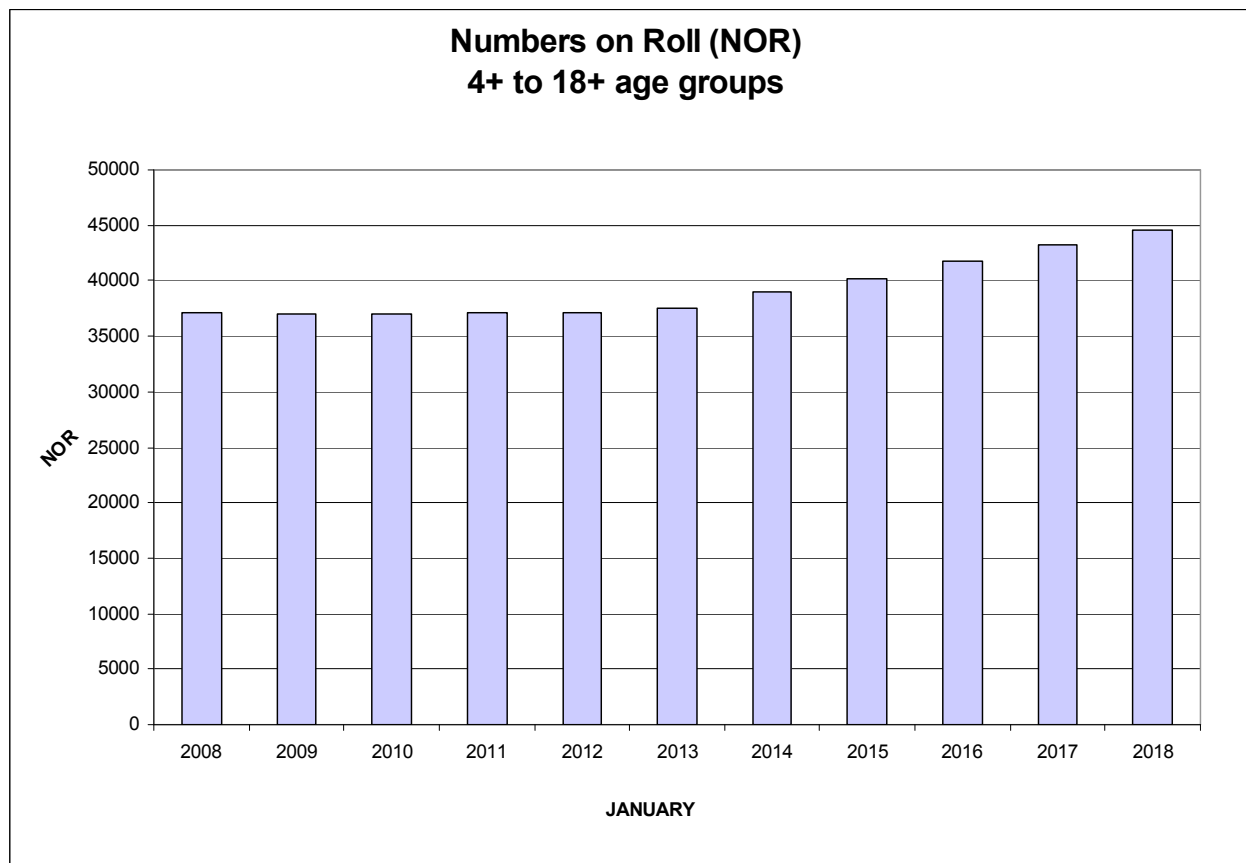
4: Forecasts, a high-level summary for Central Bedfordshire

Pupil Population Trends

Increases in the population of pre-school and primary aged children have been seen recently, both on a national scale and within Central Bedfordshire. The upward trend is predicted to continue and Central Bedfordshire is also a growth area in terms of housing, with an average of 1,771 new homes expected to be completed each year over the next five years.

Within Central Bedfordshire, as at January 2013, the 130 mainstream schools (excluding nurseries) catered for a pupil population of approximately 37,500 pupils aged 4+ to 18+.

As shown on the graph below, total pupil numbers are expected to rise by approximately 7,500, from approximately 37,500 pupils in 2013 to just fewer than 45,000 pupils in 2018:



The total count of schools within Central Bedfordshire as at January 2013 is as follows:

Count of Schools by Phase

Lower/ primary	96
Middle	23
Upper/ University Technical College	11
Special Educational Need	4
Total	134

Count of Schools by Governance

Community (C)	57
Academy (A)	43
Voluntary Aided (VA)	13
Foundation (F)	12
Voluntary Controlled (VC)	9

At the time of print, 12 schools are currently in the process of becoming academies. An up-to-

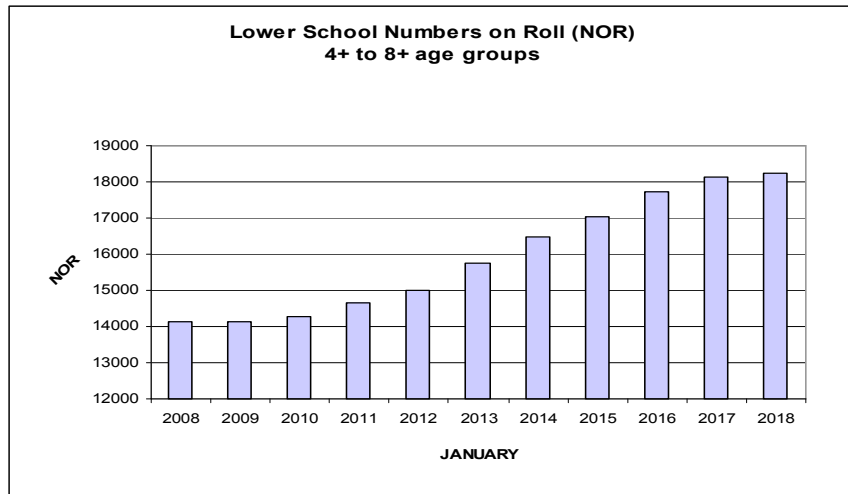
date list of schools by status is available on the Central Bedfordshire website at:
www.centralbedfordshire.gov.uk/schoolorganisation

A 5% surplus of school places is ideal to allow for parental preference and flexibility to manage population change. The following graphs and maps show the forecasted pupil population change by education phase with a breakdown of the expected surplus/deficit of school places within each planning area in 2018. More detail about future action planned to provide additional school places is included in section 5 of this document.

4a: Forecasts, a summary by education phase and planning area

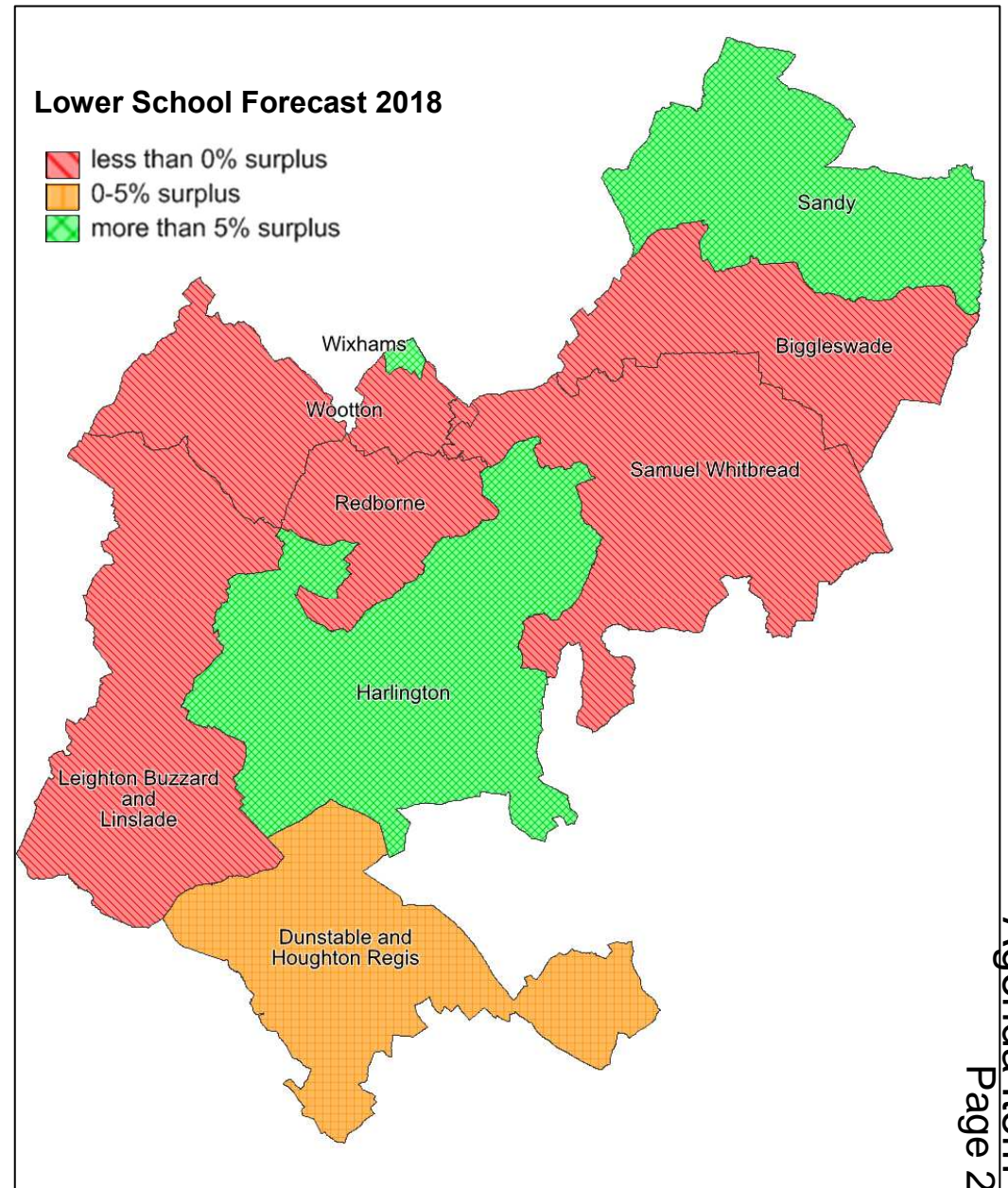
Lower Phase

Pupil projection:



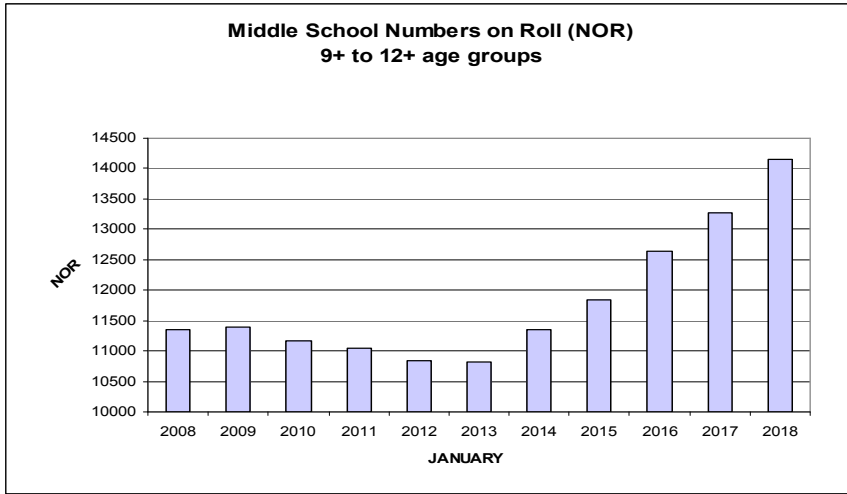
The Lower School population is predicted to increase by 2,500 pupils between 2013 and 2018.

The majority of planning areas within Central Bedfordshire are forecasted to have a less than 5% surplus of lower school places in 2018. Plans are in place to provide additional places to manage the projected increase in lower school age pupils, as detailed in section 5 of this document.



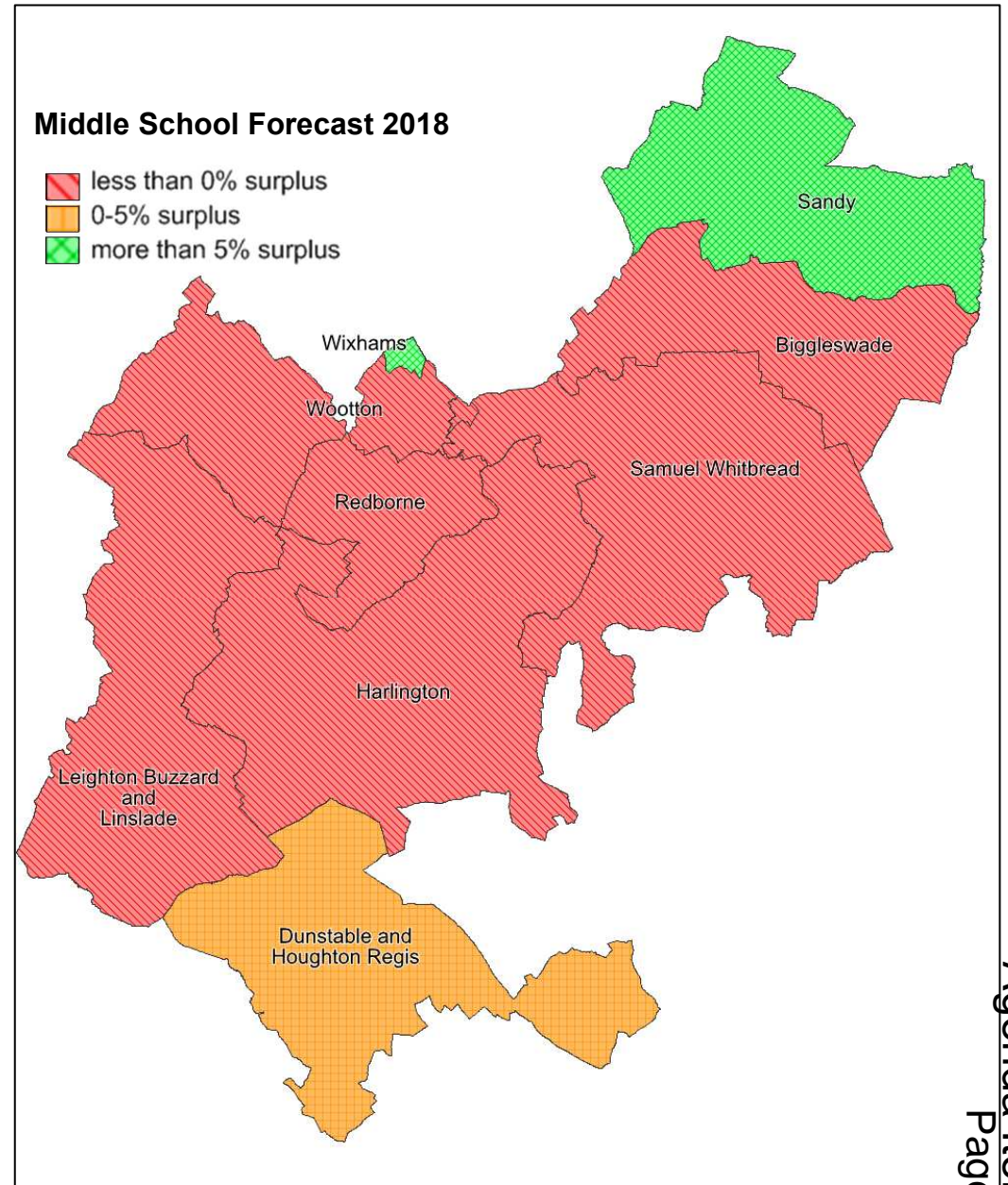
Middle Phase

Pupil Projection



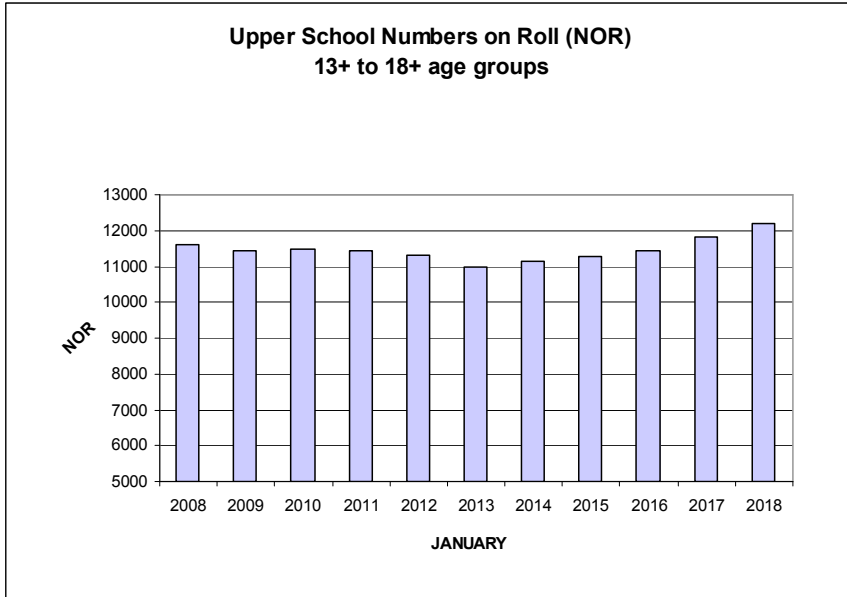
The Middle School population is expected to rise from just fewer than 11,500 in 2014 to over 14,000 in 2018

The majority of planning areas within Central Bedfordshire are forecasted to have a less than 5% surplus of middle school places in 2018.



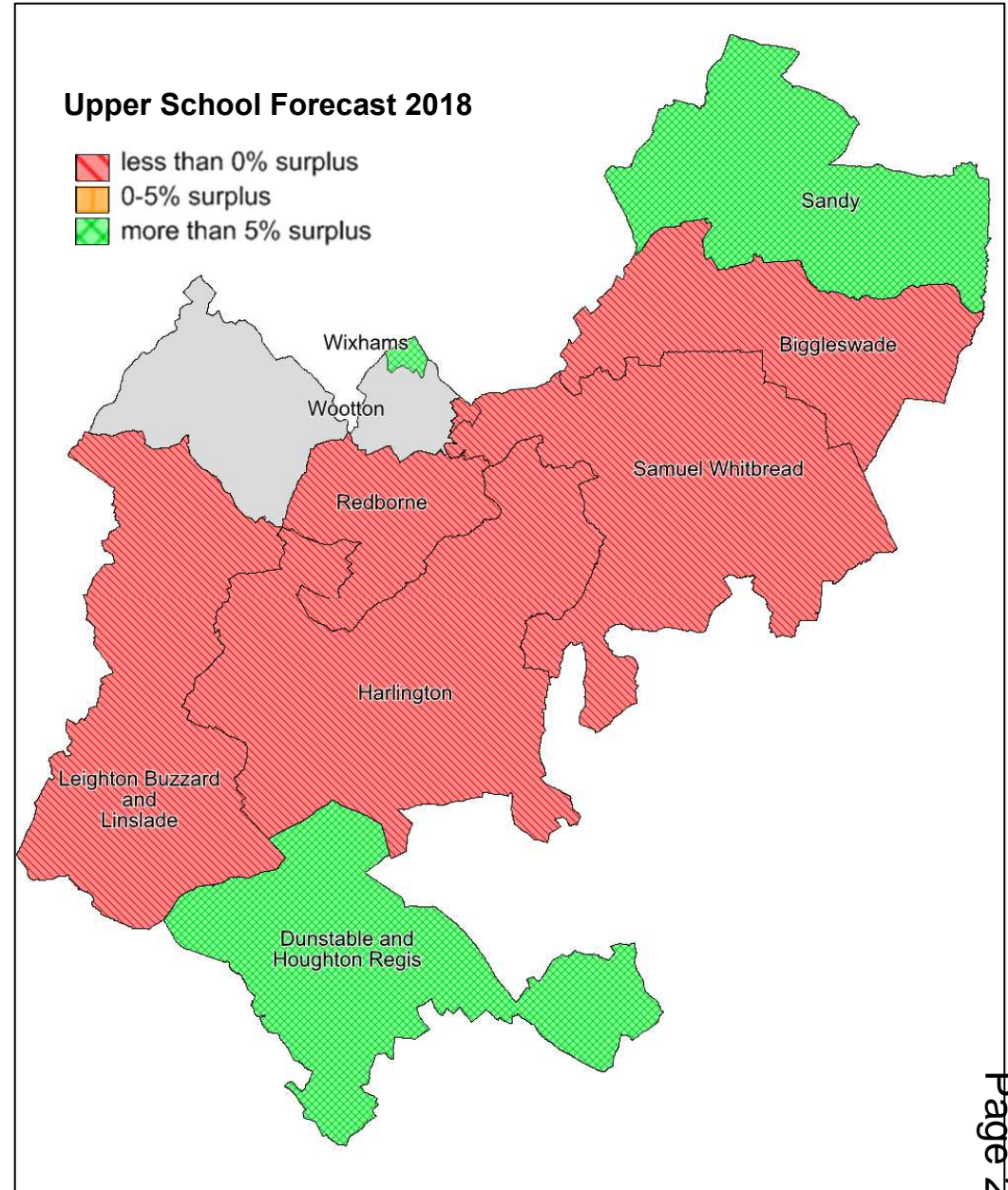
Upper Phase

Pupil Projection



The Upper School population is expected to rise from just over 11,000 in 2014 to just over 12,000 in 2018, followed by further increases as the lower and middle school age children feed through to upper school.

The majority of planning areas within Central Bedfordshire are forecasted to have a less than 5% surplus of upper school places in 2018.



5: School Forecasts and Area Summaries

Planning Area: Dunstable & Houghton Regis

Numbers on Roll (NOR) and Net Capacity Assessments (NCA) correct as at June 2013.

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

Figures exclude children attending Designated Nursery Units and Designated Special Units attached to Schools.

Lower													
DfE No.	School Name	Gov	Age Range	Admission Number	Jan 2013 School Census					Total	NCA 2012	Surplus Places (NCA-NOR)	Surplus Places %
					4+ (Yr R)	5+ (Yr 1)	6+ (Yr 2)	7+ (Yr 3)	8+ (Yr 4)				
2192	Ardley Hill Academy	A	4-9	60	55	40	61	49	50	255	300	45	15.00%
5202	Ashton St Peter's V A School	VA CE	4-9	30	30	30	30	31	30	151	150	0	
2040	Beecroft Lower School	C	4-9	60	52	52	50	42	48	244	300	56	18.67%
3353	Caddington Village School*	C	4-13	60	57	43	50	45	42	237	300	63	21.00%
2285	St Augustines Academy	A	4-9	30	23	15	14	23	18	93	150	57	38.00%
2038	Dunstable Icknield Lower School*	C	4-9	60	60	55	60	53	47	275	300	25	8.33%
2042	Eaton Bray Academy	A	4-9	30	31	25	26	27	17	126	120	0	
2168	Hadrian Academy	A	4-9	45	60	60	58	57	60	295	300	5	1.67%
2209	Hawthorn Park Lower School*	C	4-9	60	60	60	49	60	56	285	300	15	5.00%
2058	Houghton Regis Lower School*	C	4-9	45	45	34	46	35	27	187	225	38	16.89%
3010	Kensworth V.C. Lower School	VC CE	4-9	15	11	9	11	13	12	56	75	19	25.33%
2193	Lancot Lower School*	C	4-9	60	60	57	61	60	60	298	300	2	0.67%
2217	Lark Rise Academy*	A	4-9	45	43	44	41	45	43	216	225	9	4.00%
2032	Slip End Lower School	C	4-9	22	24	24	14	22	15	99	110	11	10.00%
2149	St. Christophers Academy	A	4-9	30	44	44	44	45	37	214	225	11	4.89%
3346	St Mary's Catholic Lower School*	VA RC	4-9	30	30	25	29	27	25	136	150	14	9.33%
3348	St Vincent's Catholic Primary School*	VA RC	4-11	30	29	30	29	30	28	146	150	4	2.67%
3015	Studham Church of England VC Lower School	VC CE	4-9	15	13	13	8	7	9	50	75	25	33.33%
5200	Thomas Whitehead C of E School*	VA CE	4-9	44	44	44	33	37	33	191	220	29	13.18%
2166	Thornhill Lower School*	C	4-9	40	35	25	34	19	23	136	200	64	32.00%
2279	Tithe Farm Lower School*	C	4-9	60	34	41	33	29	30	167	300	133	44.33%
2137	Totternhoe Lower School	C	4-9	29	15	16	10	10	9	60	145	85	58.62%
2152	Watling Lower School	C	4-9	45	40	37	28	29	32	166	225	59	26.22%
			Totals	945	895	823	819	795	751	4083	4845	769	15.87%
			* Designated Nursery Unit attached to School										
				Lower Forecast Totals	4+ (Yr R)	5+ (Yr 1)	6+ (Yr 2)	7+ (Yr 3)	8+ (Yr 4)	Total		Surplus Places (NCA-NOR)	Surplus Places %
				2014	831	920	836	819	796	4203		643	13.26%
				2015	860	871	947	851	828	4355		490	10.11%
				2016	897	907	904	968	869	4545		300	6.18%
				2017	887	940	937	922	983	4667		178	3.67%
				2018	949	930	970	955	936	4739		106	2.19%

Middle													
DfE No.	School Name	Gov	Age Range	Admission Number	Jan 2013 School Census					Total	NCA 2012	Surplus Places (NCA-NOR)	Surplus Places %
					9+ (Yr 5)	10+ (Yr 6)	11+ (Yr 7)	12+ (Yr 8)					
5410	Ashton Middle School	VA	CE	9-13	155	114	138	135	137	524	620	96	15.48%
4046	Brewers Hill Middle	C		9-13	120	58	46	28	65	197	480	283	58.96%
3353	Caddington Village School*	C		4-13	60	74	57	57	64	252	300	48	16.00%
4001	Houghton Regis Academy	A		9-13	120	103	114	105	108	430	504	74	14.68%
4056	Barnfield Vale Academy	A		9-13	140	100	92	90	107	389	594	205	34.51%
4007	Priory Academy	A		9-13	123	122	124	117	99	462	492	30	6.10%
3348	St Vincent's Catholic Primary School*	VA	RC	4-11	30	24	28	0	0	52	60	8	13.33%
4093	Streetfield Middle School	C		9-13	130	90	86	109	80	365	515	150	29.13%
				Totals	878	685	685	641	660	2671	3565	894	25.08%
				Middle Forecast Totals		9+	10+	11+	12+	Total		Surplus Places (NCA-NOR)	Surplus Places %
						(Yr 5)	(Yr 6)	(Yr 7)	(Yr 8)				
					2014	716	694	661	639	2710		855	23.97%
					2015	768	735	670	667	2839		726	20.35%
					2016	807	796	717	682	3001		564	15.81%
					2017	847	831	778	728	3183		382	10.71%
					2018	959	871	811	788	3429		136	3.82%

Upper															
DfE No.	School Name	Gov	Age Range	Admission Number	Jan 2013 School Census					Total	NCA 2012	Surplus Places (NCA-NOR)	Surplus Places %		
					13+ (Yr 9)	14+ (Yr 10)	15+ (Yr 11)	16+ (Yr 12)	17+ (Yr 13)					18+ (Yr 14)	
6905	All Saints Academy	A		13-18	156	174	109	153	59	33	8	536	770	234	30.39%
5401	Manshead Upper School	VA	CE	13-18	270	271	258	269	117	118	24	1057	1078	21	1.95%
4002	Queensbury Academy	A		13-18	300	163	214	244	128	119	22	890	1185	295	24.89%
4000	Central Bedfordshire University Technical College	A		14-19	150			0	0	0	0		0*		
				Totals	726	608	581	666	304	270	54	2483	3033	550	18.13%
				Upper Forecast Totals		13+	14+	15+	16+	17+	18+	Total		Surplus Places (NCA-NOR)	Surplus Places %
						(Yr 9)	(Yr 10)	(Yr 11)	(Yr 12)	(Yr 13)	(Yr 14)				
					2014	617	608	591	308	219		2343		690	22.74%
					2015	595	622	626	252	235		2330		703	23.18%
					2016	632	608	647	286	186		2358		675	22.24%
					2017	647	642	630	306	216		2441		592	19.51%
					2018	690	656	664	290	236		2536		497	16.37%

*School census data is not available for Central Bedfordshire University Technical College (UTC). The UTC has a net capacity of 300 which has not been included within the total NCA calculation as it provides for an area wider than Dunstable and Houghton Regis

Area Conclusions

Education Review Area: Dunstable & Houghton Regis
 Planning Area: Dunstable & Houghton Regis
 Type of System: Three-Tier (with a number of schools consulting on, or have approval for a change to Two-Tier)

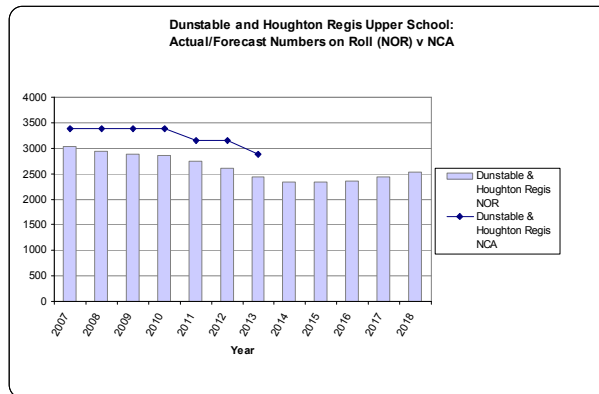
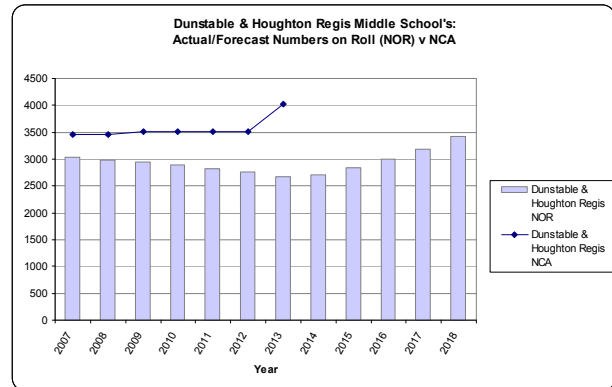
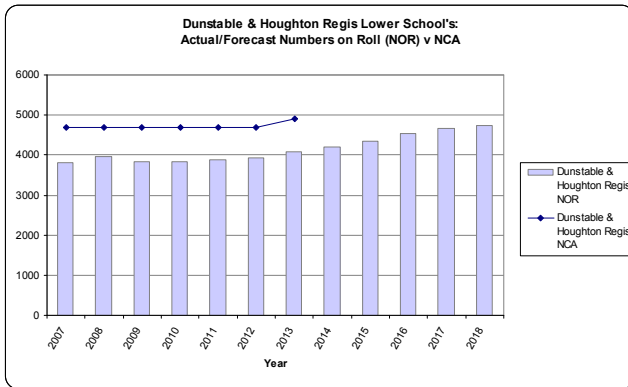
A number of schools across the Dunstable and Houghton Regis area are changing their age ranges to move from the current three-tier system of Lower, Middle and Upper schools to a two-tier system of Primary and Secondary schools. The table below outlines the changes:

School Name	Current Age Range	Age Range 2013	Age Range 2014	Agreement Date
Ardley Hill Academy	Lower	Lower	Primary	July 2013
Ashton St Peter's V A School	Lower	Lower	Primary	Aug 2013
Eaton Bray Academy	Lower	Primary	Primary	Oct 2012
Hadrian Academy	Lower	Primary	Primary	Oct 2012
Hawthorn Park Lower School	Lower	Primary	Primary	April 2012
Houghton Regis Lower School	Lower	Primary	Primary	Dec 2012
Kensworth V.C. Lower School	Lower	Lower	Primary	Aug 2013
Lancot Lower School	Lower	Lower	Primary	Aug 2013
Lark Rise Academy	Lower	Lower	Primary	July 2013
St Augustines Academy	Lower	Lower	Primary	July 2013
St Mary's Catholic Lower School	Lower	Primary	Primary	Dec 2012
St. Christophers Academy	Lower	Primary	Primary	Oct 2012
Thomas Whitehead C of E School	Lower	Primary	Primary	April 2012
Thornhill Lower School	Lower	Primary	Primary	April 2012
Tithe Farm Lower School	Lower	Primary	Primary	April 2012
Barnfield Vale Academy	Lower/ Middle	Lower/ Middle	Primary	Oct 2012
Houghton Regis Academy	Middle	Middle/ Secondary	Secondary	July 2013
Priory Academy	Middle	Middle	Secondary	July 2013
All Saints Academy	Upper	Secondary	Secondary	July 2013
Manshead Upper School	Upper	Upper	Secondary	Aug 2013
Queensbury Academy	Upper	Upper	Secondary	July 2013

An up to date database of age- age range changes in Dunstable can be found at www.centralbedfordshire.gov.uk/schoolorganisation.

At this stage, the School Organisation Plan reflects the three-tier system of education, as at January 2013. Changes will be reflected in the next revision of this document.

It is expected that the changes will have a significant impact on school capacity, leading to a surplus of primary school places but a deficit of secondary school provision. The net capacity against number on roll graphs below do not include any net capacity figures after 2013 as this data is still to be finalised.



Housing:

Within the forecast period

Up to 2018: 2,061 dwellings planned for the Dunstable & Houghton Regis area are included in the pupil forecast:

- 661 provided as part of existing commitments and allocated sites
- 1,400 dwellings within the North Houghton Regis Urban Extension.

Beyond the forecast period

2019 to 2027: 4,725 dwellings planned for the Dunstable & Houghton Regis area, including:

- 325 provided as part of existing commitments and allocated sites
- 2,800 dwellings as part of the North Houghton Regis Urban Extension
- 1,600 Dwellings as part of the North Luton Development.

2028 to 2032: 1,650 dwellings planned for the Dunstable & Houghton Regis area, including:

- 1,050 dwellings within the north of Houghton Regis development.
- 600 dwellings within the North of Luton development.

Future action

The equivalent of 4 new primary schools to be build as part of the North Houghton Regis Urban Extension, with a 1 form entry (FE) extension of existing Houghton Regis Primary provision. Additional primary and secondary provision as part of the North Luton Urban Extension

Extension to secondary school provision within North Houghton Regis for September 2016

The North Houghton Regis urban extension will require new school provision as part of the development. Overall, an additional 9/10 Forms of entry (270/300 extra pupil places per age group) is expected to be required to meet demand from the whole 7,000 dwellings over the period to 2032. This is the equivalent of 4 new primary schools, a 1FE extension to an existing primary school and expansion of existing secondary schools.

The proposed North Luton urban extension will also require new school provision as part of the development. This is expected to generate a long-term requirement for an additional 5 or 6 Forms of entry (160/180 extra pupil places per age group) to meet demand from the 4,000 dwellings planned over the lifetime of the development. This is the equivalent of 3 new primary schools and a new secondary school.

The exact timing and final form of school provision for North Houghton Regis and North Luton is subject to further analysis. Additionally, discussion should take place with the neighbouring Luton Authority to consider how best the new provision for North of Luton might be configured.

Planning Area: Leighton & Linslade

Numbers on Roll (NOR) and Net Capacity Assessments (NCA) correct as at June 2013.

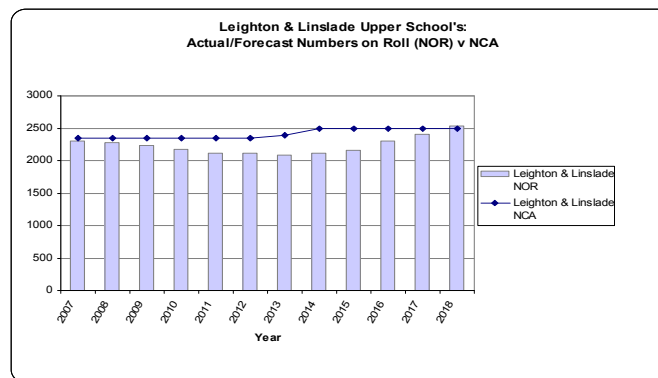
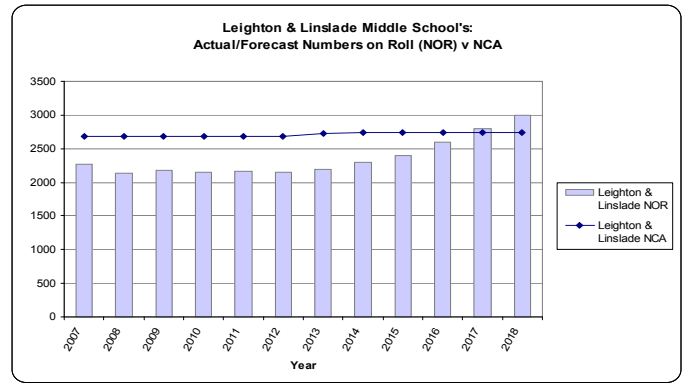
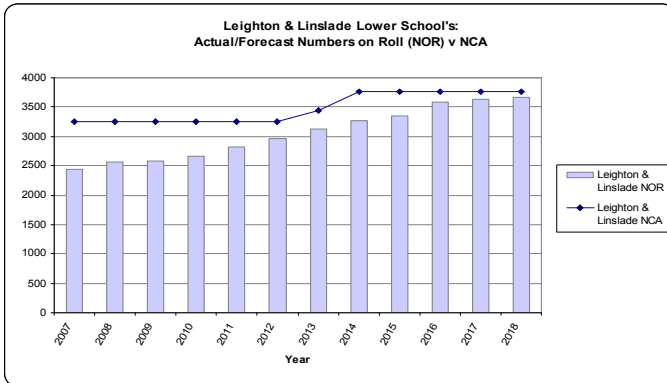
Status of Schools (Sta): Community (C); Foundation (F); Voluntary Aided (VA); Voluntary Controlled (VC); Academy (A). Denominations of Schools (Den): Church of England (CE); Roman Catholic (RC).

Figures exclude children attending Designated Nursery Units and Designated Special Units attached to Schools.

Lower													
DfE No.	School Name	Gov	Age Range	Admission Number	Jan 2013 School Census					Total	NCA 2012	Surplus Places (NCA-NOR)	Surplus Places %
					4+ (Yr R)	5+ (Yr 1)	6+ (Yr 2)	7+ (Yr 3)	8+ (Yr 4)				
2002	Aspley Guise Lower School	C	4-9	27	27	25	27	27	28	134	135	1	0.74%
2067	Beaudesert Lower School	C	4-9	55	54	56	51	48	42	251	275	24	8.73%
2201	Clipstone Brook Lower School*	C	4-9	45	42	45	40	37	34	198	225	27	12.00%
2189	Doverly Down Lower School	C	4-9	30	30	30	27	29	28	144	150	6	4.00%
2289	Greenleas Lower School*	C	4-9	60	79	60	58	57	52	306	300	0	
2184	Heathwood Lower School	C	4-9	30	29	31	29	30	31	150	150	0	
2218	Hockliffe Lower School	C	4-9	15	13	10	9	13	17	62	75	13	17.33%
2059	Husborne Crawley Lower School	C	4-9	12	9	10	11	8	11	49	60	11	18.33%
2177	Leedon Lower School	C	4-9	60	59	58	57	57	60	291	300	9	3.00%
2188	Linslade Lower School*	C	4-9	45	45	45	43	44	36	213	225	12	5.33%
2176	The Mary Bassett Lower School	C	4-9	60	60	59	47	30	26	222	300	78	26.00%
3313	Pulford C of E VA Lower School	VA	CE	4-9	30	30	31	30	25	146	150	4	2.67%
2118	Ridgmont Lower School	C	4-9	15	6	8	9	4	3	30	75	45	60.00%
2203	Southcott Lower School	C	4-9	60	56	66	60	60	56	298	300	2	0.67%
2069	St George's Lower School	C	4-9	30	25	21	13	12	14	85	150	65	43.33%
3310	St Leonard's, Heath & Reach, VA Lower School	VA	CE	4-9	22	22	22	22	16	104	110	6	5.45%
2125	Stanbridge Lower School	C	4-9	24	27	22	20	12	14	95	120	25	20.83%
2003	Swallowfield Lower School	C	4-9	59	57	58	59	62	57	293	295	2	0.68%
2143	Woburn Lower School	C	4-9	12	15	11	13	10	5	54	60	6	10.00%
	Totals			691	685	668	625	592	555	3125	3455	336	9.73%
* Designated Nursery Unit attached to School													
				Lower Forecast Totals	4+ (Yr R)	5+ (Yr 1)	6+ (Yr 2)	7+ (Yr 3)	8+ (Yr 4)	Total		Surplus Places (NCA-NOR)	Surplus Places %
				2014	636	711	678	639	604	3268		187	5.42%
				2015	634	719	687	650	650	3345		110	3.20%
				2016	792	666	674	742	713	3586			
				2017	683	819	680	691	759	3630			
				2018	728	706	831	694	707	3666			

Area Conclusions

Education Review Area: Leighton Buzzard & Linslade
 Planning Area: Leighton Buzzard & Linslade
 Type of System: Three-Tier



Currently, there is some surplus capacity at all phases of education in Leighton Buzzard & Linslade. A large amount of housing development in the area is expected to create additional demand for school places from 2017/2018 onwards. Greenleas Lower School has been expanded by 300 places, ready to open in September 2013 on a new site within housing development to the south of Leighton Buzzard. Plans are in place to further extend lower, middle and upper provision, as housing development comes on stream.

Housing:

Within the forecast period:

Up to 2018: 1,851 dwellings planned for the Leighton Buzzard & Linslade area are included in the pupil forecast:

- 1,001 provided as part of existing commitments and allocated sites
- 850 dwellings within the Land East of Leighton Linslade.

Beyond the forecast period

2019 to 2027: 1192 dwellings planned for the Leighton Buzzard & Linslade area including:

- 342 provided as part of existing commitments and allocated sites
- 1650 dwellings within the Land East of Leighton Linslade development.

Steps taken:

2 FE, 300 place, expansion of Greenleas Lower School, September 2013

Future action:

1 new 2 FE, 300 place, Lower Schools for Land East of Leighton Linlade, September 2017
1 new 2 FE, 300 place, Lower Schools for Land East of Leighton Linlade, September 2019/20

A new 4 FE, 240 place, Middle School for Land East of Leighton Linlade, September 2018

2 phase extension to Vandyke Upper. Expansion by 100 places in September 2014.
Further expansion of upper school provision in September 2017

Greenleas Lower School has been expanded ready to open September 2013. This is to meet the need for new lower school provision required as a result of housing development to the South of Leighton. Plans are also in place to provide additional upper school places at Vandyke from September 2014, to manage demand for school places produced by this development

The East Leighton Buzzard extension will require an additional 4 forms of entry (120 extra pupil places per age group) to meet demand from the whole 2,500 dwellings planned for the period up until 2026. This is the equivalent of 2 new lower schools, 1 new middle school and expansion of existing upper school provision.

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.

Planning Area: Biggleswade

Numbers on Roll (NOR) and Net Capacity Assessments (NCA) correct as at June 2013.

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

Figures exclude children attending Designated Nursery Units and Designated Special Units attached to Schools.

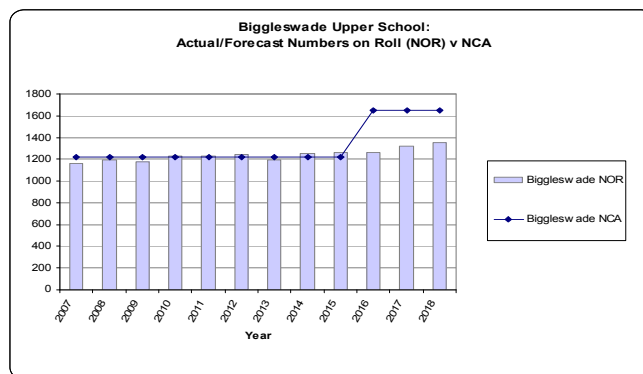
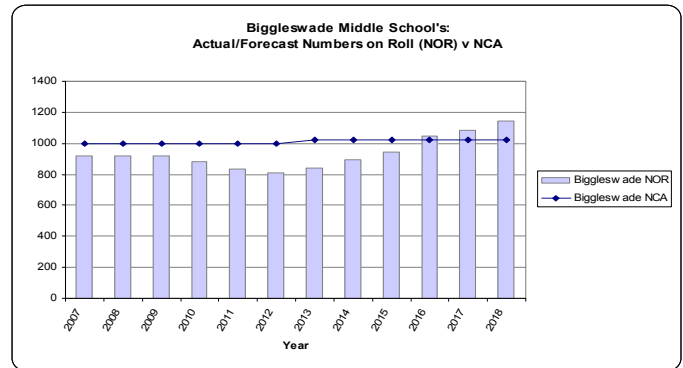
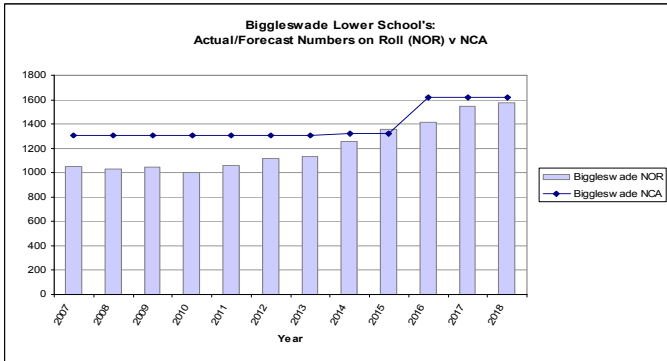
Lower														
DfE No.	School Name	Gov	Age Range	Admission Number	Jan 2013 School Census						Total	NCA 2012	Surplus Places (NCA-NOR)	Surplus Places %
					4+ (Yr R)	5+ (Yr 1)	6+ (Yr 2)	7+ (Yr 3)	8+ (Yr 4)					
3003	Caldecote VC Lower School	VC	CE	4-9	24	17	12	25	15	15	84	120	36	30.00%
3006	Dunton V.C. Lower School	VC	CE	4-9	12	11	9	12	8	11	51	60	9	15.00%
2153	Lawnside Lower School	C		4-9	60	49	59	58	60	48	274	300	26	8.67%
3323	Northill VA Lower School	VA	CE	4-9	15	7	11	16	12	13	59	75	16	21.33%
2210	Southlands Academy	A		4-9	60	60	58	58	48	56	280	300	20	6.67%
3001	St Andrew's Lower School	VC	CE	4-9	90	77	84	90	61	72	384	450	66	14.67%
				Totals	261	221	233	259	204	215	1132	1305	173	13.26%
				Lower Forecast Totals	4+ (Yr R)	5+ (Yr 1)	6+ (Yr 2)	7+ (Yr 3)	8+ (Yr 4)	Total		Surplus Places (NCA-NOR)	Surplus Places %	
					2014	259	258	246	272	218	1253		52	3.98%
					2015	272	285	268	252	280	1359			
					2016	288	298	295	275	261	1416			
					2017	328	317	309	304	286	1543			
					2018	278	352	324	314	310	1578			

Middle													
DfE No.	School Name	Gov	Age Range	Admission Number	Jan 2013 School Census					Total	NCA 2012	Surplus Places (NCA-NOR)	Surplus Places %
					9+ (Yr 5)	10+ (Yr 6)	11+ (Yr 7)	12+ (Yr 8)					
4502	Edward Peake C of E (VC) Middle School	VC	CE	9-13	120	88	79	74	90	331	464	133	28.66%
4006	Biggleswade Academy (Holmemead Middle School)	A		9-13	140	149	114	119	125	507	560	53	9.46%
				Totals	260	237	193	193	215	838	1024	186	18.16%
				Middle Forecast Totals	9+ (Yr 5)	10+ (Yr 6)	11+ (Yr 7)	12+ (Yr 8)	Total			Surplus Places (NCA-NOR)	Surplus Places %
					2014	227	251	210	207	896		128	12.54%
					2015	229	235	263	219	946		78	7.57%
					2016	293	237	248	271	1049			
					2017	273	303	252	258	1085			
					2018	295	279	313	258	1145			

Upper														
DfE No.	School Name	Gov	Age Range	Admission Number	Jan 2013 School Census						Total	NCA 2012	Surplus Places (NCA-NOR)	Surplus Places %
					13+ (Yr 9)	14+ (Yr 10)	15+ (Yr 11)	16+ (Yr 12)	17+ (Yr 13)	18+ (Yr 14)				
4005	Stratton Upper School	A	13-18	300	290	304	291	171	139	32	1227	1265	38	3.00%
				Upper Forecast Totals	13+ (Yr 9)	14+ (Yr 10)	15+ (Yr 11)	16+ (Yr 12)	17+ (Yr 13)	18+ (Yr 14)	Total		Surplus Places (NCA-NOR)	Surplus Places %
					2014	304	301	311	194	141	1251		14	1.10%
					2015	292	308	300	205	156	1262		3	0.23%
					2016	302	296	306	193	167	1265		0	0.03%
					2017	357	308	297	204	159	1324			
					2018	340	359	306	189	164	1358			

Area Conclusions

Education Review Area: Biggleswade & Sandy
 Planning Area: Biggleswade
 Type of System: Three-Tier



Forecasts are indicating the need for additional school places within Biggleswade. A large amount of housing is planned for the Biggleswade planning area which is expected to create additional demand for school places across all three phases of education. Plans are in place to extend existing school provision, to cater for increased demand.

Housing:

Within the forecast period

Up to 2018: 1,063 dwellings planned for the Biggleswade area are included in the pupil forecast:

- 43 provided as part of existing commitments and allocated sites
- 1,020 dwellings within the Land East of Biggleswade development.

Beyond the forecast period

2019 to 2027: 903 dwellings planned for the Biggleswade area within the Land East of Biggleswade, development.

2028 to 2032: 107 dwellings planned for the Biggleswade area within the Land East of Biggleswade development.

Future action

Consultation is currently underway on creating a new 2 FE, 300 place expansion of St Andrew's Lower School for September 2015

Expansion of Middle School provision, September 2016

Expansion of Upper School Provision 2014/2015

It is proposed that St Andrew's Lower School be expanded onto a new site as part of the Land East of Biggleswade, for September 2015. Additional middle and upper school provision will also be required in the future, the exact form and timing of which is still to be determined .

Planning Area: Sandy

Numbers on Roll (NOR) and Net Capacity Assessments (NCA) correct as at June 2013.

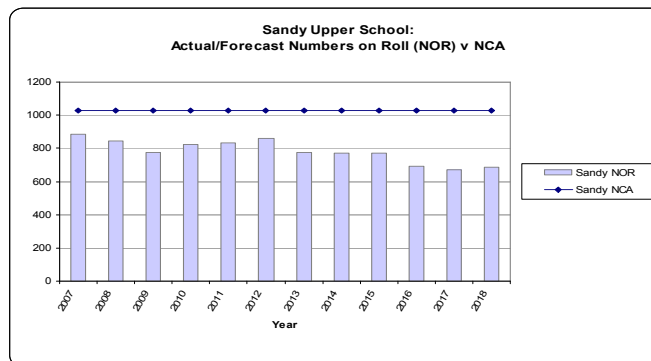
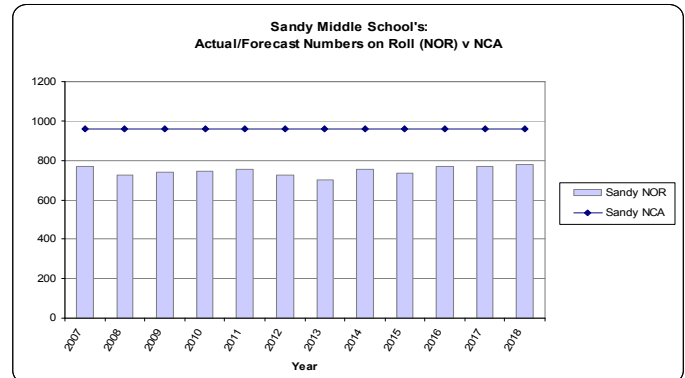
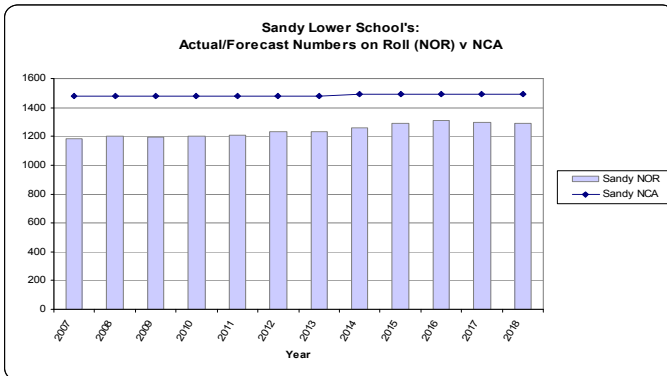
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Figures exclude children attending Designated Nursery Units and Designated Special Units attached to Schools.

Lower													
DfE No.	School Name	Gov	Age Range	Admission Number	Jan 2013 School Census					Total	NCA 2012	Surplus Places (NCA-NOR)	Surplus Places %
					4+ (Yr R)	5+ (Yr 1)	6+ (Yr 2)	7+ (Yr 3)	8+ (Yr 4)				
2047	Everton Lower School	C	4-9	10	12	8	7	9	12	48	50	2	4.00%
3302	John Donne C of E Lower School*	VA CE	4-9	22	17	14	19	12	14	76	90	14	15.56%
2119	Laburnum Lower School*	FO	4-9	30	30	18	29	27	17	121	150	29	19.33%
2001	Maple Tree Lower School*	FO	4-9	45	29	37	32	31	36	165	225	60	26.67%
5204	Moggerhanger Lower School	FO	4-9	15	14	10	11	5	12	52	75	23	30.67%
2117	Potton Lower School	FO	4-9	60	55	49	60	43	43	250	300	50	16.67%
2202	Robert Peel Lower School*	FO	4-9	60	47	56	54	49	57	263	300	37	12.33%
3012	St Swithuns Lower School*	VC CE	4-9	30	30	26	21	27	26	130	150	20	13.33%
3331	Sutton VA Lower School	VA CE	4-9	15	13	15	13	13	16	70	75	5	6.67%
3017	Wrestlingworth VC Lower School	VC CE	4-9	13	10	14	12	12	9	57	65	8	12.31%
				Totals	300	257	247	258	242	1232	1480	248	16.76%
* Designated Nursery Unit attached to School													
				Lower Forecast Totals	4+ (Yr R)	5+ (Yr 1)	6+ (Yr 2)	7+ (Yr 3)	8+ (Yr 4)	Total		Surplus Places (NCA-NOR)	Surplus Places %
				2014	251	268	250	256	231	1256		224	15.11%
				2015	261	260	268	247	257	1293		187	12.63%
				2016	271	269	261	264	245	1308		172	11.61%
				2017	232	278	268	255	262	1295		185	12.52%
				2018	259	239	277	262	253	1289		191	12.93%

Area Conclusions

Education Review Area: Biggleswade & Sandy
 Planning Area: Sandy
 Type of System: Three-Tier



There is spare capacity across all three phases of education within the Sandy Planning Area but individual schools may struggle to cope with the impact of local housing development, without expansion.

Housing:

Within the forecast period

Up to 2018: 334 dwellings planned for the Sandy area, are included in the pupil forecasts:

- 151 provided by the Land at Biggleswade Road, Potton development
- 75 provided by the development at Meller Beauty Premises, Sunderland Road, Sandy
- 108 provided as part of existing commitments and allocated sites

Beyond the forecast period

2019 to 2027: 97 dwellings planned for the Sandy area, including:

- 7 provided as part of existing commitments and allocated sites
- 90 dwellings as part of the development at Land to the South of 'The Paddocks', Potton

Future action

Most of the allocations and current developments will be expected to be provided for by existing schools where there is sufficient spare capacity. Additional Lower School places may be needed to meet need generated by the land at Biggleswade Road development in Potton, the exact timing and final form of which is subject to further analysis.

Planning Area: Harlington

Numbers on Roll (NOR) and Net Capacity Assessments (NCA) correct as at June 2013.

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

Figures exclude children attending Designated Nursery Units and Designated Special Units attached to Schools.

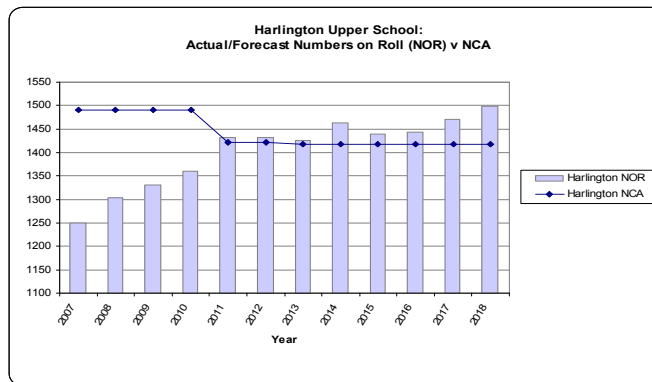
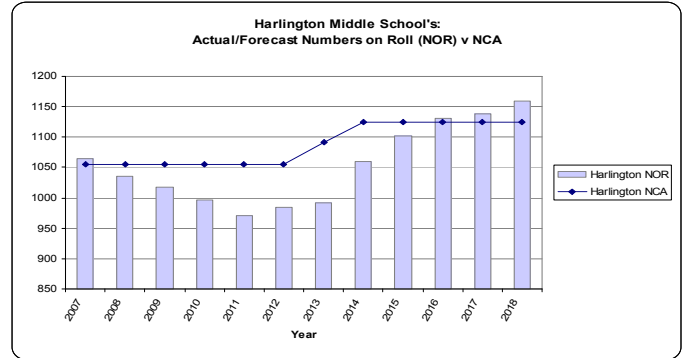
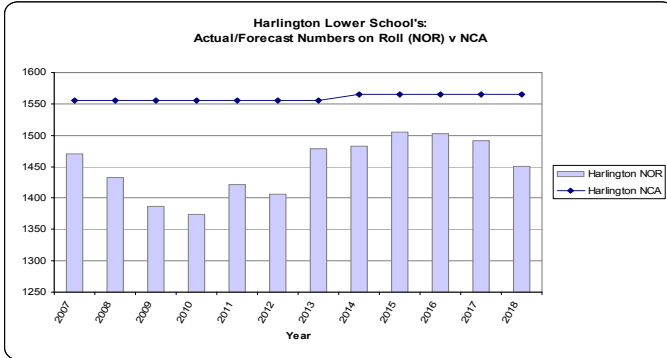
Lower														
DfE No.	School Name	Gov	Age Range	Admission Number	Jan 2013 School Census					Total	NCA 2012	Surplus Places (NCA-NOR)	Surplus Places %	
					4+ (Yr R)	5+ (Yr 1)	6+ (Yr 2)	7+ (Yr 3)	8+ (Yr 4)					
2136	Chalton Lower School	C	4-9	15	14	9	15	8	14	60	75	15	20.00%	
2046	Eversholt Lower School	A	4-9	15	15	14	16	15	15	75	75	0		
3007	Greenfield C of E VC Lower School	A	4-9	25	30	23	28	27	26	134	125	0		
2180	Harlington Lower School	A	4-9	30	30	30	21	25	25	131	150	19	12.67%	
2154	Pulloxhill Lower School	A	4-9	12	17	10	13	10	9	59	60	1	1.67%	
2282	Ramsey Manor Lower School	C	4-9	58	54	57	44	54	58	267	290	23	7.93%	
3013	Silsoe VC Lower School	VC	CE	4-9	27	27	16	28	32	28	135	4	2.96%	
3307	St. Mary's C of E Lower School	VA	CE	4-9	30	25	21	33	18	25	122	135	13	9.63%
5203	Sundon Lower School*	A	4-9	15	14	11	6	12	14	57	75	18	24.00%	
3016	Toddington St George V.C. Lower School*	A	CE	4-9	60	61	60	58	58	75	300	0		
5201	Westoning Lower School	FO	4-9	27	27	27	26	23	28	131	135	4	2.96%	
	Totals			314	314	278	288	282	317	1479	1555	97	6.24%	
	* Designated Nursery Unit attached to School													
				Lower Forecast Totals	4+ (Yr R)	5+ (Yr 1)	6+ (Yr 2)	7+ (Yr 3)	8+ (Yr 4)	Total		Surplus Places (NCA-NOR)	Surplus Places %	
				2014	283	322	292	296	290	1483		72	4.66%	
				2015	292	283	333	295	302	1505		50	3.21%	
				2016	271	296	298	339	300	1503		52	3.36%	
				2017	267	273	307	302	343	1491		64	4.09%	
				2018	288	267	283	309	305	1451		104	6.69%	

Middle													
DfE No.	School Name	Gov	Age Range	Admission Number	Jan 2013 School Census				Total	NCA 2012	Surplus Places (NCA-NOR)	Surplus Places %	
					9+ (Yr 5)	10+ (Yr 6)	11+ (Yr 7)	12+ (Yr 8)					
4040	Arnold Academy	A	9-13	150	143	134	114	130	521	622	101	16.24%	
4054	Parkfields Middle School	FO	9-13	113	113	119	119	119	470	455	0		
Totals				263	256	253	233	249	991	1077	101	9.38%	
Middle Forecast Totals					9+	10+	11+	12+	Total	Surplus Places (NCA-NOR)			
					(Yr 5)	(Yr 6)	(Yr 7)	(Yr 8)					
					2014	285	271	263	240	1060	17		1.61%
					2015	261	297	278	266	1101			
					2016	274	272	304	280	1130			
					2017	269	284	279	306	1139			
					2018	312	278	289	279	1159			

Upper													
DfE No.	School Name	Gov	Age Range	Admission Number	Jan 2013 School Census					Total	NCA 2012	Surplus Places (NCA-NOR)	Surplus Places %
					13+ (Yr 9)	14+ (Yr 10)	15+ (Yr 11)	16+ (Yr 12)	17+ (Yr 13)				
4083	Harlington Upper School	A	13-18	340	345	340	346	224	170	7	1432	1418	0
Upper Forecast Totals					13+	14+	15+	16+	17+	18+	Total	Surplus Places (NCA-NOR)	
					(Yr 9)	(Yr 10)	(Yr 11)	(Yr 12)	(Yr 13)	(Yr 14)			
					2014	338	356	342	232	195	1462		
					2015	331	342	352	218	198	1440		
					2016	352	333	338	234	187	1444		
					2017	367	355	329	218	201	1471		
					2018	392	368	349	206	183	1499		

Area Conclusions

Education Review Area: Rural Mid-Bedfordshire
 Planning Area: Harlington
 Type of System: Three-Tier



There are sufficient Lower School Places across the Harlington planning area, however, an extension to Silsoe Lower School is required to manage the impact of housing development local to the school. Middle and Upper School provision is likely to be at or near capacity.

Housing:

Within the forecast period

Up to 2018: 330 dwellings planned for the Harlington area are included in the pupil forecast:

- 60 provided as part of existing commitments and allocated sites
- 270 dwellings within the Cranfield University Campus development in Silsoe.

Future action

Relocation and expansion of Silsoe Lower School, September 2016

The Cranfield University Campus development is expected to produce approximately 15 children per year group. To manage this it is proposed that Silsoe Lower School relocates to a new site within the development, providing a new building to allow the school to increase its intake from September 2016. This proposal is currently subject to further consultation and feasibility work.

Planning Area: Redborne

Numbers on Roll (NOR) and Net Capacity Assessments (NCA) correct as at June 2013.

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

Figures exclude children attending Designated Nursery Units and Designated Special Units attached to Schools.

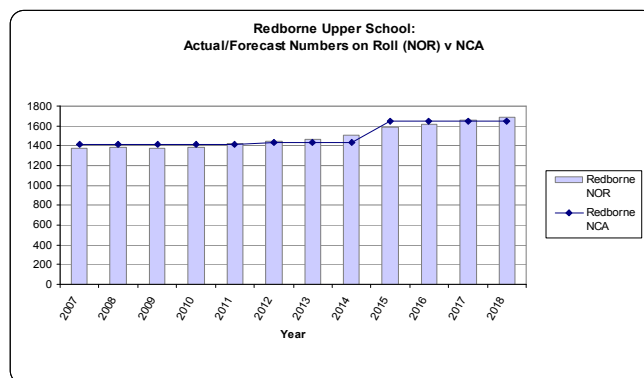
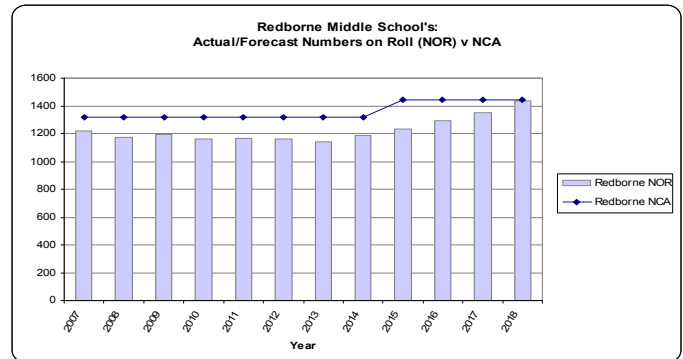
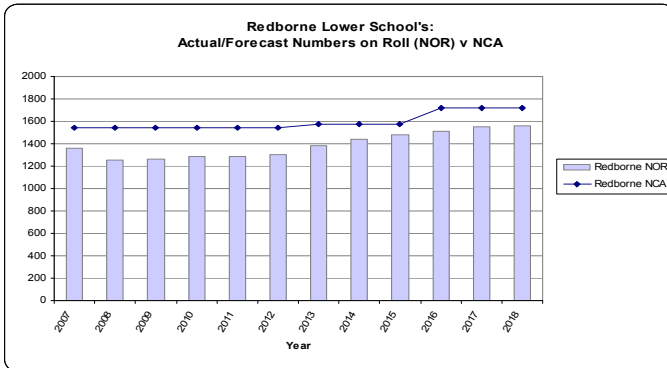
Lower													
DfE No.	School Name	Gov	Age Range	Admission Number	Jan 2013 School Census					Total	NCA 2012	Surplus Places (NCA-NOR)	Surplus Places %
					4+ (Yr R)	5+ (Yr 1)	6+ (Yr 2)	7+ (Yr 3)	8+ (Yr 4)				
2049	Flitwick Lower School	C	4-9	60	55	43	55	61	51	265	300	35	11.67%
2174	Kingsmoor Lower School	C	4-9	45	44	27	27	28	30	156	225	69	30.67%
2112	Maulden Lower School	C	4-9	30	30	28	29	25	28	140	150	10	6.67%
2146	Russell Lower School	C	4-9	54	42	47	50	58	47	244	270	26	9.63%
2213	Templefield Lower School*	C	4-9	60	60	59	57	61	50	287	300	13	4.33%
2195	The Firs Lower School	A	4-9	60	55	60	60	59	56	290	300	10	3.33%
			Totals	309	286	264	278	292	262	1382	1545	163	10.55%
	* Designated Nursery Unit attached to School												
			Lower Forecast Totals	4+ (Yr R)	5+ (Yr 1)	6+ (Yr 2)	7+ (Yr 3)	8+ (Yr 4)	Total		Surplus Places (NCA-NOR)	Surplus Places %	
				2014	262	311	277	290	301	1440		105	6.77%
				2015	274	284	328	292	302	1480		65	4.22%
				2016	270	296	299	342	305	1512		33	2.12%
				2017	287	292	310	312	352	1555			
				2018	295	309	307	324	324	1559			

Middle														
DfE No.	School Name	Gov	Age Range	Admission Number	Jan 2013 School Census					Total	NCA 2012	Surplus Places (NCA-NOR)	Surplus Places %	
					9+ (Yr 5)	10+ (Yr 6)	11+ (Yr 7)	12+ (Yr 8)						
4099	Alameda Middle School	C	9-13	150	138	152	150	135	575	600	25	4.17%		
4117	Woodland Middle School	A	9-13	180	133	133	164	137	567	720	153	21.25%		
Totals				330	271	285	314	272	1142	1320	178	13.48%		
Middle Forecast Totals					9+	10+	11+	12+	Total	Surplus Places (NCA-NOR)			Surplus Places %	
					(Yr 5)	(Yr 6)	(Yr 7)	(Yr 8)						
					2014	287	284	294	322	1187	133			10.10%
					2015	327	301	297	306	1230	90			6.79%
					2016	331	340	314	307	1292	28			2.11%
					2017	331	343	352	323	1348				
					2018	378	343	354	361	1436				

Upper														
DfE No.	School Name	Gov	Age Range	Admission Number	Jan 2013 School Census					Total	NCA 2012	Surplus Places (NCA-NOR)	Surplus Places %	
					13+ (Yr 9)	14+ (Yr 10)	15+ (Yr 11)	16+ (Yr 12)	17+ (Yr 13)					18+ (Yr 14)
4003	Redborne Upper School	A	13-18	340	354	339	344	228	193	8	1466	1547	81	5.24%
Upper Forecast Totals					13+	14+	15+	16+	17+	18+	Total	Surplus Places (NCA-NOR)		Surplus Places %
					(Yr 9)	(Yr 10)	(Yr 11)	(Yr 12)	(Yr 13)	(Yr 14)				
					2014	351	367	346	245	192	1500	47		3.03%
					2015	385	359	377	248	214	1582			
					2016	370	393	367	275	214	1619			
					2017	374	378	400	266	240	1659			
					2018	387	382	386	300	233	1687			

Area Conclusions

Education Review Area: Rural Mid-Bedfordshire
 Planning Area: Redborne
 Type of System: Three-Tier



There is currently a small amount of surplus across all phases of education in the Redborne planning area, however a significant amount of housing development is planned locally, meaning that additional school places are likely to be required from 2014 onwards.

Housing:

Within the forecast period

Up to 2018: 867 dwellings planned for the Redborne area are included in the pupil forecast:

- 112 provided as part of existing commitments and allocated sites and included within the pupil forecast
- 350 dwellings within the Land at Steppingley Road and Froghall Road development in Flitwick
- 55 in Flitwick Town Centre
- 350 at the Land off Flitwick Road development in Ampt Hill (Warren Farm).

Beyond the forecast period:

2019 to 2027: 144 dwellings planned for the Redborne area, including

- 50 dwellings within the Land at Steppingley Road and Froghall Road development in Flitwick
- 30 in Flitwick Town Centre

- 60 at the Land off Flitwick Road development in Ampthill (Warren Farm).

Future action

Consultation is currently underway on a1 FE, 150 place expansion of Russell Lower, September 2015, to accommodate the additional pupils from the immediate Ampthill/ Maulden area.

1 FE, 120 place, expansion of Alameda Middle, September 2014

Expansion of Redborne Upper, from 1450 to 1649 places, September 2014

Further places will be required at the early years, lower and upper phases to accommodate additional pupils from housing development at Flitwick, this is likely to be provided through expansion of a lower school within Flitwick, with an additional small expansion of Redborne Upper School.

Planning Area: Samuel Whitbread

Numbers on Roll (NOR) and Net Capacity Assessments (NCA) correct as at June 2013.

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

Figures exclude children attending Designated Nursery Units and Designated Special Units attached to Schools.

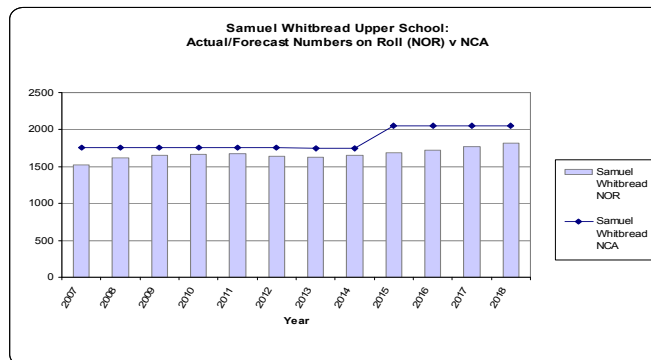
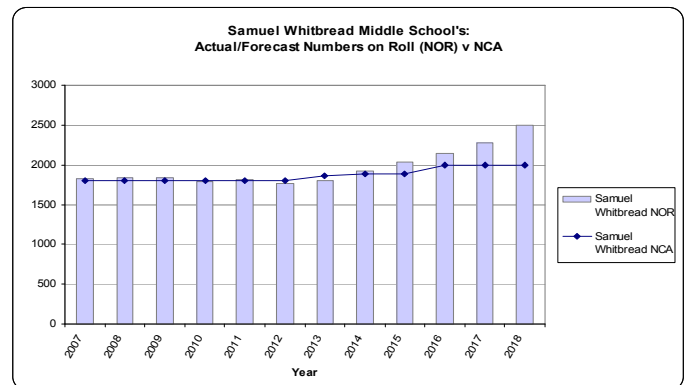
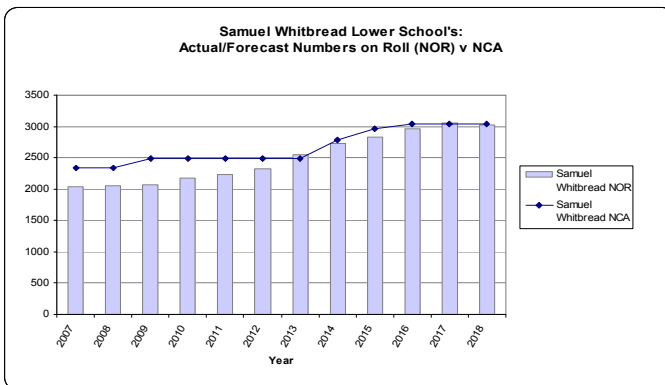
Lower		Jan 2013 School Census													
DfE No.	School Name	Gov	Age Range	Admission Number	4+ (Yr R)	5+ (Yr 1)	6+ (Yr 2)	7+ (Yr 3)	8+ (Yr 4)	Total	NCA 2012	Surplus Places (NCA-NOR)	Surplus Places %		
3306	All Saints' Lower School	VA	CE	4-9	30	30	29	30	28	30	147	150	3	2.00%	
2033	Campton Lower School	C		4-9	22	29	28	25	24	26	132	110	0		
2056	Derwent Lower School	FO		4-9	30	26	26	21	29	17	119	150	31	20.67%	
3351	Fairfield Park Lower School*	C		4-9	60	72	52	35	32	22	213	180	0		
2000	Gothic Mede Lower School	FO		4-9	51	73	53	54	51	49	280	259	0		
2051	Gravenhurst Lower School	C		4-9	10	6	6	13	4	4	33	50	17	34.00%	
2055	Haynes Lower School	C		4-9	24	16	23	17	22	19	97	105	8	7.62%	
2066	Langford Lower School	FO		4-9	45	34	33	39	28	32	166	225	59	26.22%	
3320	Meppershall Lower School	VA	CE	4-9	27	23	14	22	18	13	90	135	45	33.33%	
3008	Raynsford VC Lower School	A	CE	4-9	30	30	30	30	27	32	149	150	1	0.67%	
2129	Roecroft School	C		4-9	60	61	60	37	49	35	242	300	58	19.33%	
2121	Shefford Lower School*	C		4-9	90	90	77	60	81	58	366	330	0		
2122	Shillington Lower School	C		4-9	28	24	26	18	24	19	111	140	29	20.71%	
2124	Southill Lower School	C		4-9	15	14	9	10	11	12	56	75	19	25.33%	
3014	St Mary's VC C of E Academy	A	CE	4-9	45	48	44	51	51	43	237	225	0		
2072	Stondon Lower School	C		4-9	24	26	24	20	23	16	109	120	11	9.17%	
				Totals	591	602	534	482	502	427	2547	2704	281	10.39%	
* Designated Nursery Unit attached to School															
				Lower Forecast Totals	4+ (Yr R)	5+ (Yr 1)	6+ (Yr 2)	7+ (Yr 3)	8+ (Yr 4)	Total		Surplus Places (NCA-NOR)	Surplus Places %		
				2014	516	640	555	500	512	2723					
				2015	570	544	653	563	500	2831					
				2016	569	599	560	661	567	2957					
				2017	613	598	613	569	663	3055					
				2018	589	637	608	617	566	3016					

Middle													
DfE No.	School Name	Gov	Age Range	Admission Number	Jan 2013 School Census				Total	NCA 2012	Surplus Places (NCA-NOR)	Surplus Places %	
					9+ (Yr 5)	10+ (Yr 6)	11+ (Yr 7)	12+ (Yr 8)					
4004	Etonbury Academy	A	9-13	120	113	94	107	88	402	480	78	16.25%	
4503	Henlow Middle School	A	CE	140	139	123	139	136	537	560	23	4.11%	
4034	Robert Bloomfield Academy	A	9-13	210	222	230	216	195	863	880	17	1.93%	
			Totals	470	474	447	462	419	1802	1920	118	6.15%	
					Middle Forecast Totals							Surplus Places (NCA-NOR)	Surplus Places %
					9+ (Yr 5)	10+ (Yr 6)	11+ (Yr 7)	12+ (Yr 8)	Total				
					2014	482	500	461	479	1922			
					2015	561	504	503	468	2035			
					2016	551	581	505	509	2146			
					2017	615	571	583	512	2282			
					2018	708	631	568	586	2493			

Upper														
DfE No.	School Name	Gov	Age Range	Admission Number	Jan 2013 School Census					Total	NCA 2012	Surplus Places (NCA-NOR)	Surplus Places %	
					13+ (Yr 9)	14+ (Yr 10)	15+ (Yr 11)	16+ (Yr 12)	17+ (Yr 13)					18+ (Yr 14)
4079	Samuel Whitbread Academy	A	13-18	434	395	410	399	232	190	15	1641	1749	108	6.17%
					Upper Forecast Totals								Surplus Places (NCA-NOR)	Surplus Places %
					13+ (Yr 9)	14+ (Yr 10)	15+ (Yr 11)	16+ (Yr 12)	17+ (Yr 13)	18+ (Yr 14)	Total			
					2014	384	416	425	235	194	1653		96	5.52%
					2015	428	399	421	248	187	1683		66	3.77%
					2016	423	443	403	243	205	1717		32	1.84%
					2017	463	436	448	226	196	1770			
					2018	460	473	436	266	176	1812			

Area Conclusions

Education Review Area: Rural Mid-Bedfordshire
 Planning Area: Samuel Whitbread
 Type of System: Three-Tier



Forecasts are indicating an immediate need for additional lower and middle school places with a requirement for upper school places from September 2017. A large amount of housing is planned within the Samuel Whitbread planning area and plans are in place to extend existing school provision.

Housing:

Within the forecast period

Up to 2018: 1,179 dwellings planned for the Samuel Whitbread area are included in the pupil forecasts:

- 436 provided as part of existing commitments and allocated sites
- 145 dwellings within the Land South of Stofold development.
- 70 within the Land at the rear of Station Road and Bedford Road development in Lower Stondon
- 93 within the Land off Stanford Road development in Shefford
- 85 at Bridge Farm (and adjoining land), Ivel Road, Shefford
- 350 dwellings at the Arlesey Cross development in Arlesey.

Beyond the forecast period

2019 to 2027: 865 dwellings planned for the Samuel Whitbread area, including:

- 215 provided as part of existing commitments and allocated sites
- 650 dwellings at the Arlesey Cross development in Arlesey.

Steps taken:

A new enlarged Roecroft Lower School was opened in Stotfold for September 2011.
1FE, 150 place, expansion of Fairfield Park Lower School, September 2013
1FE, 150 place, expansion of Shefford Lower School, September 2013

Future action:

0.5 FE, 75 place, expansion of St Mary's VC C of E Academy, Stotfold, for September 2015

Additional lower school provision in Arlesey, to cater for the Arlesey Cross Development in Arlesey, from September 2016.

120 additional middle school places and 300 additional upper school places at Etonbury Academy, September 2015

Robert Bloomfield Expansion, September 2015

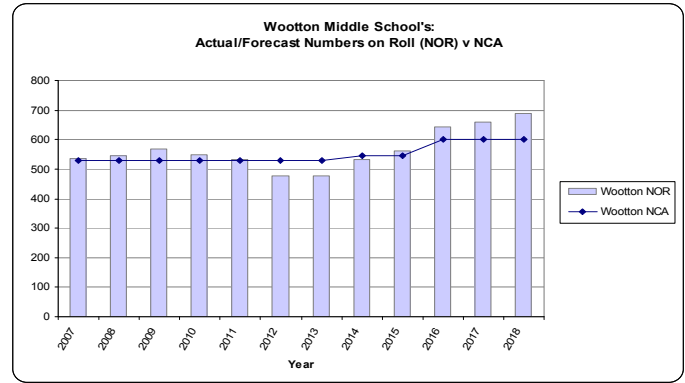
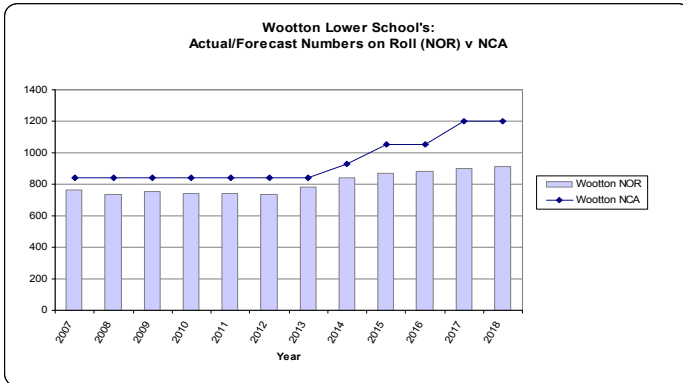
Fairfield Park and Shefford Lower School are being expanded to meet local demand for school places. The Land at Chase Farm and Land West and NE of High Street developments in Arlesey will produce the need for new Lower School provision, including a new site and there will also need to be further legal agreements to secure additional provision at the local Middle and Upper schools in the longer term.

Separately, a new alternative provision secondary free school will be opening in September 2013, located at the former Roecroft Lower School site. This will provide an alternative for more vulnerable pupils in Central Bedfordshire.

Middle													
DfE No.	School Name	Gov		Age Range	Admission Number	Jan 2013 School Census				Total	NCA 2012	Surplus Places (NCA-NOR)	Surplus Places %
						9+ (Yr 5)	10+ (Yr 6)	11+ (Yr 7)	12+ (Yr 8)				
5408	Holywell Middle School	A	CE	9-13	136	143	84	129	120	476	544	68	12.50%
						Middle Forecast Totals							
						9+ (Yr 5)	10+ (Yr 6)	11+ (Yr 7)	12+ (Yr 8)	Total	Surplus Places (NCA-NOR)		Surplus Places %
						2014	140	155	95	141	531	13	2.46%
						2015	152	147	160	102	561		
						2016	171	158	150	165	644		
						2017	167	176	162	154	659		
						2018	173	171	178	165	687		

Area Conclusions

Education Review Area: Rural Mid-Bedfordshire
 Planning Area: Wootton
 Type of System: Three-Tier



Wootton upper school lies within Bedford Borough, so is not included within this plan. Forecasts are indicating the need for additional lower and middle school places and a significant amount of housing is planned within the Wootton planning area. Plans are in place to extend existing school provision.

Housing:

Within the forecast period

Up to 2018: 743 dwellings planned for the Wootton area are included in the pupil forecast:

- 274 dwellings remaining within Land East of Bedford Road development in Marston Moretaine
- 95 dwellings with in the Land at Moreteyne Farm development in Marston Moretaine
- 135 at Land Rear of Central Garage, High Street, Cranfield
- 70 at Land at the Former Hostel Site, Houghton Conquest
- 169 provided as part of existing commitments and allocated sites and included within the pupil forecast

Beyond the forecast period

2019 to 2027: 476 dwellings planned for the Wootton area, including:

- 105 provided as part of existing commitments and allocated sites
- 371 dwellings at Home Farm, Cranfield.

Outside of CBC, and not included in the pupil forecast, are the middle school aged children generated by the 750 homes planned for the Bedford Borough section of the Wootton planning area, which will be located within the Catchment area for Holywell Middle School.

Future action

1FE, 150 place, expansion of Church End Lower School, September 2014
 1FE, 150 place, expansion of Cranfield Lower School, September 2016

176 place phased expansion of Holywell Middle School – September 2015 onwards

Church End Lower School is to be expanded on a separate site with effect from September 2014 within the development East of Bedford Road, Marston Moretaine. This is also expected to cater for the Land at Moreteyne farm development.

A site is being secured within the Land Rear of Central Garage development site for the expansion of Cranfield Lower School.

Area Conclusions

Education Review Area: Rural Mid-Bedfordshire
Planning Area: Wixams
Type of System: Two - Tier

The Wixams planning area has been added to this version of the SOP to reflect the demand for school places created by housing development at the Wixams. The Wixams development is expected to contain a total of 7,000 dwellings and is located on the border of Central Bedfordshire and Bedford Borough. The Wixams Planning area covers the part of the Wixams development which is within Central Bedfordshire.

The 7,000 dwellings planned for the area will be made up of a core of 4 villages, with extension sites both to the north and south of this. Villages 1-4, and an extension the north, are within Bedford Borough. Village 1 has been completed and includes the new Lake View Primary School. Villages 2-4 will also each contain a primary school. A new secondary school is planned to cater for the whole development.

There are 1,500 dwellings planned for a southern extension to the 4 villages, which will be within Central Bedfordshire. This will require a new 2FE primary school with an extension to the secondary provision within the Wixams Villages.

Housing:

Within the forecast period

Up to 2018:

- 100 dwellings within the Bedford Borough area of the Wixams.

Beyond the forecast period

2019 to 2027:

- 1,500 dwellings within the Central Bedfordshire area of the Wixams (contained within the Wixams planning area)
- 2,150 dwellings within the Bedford Borough area of the Wixams

Steps Taken

Lakeview Primary School was established in Village 1 (Bedford Borough) in 2010

Future action for the Wixams Development

Within Bedford Borough – adjacent to the Wixams Planning Area

3 new Primary Schools within the Wixams Villages 2-4

1 new Secondary School

Extension to the secondary school will be required to cater for the pupil yield from the 1,500 dwellings within the Central Bedfordshire Boundary.

Within Central Bedfordshire – within the Wixams Planning Area:

A New 2FE Primary School will be required to cater for the 1,500 dwellings within Central Bedfordshire.

Planning Area: Special Educational Need (SEN)

Numbers on Roll (NOR) and Net Capacity Assessments (NCA) correct as at June 2013.

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).

		Summer 2013 School Census																		Capacity 2012	Surplus Places (NCA- NOR)	Surplus Places %	
DfE No.	School Name	Gov	Age Range	2+	3+	4+	5+	6+	7+	8+	9+	10+	11+	12+	13+	14+	15+	16+	17+				18+
7017	The Chiltern	C	A/A	2-19		4	7	11	14	16	15	9	14	7	11	1	8	11	10	11	149	120	0
7018	Oak Bank School	C	BESD	11-18							1	6	8	9	8	10	14				56	56	0
7009	Ivel Valley School	C	A/A	2-19	1	5	5	7	6	8	6	11	8	15	20	10	19	12	8	13	154	120	0
7006	Weatherfield School	A	BESD	7-16					1	4	7	15	9	14	15	18	17				100	100*	0*
Totals					1	9	12	18	21	28	29	41	39	45	54	39	58	23	18	24	459	296	0
					Forecast Totals														Surplus Places (NCA-NOR)		Surplus Places %		
					2+ to 4+	5+	6+	7+	8+	9+	10+	11+	12+	13+	14+	15+	16+	17+ to 18+	Total				
					2014	17	14	19	23	29	32	43	39	46	54	41	55	23	42	477			
					2015	18	13	21	24	30	34	44	42	46	56	41	56	22	43	492			
					2016	19	14	20	27	32	37	48	44	50	56	43	56	23	42	509			
					2017	19	15	20	25	35	38	50	47	51	61	42	58	23	44	529			
					2018	19	14	21	26	33	42	52	49	55	63	46	58	25	43	546			

*Weatherfield School has 25 places for 6th form which are not included in the net capacity figure.

Area Conclusions: Special Educational Need (SEN)

Mainstream SEN Provision

Satellite facilities are provided at the following mainstream schools in addition to places within special schools:

School Name	Planning Area	Type of Provision	Age Range	Capacity
Ramsey Manor Lower School	Rural Mid-Bedfordshire	Autism/Aspergers	4-9	6
St Swithuns VC Lower School	Biggleswade/Sandy	Autism/Aspergers	4-9	8
Holmemead Middle School	Biggleswade/Sandy	Autism/Aspergers	9-13	8
Arnold Academy	Rural Mid-Bedfordshire	Autism/Aspergers	9-13	6
Streetfield Middle School	Dunstable/ Houghton Regis	Autism/Aspergers	9-13	6
Manshead Upper School	Dunstable/ Houghton Regis	Autism/Aspergers	13-18	8
Samuel Whitbread Academy	Rural Mid-Bedfordshire	Autism/Aspergers	13-18	8
Lancot Lower School	Dunstable/ Houghton Regis	Behavioural, Social and Emotional	4-9	6
Silsoe Lower School	Rural Mid-Bedfordshire	Behavioural, Social and Emotional	4-9	6
Toddington St George VC	Rural Mid-Bedfordshire	Hearing Impairment	4-9	8
Parkfields Middle School	Rural Mid-Bedfordshire	Hearing Impairment	9-13	8
Harlington Upper School	Rural Mid-Bedfordshire	Hearing Impairment	13-18	4
Heathwood Lower School	Leighton Buzzard/ Linslade	Language/Speech	4-9	6
St Andrew's VC Lower	Biggleswade/Sandy	Language/Speech	4-9	8

Housing:

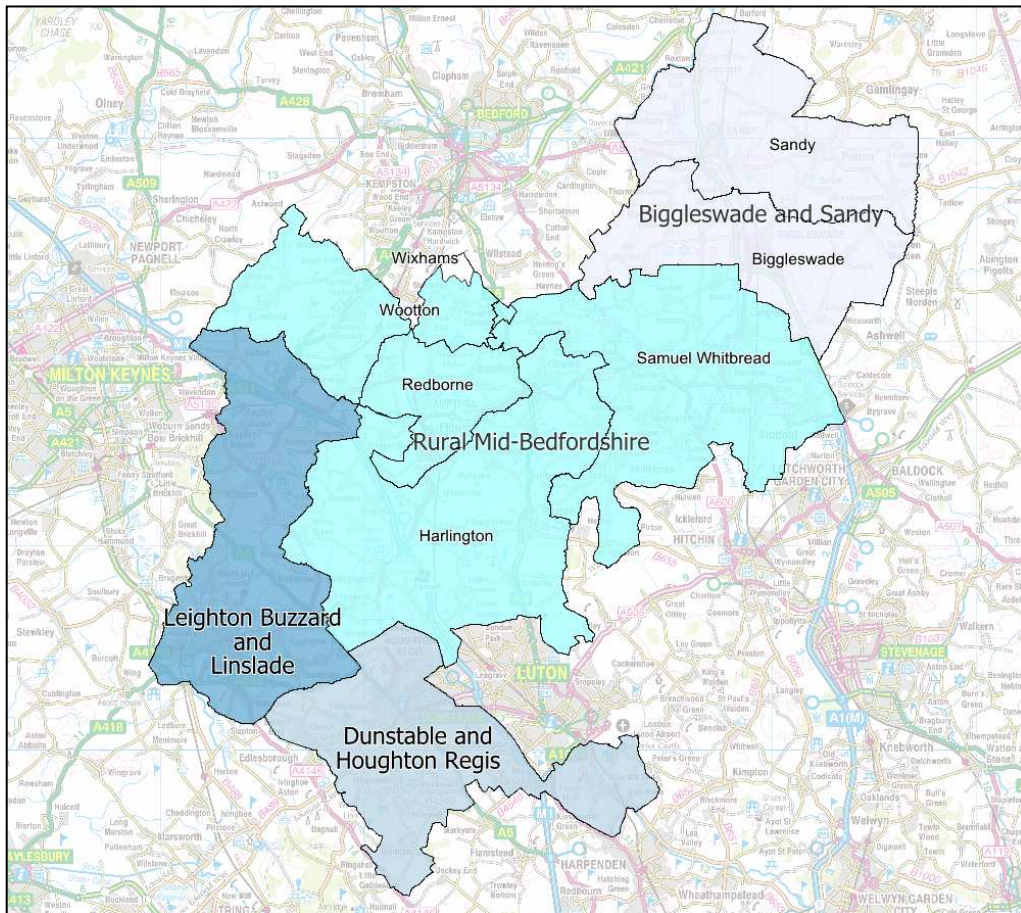
The total housing allocations for the Authority as a whole for 2012-17 would be expected to require a further 50 pupils with specific needs to be accommodated within our special schools or with the SEN designated provision in our mainstream schools.

Specific Issues:

In line with most mainstream schools within the Dunstable/Houghton Regis area consulting on proposals to change their future age ranges, Lancot Lower School are consulting to be a primary school from September 2014 and Manshead Upper School are consulting to become a secondary school with sixth form provision from September 2014.

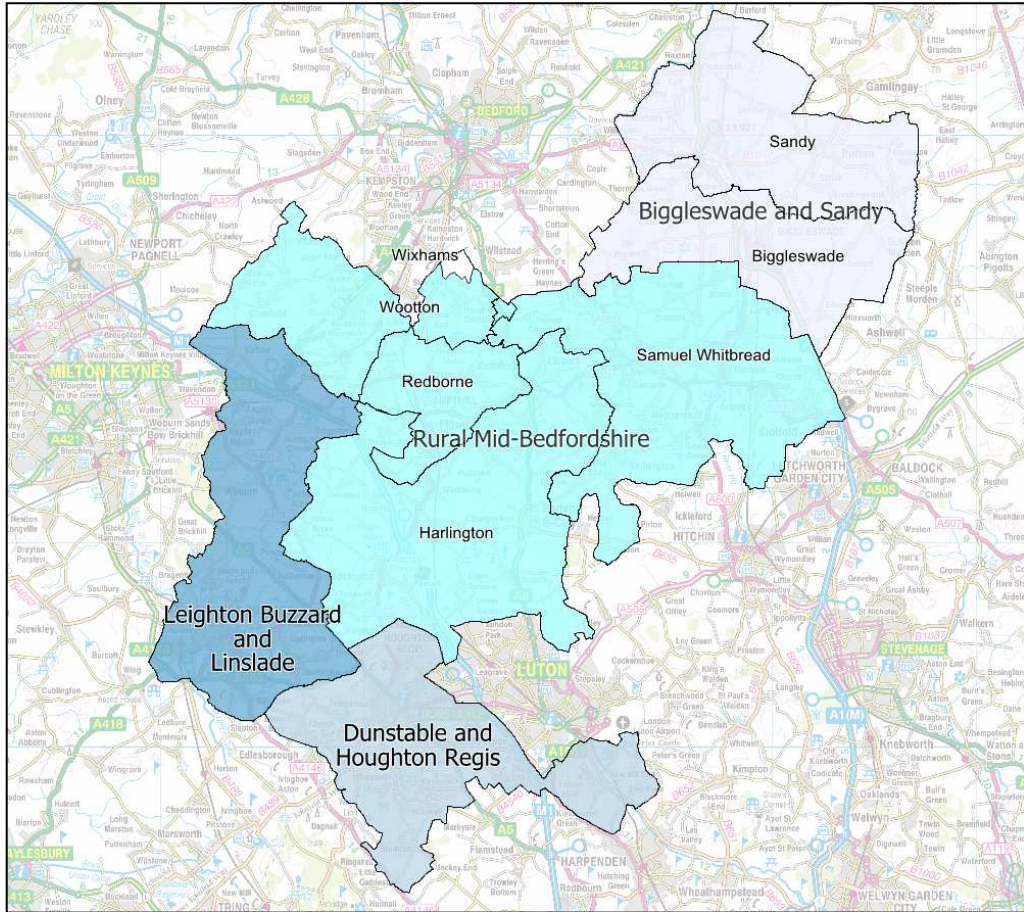
As set out above, there will be a requirement to consider how the anticipated increase in pupils with specific needs can be accommodated, although given the low incidence of need and that this will be across the Council as a whole, it is difficult to predict more precisely where these will occur or the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

Appendix A - Central Bedfordshire Educational Review Areas (September 2013)



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Dunstable / Houghton Regis	Leighton Buzzard / Linslade
Lower/Primary Beccoft (c); Eaton Bray (A); Caddington Village (c); St Christopher's (A); Lancot (c); Totternhoe (c) Slip End (c) Hadrian Academy (A) Hawthorn Park (c); St Augustines Academy (A); Ardley Hill Academy (A); Houghton Regis (c); Kensworth (CE VC); Dunstable Icknield (c); Tthe Fam (c); Thornhill (c) Studham (CE VC) Lark Rise(A); Watting (c)	Lower/Primary Mary Bassett (c); Stanbridge (c) Clipstone Brook (c); Hockliffe (c); Leodon (c) Greenleas (c); Linslade (c); Aspley Guise (c); Husborne Crawley (c); So uthcott (c) Ridgmtont (c); Swallowfield (c); Wobum (c) Beaudesert (c); Doverly Down (c); Heathwood (c); St George's (c)
Voluntary Aided (VA) Schools without standard catchments: Ashton St Peter's (CE VA); St Mary's (Cadd) (RC VA); St Vincent's (RC VA) Thomas Whitehead (CE VA)	Voluntary Aided (VA) Schools without standard catchments: Pulford (CE VA); St Leonard's (CE VA)
Middle (deemed Secondary) Brewers Hill (c) Streetfield (c) Bamfield Vale Academy (A) Houghton Regis Academy (A) Priory Academy (A)	Middle (deemed Secondary) Leighton (c) Brookwands (A) Linslade (A) Fulbrook (A) Gilbert Inglefield (A)
Voluntary Aided (VA) Schools without standard catchments: Ashton (CE VA)	
Upper All Saints Academy (A) Manshead (CE VA) Queensbury (A) Bedfordshire University Technical College (UTC) (A)	Upper The Cedars (A) Vandyke (A)
Special Glenwood (c); Hillcrest (c); Weatherfield (A)	Special Oakbank (c)
Total: Lower/Primary 23, Middle (deemed Sec) 6, Upper 3, UTC 1, Special 3 - total 36	Total: 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)	(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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Biggleswade / Sandy	
Lower/Primary	Everton (c); Pottin (f); Wrestlingworth (CE VC) Laburnum (f); Maple Tree (f); Robert Peel (f); St Swithun's (CE VC) Moggerhanger (f)
Voluntary Aided (VA) School's operating outside of standard catchments:	Caldecote (CE VC); Dunton CE VC); Lawnside (c) Southlands (A); St Andrew's (CE VC)
Middle (deemed Secondary)	Burgoyne (c) Sandye Place (A) <i>Alban (Beds Borough)</i> Edward Peake (CE VC) Biggleswade Academy (A)
Upper	Sandy (f) Stratton (c)
Special	Ivel Valley (c)
Total:	Lower/Primary 16, Middle (deemed Sec) 4, Upper 2,
Special 1 - Total 23	
(c) Community School; CE/RC VA - Voluntary Aided; CE/RC VC - Voluntary Controlled; f - Foundation; t - trust (A) Academy (non LA maintained)	

Rural Mid-Bedfordshire (Amphill, Flitwick, Cranfield, Stotford, Shefford and the Wixhams)				
Lower/Primary	Greenfield (A); Pulloxhill (A); Ramsey Manor (c); Silsoe (CE VC); Sundon (A); Westoning (f) Chalton (c); Eversholt (A); Harlington (A); Toddington St George (A)	Maulden (c); The Firs (A); Russell (c) Flitwick (c); Kingsmoor (c); Templefield (c)	Cranfield (A) Church End (f); Houghton Conquest (c); Shelton (c); Thomas Johnson (c)	Fairfield Park (c); Gothic Mede (f); Roecroft (c); St Mary's (Stotford) (CE VC) Derwent (f); Langford (f); Raynsford (A) Campton (c); Gravenhurst (c); Haynes (c); Shefford (c); Shillington (c); Southill (c); Stondon (c)
Voluntary Aided (VA) School's operating outside of standard catchments:	All Saints (CE VA); Meppershall (CE VA); St Mary's (Clophill) (A)			
Middle (deemed Secondary)	Arnold (A) Parkfields (f)	Alameda (c) Woodland (A)	<i>Marston Vale (Beds Borough)</i> Etonbury Academy (A) Henlow (A) Robert Bloomfield (A)	
Voluntary Aided (VA) School's operating outside of standard catchments:	Holywell (A)			
Upper	Harlington (A)	Redborne (A)	Samuel Whitbread (A) <i>Wootton (Beds Borough)</i>	
Total:	Lower/Primary 38, Middle (deemed Sec) 8, Upper 3 - total 49			
(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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**Central
Bedfordshire**

Meeting: Executive

Date: 10 December 2013

Subject: Extending the European Social Fund (ESF) Programme to Support the Unemployed and Economically Inactive

Report of: Cllr Nigel Young, Executive Member for Sustainable Communities - Strategic Planning and Economic Development

Summary: This report proposes that the Executive approve the extension of the current ESF programme by up to £6M for the delivery of additional activity across Central Bedfordshire and Bedford Borough.

Advising Officer: Liz Wade, Assistant Director Economic Growth, Skills and Regeneration

Contact Officer: Kate McFarlane, Head of Community Regeneration and Adult Skills

Public/Exempt: Public

Wards Affected: All

Function of: Executive

Key Decision Yes

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

CORPORATE IMPLICATIONS

Council Priorities:

1. The ESF Programme operates as a shared service with Bedford Borough and accordingly delivers against the priorities of each Council. The proposed programme of additional ESF activities will support the delivery of a number of Central Bedfordshire Council's Medium Term Plan priorities, most notably:
 - **Enhancing Central Bedfordshire – creating jobs, managing growth, protecting our countryside and enabling businesses to grow** – through the expansion and extension of the work club network more individuals will be supported to prepare for, and find employment. Through the work based learning programme individuals will gain work experience in key sectors and a building enterprise programme will support adults for whom self employment is an option.

- **Improved educational attainment** – the work based learning support programme will pro-actively target 16 – 19 year old young people Not in Employment Education or Training (NEET).
- **Promote health and wellbeing and protecting the vulnerable** – through the delivery of learning programmes that support independent living and gaining employment or self employment, therefore improving health and wellbeing. A specific focus will be working with adults with mental health issues for whom work would be a positive outcome.

Financial:

2. Central Bedfordshire Council has ESF Co-Financing status and is the accountable body for the management and distribution of ESF funding. The Council is one of a small number of Local Authorities with ESF Co-Financing status and therefore able to access additional ESF funding at this time.
3. The current Bedfordshire ESF Programme runs from 2007 to 2014 and is worth £4.4M ESF. Average spend each financial year is circa £0.65M. In order to draw down the ESF, match funding has to be provided at a 50% intervention rate. Match funding for the existing programme is provided by Central Bedfordshire Council and Bedford Borough Council and primarily comes from two sources, children's workforce development activities and funding made available to sixth form schools under the control of the Local Authorities. This does not include funding for Free Schools or Academies. The match funding requirement for the existing programme has been met.
4. The additional ESF programme of up to £3M requires an equal amount of match funding. This match funding will come from the Education Funding Agency (EFA) allocation to the Develop Education Business Partnership (EBP) subject to a formal written agreement being agreed. The written agreement will be with the Department for Work and Pensions (DWP) who manage the programme nationally, the Skills Funding Agency (SFA) who manage the ESF programme on behalf of the EFA, the EFA, Develop EBP and Central Bedfordshire Council.
5. Up to 9% of the overall programme (maximum of £6M made up from £3M ESF and £3M match) can be used to cover the management and administration costs of running the programme. This equates to a maximum of £540k, although the actual amount is dependent upon the final level of ESF spend on activity delivered during the course of the programme. The management and administration costs will be based upon time spent on the programme and recorded on timesheets, with an agreed hourly rate for all individuals. This additional funding is directly linked to the partial delivery of efficiency SC175 of £170k.
6. Of the £3M additional ESF funding, a total of £2.5M of new activity will be tendered with spend being split equally across Central Bedfordshire and Bedford Borough geographies. In addition, a further £60k underspend from the current programme will also be tendered.

Legal:

7. Under the Education Act 1996 the Council has the power to secure the provision of education and training opportunities for adults. The Council also has a general power under the Local Government Act 2000 to promote the economic, social and environmental wellbeing of the area. The arrangements proposed in this report reflect these powers.

Risk Management:

8. The delivery of the ESF Co-financing programme does present risks to the Council. The risks outlined below will be mitigated by regular monitoring of overall programme performance by a skilled and experienced team of staff.
- (a) Compliance with ESF rules and regulations: ESF funding comes with strict rules and regulations, including strong eligibility and evidence requirements. Failure to comply could result in the Council having to repay ESF funding already claimed or the suspension of future payments. Compliance will be secured through regular monitoring of ESF and match funded contracts, and by responding in a timely manner to any issues emerging through Department for Work and Pensions (DWP) quarterly audits.
 - (b) Securing ESF match funding: ESF funding can only be accessed if suitable match funding can be secured. Failure to secure match funding prevents any ESF being drawn down. The source of the match funding is outlined in paragraph 4. A written agreement will be drawn up between the provider whose contract is being used for match funding, the relevant funding bodies and Central Bedfordshire Council. Compliance with this agreement will be monitored by the Adult Skills Service.
 - (c) Delivery within a tight timescale: The additional £3M of ESF funding has to be spent by the end of August 2015, with final claims submitted to DWP by the end of November 2015. The timescale for procurement and delivery is significantly shorter than would usually be the case. The procurement team have been engaged early in the process to try and condense the procurement time to as much as is reasonably practical, whilst remaining legally compliant and within the parameters of the Council's procurement framework. The forthcoming tendering round will be promoted widely to providers so that they are aware of the opportunity to access additional funding through the procurement process. A key appraisal criteria will be the ability for providers to begin immediate delivery, commencing on 1 April 2014.

- (d) Risk of not delivering the full £3M additional programme: £3M is the maximum amount of ESF funding that can be accessed. With the very tight timescales outlined in point (c) above it is possible that we cannot deliver a full programme of activity equivalent to £3M. This could result in a reputational risk of failure and/or the Council not being able to draw down sufficient ESF funding to cover the programme administration. A clear approach will be developed to ensure that messaging about the new programme is that £3M is the maximum funding level and the Adult Skills Service will on a quarterly basis review programme performance and staff time spent on administering the overall programme.
- (e) Risk of doing nothing: Doing nothing would mean that the Council misses out on the opportunity to secure an additional £3M ESF funding which through its relative flexibility can be used to contribute to the delivery of a number of Central Bedfordshire Council's Medium Term Plan priorities, most notably supporting adults into employment and addressing the impacts of welfare reform changes. Failure to draw in additional external funding could affect the ability of the Council to deliver the agreed priorities.

Staffing (including Trades Unions):

- 9. Staff across the existing Adult Skills Service will oversee and manage the procurement, monitoring and reporting of the additional ESF activity. Whilst no staffing changes are anticipated as a result of this additional ESF money in 2014 a review of staffing capacity will be undertaken to prepare for the transition and eventual close down of the current programme in Autumn 2015. At the appropriate time ahead of close down, consultation with trade unions and affected staff will take place in accordance with the Council's Managing Change policy.

Equalities/Human Rights:

- 10. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 11. The activities and target groups to be supported through the additional £3M ESF funding have been identified following a brief review of the agreed Adult Skills Service Commissioning priorities. These were developed in 2012 as part of the wide ranging Adult Skills Service review. During this review, focus groups were held with learners and non-learners and a series of in-depth qualitative telephone interviews were held with businesses. Interviews were also held with key stakeholders with an interest in the delivery of adult learning. An Equality Impact Assessment was completed as part of the 2012 Adult Skills Service review; this took into account the outputs from the resident focus groups, business feedback and stakeholder views along with analysis of service data, mosaic mapping of residents who use and do not use the Adult Skills Service and the June 2011 Ofsted inspection report findings.

12. In reviewing the Adult Skills Service commissioning priorities the findings from the 2013 Local Economic Assessment equalities considerations and target groups were also considered. An Equality Impact Assessment was completed alongside the development of the Local Economic Assessment. An Equality Impact Assessment was also completed when developing the All Age Skills Strategy.
13. The target groups that will be supported have been identified as those requiring the greatest support to access employment and will be amongst the most vulnerable. The proposed extension of the ESF programme is therefore likely to have a positive impact on equality of opportunity.

Public Health:

14. There is a strong relationship between skills and employment and health and wellbeing. Those who are more highly skilled are more likely to secure employment and to enjoy higher standards of living, contributing to better physical and mental health. Concurrently, poor health and disability can contribute to lower attainment and economic inactivity. Through supporting skills development and employability, the programme of new ESF activity has a role to play in contributing to improved health and wellbeing.

Community Safety:

15. Access to skills, training and employment are key factors in preventing offending behaviour and breaking historic patterns of offending for individuals and within families. The Council has a statutory duty to do all that it reasonably can to prevent crime and disorder in its area.
16. The planned programme of additional ESF activity can play a role in supporting community safety by working with the Bedfordshire Integrated Offender Management Programme, a multi-agency partnership that works with offenders to break the cycle of crime. A range of support and interventions will be offered, including those around providing support and training to improve basic skills and life skills and support into employment.

Sustainability:

17. Matching employment with the needs of our growing resident population will support the longer term sustainability of Central Bedfordshire. The programme of new ESF activity supports the delivery of the All Age Skills Strategy (adopted by the Council in March 2012), which itself is aligned to the Economic Development Plan which fits with the Council's Climate Change Strategy.

Procurement:

18. All ESF money has to be open and competitively tendered. The procurement process will build on and improve previous procurement rounds and will operate in accordance with the Council's procurement processes and procedures. Support will be required from the Council's procurement team. This resource is in place.

19. Any engagement with partner organisations or external service providers will be formalised through an appropriate agreement (prepared in accordance with the procurement toolkit) which contains a statement of requirements (or specification), a set of contract terms and conditions, performance metrics and remuneration arrangements.

Overview and Scrutiny:

20. The proposed programme of ESF activities to be supported through the additional ESF money directly linked to the implementation of the All Age Skills Strategy priorities. The draft All Age Skills Strategy and role of the Local Authority in supporting its delivery was considered and endorsed at the 28 February 2012 Children's Services Overview and Scrutiny Committee joined by the members of the Sustainable Communities Overview and Scrutiny Committee.

RECOMMENDATIONS:

The Executive is asked to:

1. **approve the extension of the current ESF programme contract by accepting up to an additional £3M ESF, matched by a further £3M from the Education Funding Agency to support the unemployed and inactive into work or further training; and**
2. **approve the use of the additional funding against each of the proposed activities specified in paragraph 29 of the report.**

Reason for Recommendations: To enable the delivery of an additional programme of activities to support adults and young people to improve their skills, gain employment or start a business.

Executive Summary

21. Central Bedfordshire Council is an approved European Social Fund (ESF) co-financing organisation. This means that the Council can bid for ESF money to deliver programmes of activity to support adults and young people improve their skills, progress to further education and training, gain employment or start a business. It can also be used to support leaders and managers of small and medium sized enterprises (SMEs) and employees with low level skills. The Council administers the programme across Central Bedfordshire and Bedford Borough as a shared service.
22. There are two national priorities within the ESF programme.
- Priority 1: 'Extending employment opportunities' to tackle the barriers to work faced by unemployed and disadvantaged people.
 - Priority 2: 'Developing a skilled and adaptable workforce' to train people who do not have the basic skills and qualifications needed in the workplace.

Additional funding is only available to support Priority 1 activities.

23. The existing 2007 -2014 programme, worth £4.4M ESF, enables the delivery of a range of projects which include supporting young people not in education employment and training (NEET), unemployed adults to start a business, a manager and leaders programme for small and medium sized enterprises (SMEs) along with targeted work to address basic skills needs of individual Gypsies and Travellers.
24. The current ESF programme is performing well in comparison to national programmes. The programme to the end of August 2013 has engaged over 1,845 unemployed and economically inactive adults, 988 NEET and pre NEET young people and 175 leaders and managers of SMEs.
25. An external evaluation of the first half of the programme for the period 2007 - 2010 found that 48% of adult participants from the Bedfordshire ESF programme progressed into employment compared to the national average figure of 15%. It also found that 81% of Bedfordshire NEET participants had been re-engaged in education, employment or training compared to a national average of 71%. Analysis of second half programme performance to date shows that the Bedfordshire ESF programme is broadly mirroring or is above national performance indicators.
26. Nationally there is a significant ESF programme under spend in Priority 1. As an ESF co-financing organisation with a track record of delivery and low audit risk the Council has the opportunity to bid for additional ESF funding. Any funding received has to be open and competitively tendered in accordance with ESF funding rules and regulations.
27. A recent review of the Adult Skills Service commissioning priorities, that has incorporated economic intelligence from the 2013 Local Economic Assessment, has identified that the priority activities for investment are; to expand and extend the existing work club network across Central Bedfordshire; a business start up programme for the unemployed; Get into Work programmes specifically targeting the hospitality, retail, care and construction sectors; and activities to support adults with mental health issues.

Proposed Areas of New ESF Activity

28. The proposed activities along with indicative amounts of funding for delivery in Central Bedfordshire are outlined below. We are proposing to take an all age approach in line with Central Bedfordshire Council's All Age Skills Strategy:

29. (a) Expand and Extend the Work Club offer across Central Bedfordshire:

Indicative funding allocation: Maximum of £490,000

Indicative Participant numbers: 450

Enable the work club network to become hubs for advice and support on employment and skills development. Activities to include tailored job search, careers advice, CV writing, and 1 2 1 support.

Programmes of specific activities to be delivered around ICT literacy, programmes to increase confidence and support women returners, target and engage young unemployed and the over 50s group.

Looking to also expand volunteering opportunities. Options for work clubs to be delivered in a range of venues including libraries, community centres and children's centres. Work clubs to increase partnership working across Council teams (children's services and social care, health and housing) and with external partners (such as Registered Social Landlords and Jobcentre Plus) to address barriers to employment such as housing, debt and benefit entitlements and changes. Opportunities for the Council to offer work club participants work experience opportunities and encourage applications for future apprenticeship vacancies. The future work club programme will build on the emerging recommendations from the evaluation of the current work club programme.

(b) Business Start Up Programme for the Unemployed and Economically Inactive:

Indicative funding allocation: Maximum of £200,000

Indicative Participant numbers: 200

Programme to support unemployed and economically inactive adults and young people to consider self employment. This programme will build on the successes of the previous ESF project Building Enterprising Communities which finished in June 2013. Programme to be delivered in a range of community settings, including within work club settings.

(c) Get Into Work Programmes:

Indicative funding allocation: Maximum of £450,000

Indicative Participant numbers: 240

Programmes to get individuals aged 16 years+ into work in specific sectors, namely hospitality, retail, construction and care. Programmes to build on the successful pilot work and approach used within the hospitality sector. Working closely with employers and Sector Skills Councils to shape strong work based training programmes that provide participants with opportunities to meet employers and where appropriate better understand the world of work.

- (d) Supporting adults with mental health issues back to work:

Indicative funding allocation: Maximum of £140,000

Indicative Participant numbers: 70

Programme to support adults with mental health issues to take steps towards gaining employment, which could include further training and volunteering. This programme will work with mental health specialist teams and other partner organisations to support people in addressing the barriers which have prevented their progression into learning and employment. This community based programme will be tailored around individual needs offering practical solutions based on local labour market intelligence. This intensive support will not only provide a flexible package of provision to progress people into work, but also a comprehensive in-work solution working with both the new employee and employer as appropriate.

30. Bedford Borough Council are undertaking a similar exercise to determine their priority areas for investment. It is likely that the business start up programme and programme to support adults with mental health issues back to work will be jointly tendered across both Central Bedfordshire and Bedford Borough Council. All other activities listed above will only be commissioned in Central Bedfordshire.

Current ESF Programme

31. A summary of the existing ESF programme priorities along with details of individual projects can be found at <http://www.centralbedfordshire.gov.uk/local-business/european-funding/european-social-fund-2007-13.aspx>

Appendices:

None

Background Papers: (open to public inspection)

None

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Meeting: Executive
Date: 10 December 2013
Subject: September 2013 – Quarter 2 Revenue Budget Monitoring Report
Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources
Summary: The report sets out the financial position for 2013/14 as at the end of September 2013. It sets out spend to date against the profiled budget and the forecast financial outturn. It excludes the Housing Revenue Account which is subject to a separate report.

Advising Officer: Charles Warboys, Chief Finance Officer
Contact Officer: Charles Warboys, Chief Finance Officer
Public/Exempt: Public
Wards Affected: All
Function of: Executive
Key Decision Yes
**Reason for urgency/
exemption from call-in
(if appropriate)** Not applicable

CORPORATE IMPLICATIONS
Council Priorities: Sound financial management contributes to the Council's Value for Money and enables the Council to successfully deliver its priorities. The recommendations will contribute indirectly to all 5 Council priorities.
Financial: 1. The financial implications are set out in the report.
Legal: 2. None.
Risk Management: 3. None.

Staffing (including Trades Unions):

4. Any staffing reductions will be carried out in accordance with the Council's Managing Change Policy and in consultation with the Trades Unions.

Equalities/Human Rights:

5. Equality Impact Assessments were undertaken prior to the allocation of the 2011/12 budgets and each Directorate was advised of significant equality implications relating to their budget proposals.

Public Health:

6. None.

Community Safety:

7. None.

Sustainability:

8. None.

Procurement:

9. None.

Overview and Scrutiny:

10. The September Quarter Two Revenue Budget Monitoring report will be considered by the Corporate Resources Overview and Scrutiny Committee on 17 December 2013.

RECOMMENDATIONS:

The Executive is asked to:

1. **consider the Revenue forecast position which is currently to overspend budget by £1.8m; and**
2. **request officers to continue with their efforts to achieve a minimum balanced outturn or an underspend.**

Reason for Recommendations: To facilitate effective financial management and planning.

Executive Summary

11. The report sets out the provisional financial position for 2013/14 based at the end of September 2013. Further explanations are set out in Appendices A - C. This report enables the Executive to review the overall financial outturn position of the Council, which is subject to audit.

KEY HIGHLIGHTS

12. In Summary

- The 2013/14 forecast outturn is to overspend by £1.8m (£2.5m in August).
- The budget includes £2.1m of contingency costs which are forecast to be used at present. If this contingency is released, it offsets the forecast overspend.
- To date no specific uses of this contingency have been agreed.
- The main pressures impacting the forecast outturn are in Children's Services (£2.7m over) and relates to Children in Care and Care Leavers (£0.2m), Intake and Family Support (£0.2m) Fostering and Adoption (£0.8m), Transport (£0.5m) and DSG contributions to central overheads (£0.85m).
- The overspend in Children's Services is after the use of £3.7m of Earmarked Reserves brought forward from 2012/13.
- The forecast underspend in Public Health of £0.6m relates to a contribution to the Councils overheads.
- The Year to Date (YTD) spend is £1.9m below budget (£1.1m in August).
- Risks and opportunities indicate a further risk to the full year forecast of £0.2m (£0.6m risk in August).
- September non current debt excluding House sales and Grants (i.e. debt that is more than 14 days from date of invoice) is £6.0m in line with August. All debt is under active management.

RESERVES POSITION

Earmarked Reserves

13. The opening balance of Earmarked Reserves is £21.434m (Excluding HRA and Schools). The current reported position proposes the planned use of £6.7m Earmarked reserves and proposed transfer to Earmarked reserves of £0.15m (budgeted). This would result in a forecast closing position of £14.8m Earmarked reserves at year end.

General Reserves

14. The opening position for 2013/14 is £14.2m. There are no further contributions planned for 2013/14.

RISKS AND OPPORTUNITIES

15. Directorate Risks and Opportunities

Risks and Opportunities indicate a further risk to the full year forecast of £0.2m, this is split as follows:

Risks

- Children's Services (inc Schools) £0.9m risk – Looked After Children
- Community Services £0.15m risk – Winter Maintenance
- Improvement & Corporate Services £0.1m risk – Customer Contact Centre.

The following opportunities have been identified

- Social Care £0.76m (£0.66m – Health, £0.1m Social Voices Grant)
- Improvement & Corporate Services £0.25m opportunity - PFI.

Appendices

Appendix A – Detailed Directorate Commentary

Appendix B – Debt Management

Appendix C – Treasury Management

APPENDIX A - DIRECTORATE COMMENTARY

Social Care, Health and Housing

- 1 The General Fund outturn for the directorate is a projected over spend of £0.433m or 0.7%.

Month: September 2013	Year to date				Year				
Director	Budget	Actual	Use of Reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Social Care Health and Housing									
Director of Social Care, Health, Housing	95	118	-	23	190	220	30	-	30
Housing Management (GF)	758	676	-	(82)	1,516	1,450	(66)	-	(66)
Adult Social Care	29,335	29,350	(277)	(262)	58,587	59,988	1,401	(554)	847
Commissioning	6,537	6,613	(28)	48	13,264	13,288	24	(139)	(115)
Business and Performance	(3,710)	(4,043)	(214)	(547)	(7,665)	(7,459)	206	(468)	(262)
Total Social Care and Health	33,015	32,714	(519)	(820)	65,892	67,487	1,595	(1,161)	434

- 2 The Adult Social Care service is forecast to overspend by £0.846m or 1% of the budget (£0.3m forecast overspend for Quarter One). The key reasons for this are an over spend in older people's care packages of £1.5m due to efficiency shortfalls, a projected over spend of £0.307m in under 65 mental health packages due to volume increases which are offset by projected under spends of £0.564m on reablement, £0.168m on in-house learning disability services and £0.330m on under 65 physical disability packages. The Quarter Two spend extrapolated indicates a full year forecast outturn after reserves of £64.4m - £1.9m lower than the current forecast. This difference is mainly accounted for by the following items:

- NHS grants not yet committed but in forecast £0.660m
- New under 65 mental health placements starting from Qtr 3 – additional rest of year spend £0.170m
- Reablement – increased spend on pay in Qtrs 3 and 4 £0.100m
- Recruitment to first half year vacancies in Commissioning £0.100m
- Rest of year additional spend on training £0.110m
- Rest of year additional spend on Campus Closure revenue £0.085m
- Recruitment to fist half year vacancies in Learning Disability and Mental Health management £0.130m

- 3 Older People care package costs are forecast to overspend by £1.54m which is equivalent to 6% of the budget allocation of £26.5m. Within this, there are overspends in Residential and Home Care partially offset by underspends in Respite care and Direct Payments. The 2013/14 efficiency targets for older people and physical disabilities stands at £3.3m and includes reducing the number of admissions to residential care, using reablement and reviewing to

ensure the 'right sizing' of care packages and increased funding from health. This is against a background of increasing demography, people living longer with more complex needs and with increasing numbers of self funders requiring the Council's support.

- 4 Residential placement activity is much higher than for the equivalent period last year with an additional net 44 placements (8% increase) since 1st April 2013. Customer choice is having an adverse impact on the use of block contract beds. Rates of attrition are also lower than for the equivalent period last year.
- 5 For Learning Disabilities, the service area is forecasting to overspend by £0.243m on care packages after use of a reserve to offset Ordinary Residence pressures. The over spend includes a significant underachievement of other local authority income of £0.388m. Efficiencies are broadly on target.
- 6 Within the Older People client service group, the impact of former self funders continues to be tracked. In the first two quarters of 2013/14, fourteen service users in this category have required council support at an estimated full year cost of £0.173m. If the trend continues, the net cost for 2013/14 will be £0.239m. The customer numbers are slightly less than the equivalent for 2012/13 but, given the current financial climate, this trend is unlikely to diminish and will continue to put pressure on the Council's budget. Work is also underway to try and estimate the likely financial implications to the Council of the changes to the funding of Adult Social Care following the recommendations contained in the Adult Social Care Bill.
- 7 The Commissioning service is forecasting to underspend by £0.114m (£0.054m in Quarter 1) after contributions from reserves. This is due to small over and under spends on contracts and one-off under spends on pay following recruitment to new structures. Of the £0.200m set aside for the residential dementia fee uplift, £0.140m is assumed to be used in the forecast.
- 8 Customer income is over budget by £0.284m (3%) within the Business & Performance service area. This reflects higher levels of residential care income due to higher than budgeted placement numbers.
- 9 HRA is subject to a separate report.

Children's Services

- 10 The full year projected outturn position for 2013/14 as at September 2013 is over budget by £2.633m (6.7%) mainly due to pressures in Children in Care and Care Leavers (£172k), Intake and Family Support (£174k) Fostering and Adoption (£819k), Transport (£516k) and DSG contributions to central overheads (£848k). Had the pressure for the Directorate not been managed in year by reserves set aside from the 2012/13 financial year the pressure would be £6.389m.

The ringfenced Dedicated School Grant reserves of £853k that is not anticipated will be spent in 2013/14 will be added to the Schools Block for 2014/15 and redistributed to Schools.

Director	Year to date				Year				
	Budget	Actual	Use of Reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Children's Services									
Director of Children's Services	211	285	(90)	(16)	422	634	212	(212)	-
Children's Services Operations	14,451	16,748	(1,479)	818	28,740	33,259	4,519	(3,280)	1,239
Learning, Commissioning & Partnerships	2,749	2,462	(50)	(337)	5,521	5,520	(1)	(56)	(57)
Joint School Commissioning Service (Transport)	3,036	3,310	-	274	7,012	7,552	540	(24)	516
Partnerships	472	517	(24)	21	610	675	65	(65)	-
Total Children's Services (ex Schools / Overheads)	20,919	23,322	(1,643)	760	42,305	47,640	5,335	(3,637)	1,698
DSG Contribution to Central Support	(784)	(360)	-	424	(1,567)	(719)	848	-	848
ESG Contribution to Central Support	(779)	(735)	-	44	(1,558)	(1,471)	87	-	87
Total Children's Services (excluding Schools)	19,356	22,227	(1,643)	1,228	39,180	45,450	6,270	(3,637)	2,633

- 11 At the time of writing there have been 41 new independent fostering agency placements since the beginning of the financial year, where the average cost is £39k. Most of these placements are part sibling groups. This is in line with the increased numbers in Looked After Children. Three of these admissions are children or babies with disabilities who have higher than average annual costs.

The table below indicates the upward trajectory and pressure on the budget.

12	Total as at September 2012	Total as at September 2013	% increase
Number of LAC	227	285	25.6%
Number of LAC - In House Placements	79	92	16.5%
Number of LAC - Independent Placements	82	112	36.6%
Child Protection Plan	239	290	21.3%
Children in Need	1,593	1,772	11.2%
Number of Referrals (YTD)	1,163	1,207	3.8%

- 13 Central Bedfordshire Council has been allocated £555k of The Adoption Reform Grant for 2013/14. The purpose of the grant is to provide support to Local Authorities with the implementation of the reforms. The main allocations for the grant are as follows:-

- Pilot a 'fostering for adoption' project.
- Increase legal capacity.
- Increase Social Work capacity by 2fte to assess adopters.
- Support for Children's life story work, an important part of fostering and adoption support to ensure a successful placement.

- 14 The forecast overspend in Transport is a combination of mainstream transport (£316k) and SEN transport (£200k). This is due to an increase in demand in targeted transport and managed moves.
- 15 The Dedicated Schools Grant allocation against overheads has been recalculated against allowable services, resulting in a reduced level of overhead that can be recovered this way, hence the pressure (£848k).
- 16 The actual spend to date of £22.287m, over budget by £1.286m after in year use of reserves, is in line with the current full year forecast overspend of £2.633m.
- 17 Not currently forecast and a risk to the current forecast outturn position is the anticipated reduction to the Education Services Grant and a further increase in pressures for Looked After Children. The Education Services Grant is reduced each quarter based on the number of pupils in the converting Academy, pro rata to the financial year. The rate is set at £116.46 per pupil for mainstream schools and £494.96 in total for special schools. Regional comparisons with other local authorities indicate a further rise in the number of Looked After Children.
- 18 The Early Intervention Grant which funded £9.77m of core services in 2012/13 has now been subsumed into the Revenue Support Grant and is not separately identifiable for 2013/14. The main core services that this funded are as follows:
 - Children with Disabilities Short Breaks
 - Early Years Workforce Development
 - Learning & School Support including Education Psychology, Access & Inclusion and provision for Looked after children in the Music Service
 - Commissioning for Youth Service
 - Early Intervention & Prevention

The Children's Services budget did not increase in line with the transfer to RSG due to the national reduction and two year old funding moving to the DSG. This has been managed in year by an Earmarked reserve of £1.193m but will be a pressure for the MTFP in the budget year 2014/2015.

Community Services

- 19 Community Services directorate manages a gross expenditure budget of £40,711k and income budget of £4,927k leaving a net expenditure budget of £35,784k.

Director	Year to date				Year				
	Budget	Actual	Use of Reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Community Services									
Community Services Director	125	90	-	(35)	251	189	(62)	-	(62)
Highways Transportation	4,514	4,930	(11)	405	10,504	10,673	169	(11)	158
Environmental Services	10,997	11,306	(277)	32	22,100	22,734	634	(786)	(152)
Libraries	1,256	1,129	-	(127)	2,930	2,832	(98)	-	(98)
Total Community Services	16,892	17,455	(288)	275	35,785	36,428	643	(797)	(154)

- 20 Community Services’s overall forecast outturn is £153k (0.4%) under budget after the use of earmarked reserves of £797k for one-off specific projects.

The Directorate had an annual savings target of £3,618k. At the end of September, the savings delivered totalled £1,447k which is currently £318k behind profile.

- 21 Community Services Director is forecasting an under spend of £62k due to salary savings.

- 22 Highways and Transport has projected an outturn of £161k overspend.

This is due to an overspend of £56K on fleet costs as a result of an ageing fleet. An overspend of £65K as a result of over provision of services in the first term of operating the Oak Bank service and ongoing fuel and staffing issues. Work is being undertaken to review the service and costs.

There is also a £30K overspend due to winter maintenance which has previously been advised.

- 23 Environmental Service is forecasting an under spend of £153k.

There is a forecast underspend of £29K on emergency planning on salaries and supplies and services

There is a forecast underspend of £115K on community services down to salary savings and one-off income being received .

- 24 Libraries are forecasting an under spend of £98k which is mainly down to salaries underspend. This figure is mainly due to a number of vacancies at the beginning of the financial year following the Library Service staff re-structure.

Regeneration and Business Support

- 25 Regeneration and Business Support directorate manages a gross expenditure budget of £17,218k and income budget of £9,163k leaving a net expenditure budget of £8,055k.

Director	Year to date				Year				
	Budget	Actual	Use of Reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Regeneration and Business Support									
Service Development	268	209	-	(59)	536	512	(24)	-	(24)
Planning	3,006	2,436	(99)	(669)	6,357	6,458	101	(199)	(98)
Economic Growth, Skills & Regeneration	495	649	(223)	(69)	1,163	1,535	372	(348)	24
Total Regeneration and Business Support	3,769	3,294	(322)	(797)	8,056	8,505	449	(547)	(98)

- 26 Regeneration and Business Support's overall forecast outturn is £97k (1.2%) under budget after the use of earmarked reserves of £547k for one-off specific projects.
- 27 Service Development is forecasting an under spend of £24k due to salary savings.
- 28 The Economic Growth Skills & Regeneration has projected an outturn of £24k overspend.

Within this, the Adult Skills & Community Learning service is currently showing a full year overspend of £73k. This service is under going major changes to become an entirely externally funded service, this includes a significant reduction in the overall number of posts and move to a commissioning based model. These changes will over the course of the financial year reduce the over spend.

- 29 The Planning Division is forecasting an underspend of £97k. This is under spend on professional consultancy and salaries.

Public Health

- 30 The full year projected outturn position as at September 2013 is an underspend of £0.6m as a contribution to the Councils overheads. The forecast is dependent on the receipt of financial information from Bedford Borough Council which hosts some major demand led commissions on behalf of Central Bedfordshire. This is managed through Service Level Agreements and settled on a quarterly basis.

Director	Year to date				Year				
	Budget	Actual	Use of Reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Public Health									
Director of Public Health	(4,322)	(4,583)	-	(261)	(8,643)	(8,643)	-	-	-
Assistant Director of Public Health	4,322	4,203	(39)	(158)	8,643	8,475	(168)	168	-
Total Public Health (Excl overheads)	-	(380)	(39)	(419)	-	(168)	(168)	168	-
Contribution to Central Support	-	(315)	-	(315)	-	(631)	(631)	-	(631)
Total Public Health	-	(695)	(39)	(734)	-	(799)	(799)	168	(631)

- 31 The YTD spend is a £0.7m under spend. The majority of which relates to the unspent reserve that is forecast to be fully utilised.

Improvement & Corporate Services

- 32 The forecast outturn position is an underspend of £428k after movement to and from earmarked reserves.

Director	Year to date				Year				
	Budget	Actual	Use of Reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Improvement and Corporate Services									
Improvement and Corporate Services Leadership	97	181	(41)	43	195	316	121	(73)	48
Communications	443	451	-	8	887	895	8	-	8
Customer Services	962	995	-	33	1,924	1,940	16	-	16
Programme and Performance	279	297	(3)	15	559	641	82	(76)	6
Policy & strategy	82	74	-	(8)	165	160	(5)	-	(5)
Customer & Community Insight	-	-	-	-	-	-	-	-	-
Procurement	185	164	-	(21)	371	371	-	-	-
People	1,354	1,386	-	32	2,708	2,714	6	-	6
Information Assets	3,518	3,621	-	103	7,036	7,066	30	-	30
Legal & Democratic Services	1,751	1,758	-	7	3,791	4,015	224	95	319
Total Improvement and Corporate Services	8,671	8,927	(44)	212	17,636	18,118	482	(54)	428

- 33 £48k pressure in Improvement & Corporate Services Director due to revenue costs for SAP Optimisation project expected to be higher than the reserve in place to fund it.
- 34 £490k pressure within Legal Services, due to unbudgeted posts as a result of restructure (£159k), unachievable vacancy factor (£51k), increase Children's Services cases (£227k) and unbudgeted Copyright Licence (£60k). These are partly mitigated by higher than budgeted Local Land Charge income (-£50k), lower than budgeted members' allowances (-£30k) and savings within Education Appeals (-£42k).

Corporate Resources & Costs

- 35 The full year budget of £22.417m is made up of:

Corporate Resources £11.405m
Corporate Costs £14.244m
Contingency & Reserves (£3.232m)

- 36 Overall Corporate Resources & Costs is forecasting an £855k underspend.

Director	Year to date				Year				
	Budget	Actual	Use of Reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Corporate Resources									
Chief Executive	149	156	-	7	299	299	-	-	-
Finance	2,441	2,078	-	(363)	5,296	5,192	(104)	-	(104)
Housing Benefit Subsidy	(206)	(206)	-	-	(412)	(412)	-	-	-
Assets	3,111	3,125	(124)	(110)	6,222	6,272	50	(289)	(239)
Total Corporate Resources	5,495	5,153	(124)	(466)	11,405	11,351	(54)	(289)	(343)
Corporate Costs									
Debt Management	5,855	5,361	-	(494)	11,710	11,093	(617)	-	(617)
Premature Retirement Costs	1,477	1,416	-	(61)	2,954	2,830	(124)	-	(124)
Corporate HRA Recharges	(45)	(45)	-	-	(90)	(90)	-	-	-
Efficiencies	150	(52)	-	(202)	(329)	(103)	226	-	226
Contingency and Reserves*	(2,490)	(2,496)	-	(6)	(3,235)	(3,232)	3	-	3
Total Corporate Costs	4,947	4,184	-	(763)	11,010	10,498	(512)	-	(512)

- 37 There is an overall saving of £104k in Finance. This is made up of a pressure of £357k in Insurance income as a result of providing services to fewer schools as more become Academies. This pressure has been mitigated in whole by savings in a number of areas: £225k saving in Insurance due to reduced premiums; £50k saving in Financial Performance & Support due to lower than budgeted staff costs; £34k saving in Audit staff costs as a result of vacancy savings and a team member on long term sickness; £148k saving in Revenues and Benefits caused by receiving unbudgeted grant from central government for Welfare Reform.
- 38 A £239k underspend within Assets, largely resulting from additional income of £692k from the farms estate, £133k from offices and £116k from the investment portfolio. This is partly offset by pressures of £331k within consultancy costs, £171k within day to day maintenance costs, £100k within property rental costs and £100k pressure against an efficiency within the Capital Team operation.
- 39 In Corporate Costs there is a forecast reduction of interest payable (-£300k), as a result of borrowing levels being lower than budgeted. There is also a forecast reduction of Minimum Revenue Provision (MRP) of £317K. This is due to a lower than budgeted spend on the Authority's Capital Programme in 2012/13.
- 40 There is an expected underspend in historic Premature Retirement Costs of £124k. The amounts charged for the scheme are expected to be lower than budgeted for the year.
- 41 £226k pressure in Cross Cutting Efficiencies. There was a £380k saving due to unused superannuation increase budget provision, the benefit of which has been negated by unachievable prior years' Channel Shift efficiency of £145k and unachievable 2013/14 Customer First Efficiencies £461k.

Appendix B - Debtors

- 1 Total general CBC sales debtors (excluding house sales and grants) for September amounted to £7.1m a reduction of £0.4m on August (well within normal parameters). Of this £2.9m was over 60 days (£3.6m in August); all of which is actively being managed.

Of the Over 60 days - £2.5m is actively being chased, £7k is in dispute, work to resolve these is ongoing. £0.2m have instalment arrangements in place. £0.2m is being dealt with through legal channels.

Debtors September 2013														
DIRECTORATE	1 to 14 Days		15 to 30 Days		31 to 60 Days		61 to 90 Days		91 to 365 days		1 year and over		Total Debt	
	£k	%	£k	%	£k	%	£k	%	£k	%	£k	%	£k	%
Social Care Health & Housing	530	20%	341	13%	614	23%	60	2%	666	25%	469	18%	2,680	100%
Children's Services	146	18%	96	12%	443	56%	2	0%	90	11%	17	2%	794	100%
Community Services	133	43%	49	16%	14	5%	8	3%	34	11%	69	22%	307	100%
Regeneration	147	6%	1,082	44%	79	3%	26	1%	423	17%	706	29%	2,463	100%
D.I.C.S	5	12%	4	9%	17	40%	0	0%	3	7%	14	33%	43	100%
Assets & Finance	163	19%	365	42%	19	2%	-1	0%	177	20%	147	17%	870	100%
Unallocated & Non Directorate	-3	5%	-27	49%	-3	5%	-1	2%	-15	27%	-6	11%	-55	100%
GRAND TOTAL	1,121	16%	1,910	27%	1,183	17%	94	1%	1,378	19%	1,416	20%	7,102	100%
PREVIOUS MONTH	1,608		1,797		546		455		1,717		1,394		7,517	100%

- 2 The largest items of note within the total debt are:

- Adult Social Care debt at the end of Quarter 2 stood at £4.7m (£4.3m end of Quarter 1) of which £2.2m was house sales debt and £0.9m Health Service debt. Of the remaining general debt of £1.6m, £1.041m (64%) is more than 60 days old. General fund debt includes legacy debt of £0.6m as well as Central Bedfordshire debt. There are 31 debtors whose outstanding balance is greater than £10k which are all under active management.
- Community Services total debt at the end of September was £0.307m. About 78% of debt is less than three months old. All debt recovery is in accordance with Council policy.
- Regeneration total debt at the end of September was £2.463m. Invoices relating to developers legal contributions to deliver planning requirements associated with new developments account for 80% of debt. About 71% of debt is less than three months old. All debt recovery is in accordance with Council policy.
- Total debt for Children's Services is £0.795m of which £110k is debt over 61 days. The debt over £10k totals £0.716m, of which £0.699m relates to Bedford Borough.

- Overall debt within Corporate has reduced by £231k in the month to £913k. Of this there is 537k is within 30 days representing 59% of the overall debt. There is currently £341k that is over 90 days old; this represents 37% of the current total debt.

Appendix C - Treasury Management

Borrowing

- 1 As at 30th September 2013 the Council's total borrowing was £316.1m. Of this amount, £297.6m was with the Public Works Loan Board (PWLB), £13.5m was Market Debt and £5m was temporary borrowing taken out to support cash flow requirements. The temporary borrowing had been expected and was taken out with another local authority for a period of two weeks at a rate 0.27% and the council intends to continue to borrowing in order to meet short term cash requirements as required going forward.

The table below shows the split between the General fund and HRA.

	PWLB Fixed £m	PWLB Variable £m	Market (LOBO) £m	Short term temp debt	Total £m
General Fund	97.0	35.6	13.5	5.0	146.1
HRA	120.0	45.0	0.0	0.0	165.0
TOTAL	217.0	80.6	13.5	5.0	316.1

The profile of debt is split so that overall the authority has 68.6% Fixed PWLB debt, 25.5%, Variable PWLB debt, 4.3% Fixed Market debt and 1.6% Fixed Temporary borrowing; this is shown in A1 on Appendix C.

Investments and Deposits

- 2 When investing, the Council's main priorities remain security and liquidity, before yield. To diversify its Investment portfolio the Council is continuing to invest in a range of funds such as fixed deposits, call accounts and Money Market Funds as well as using a number of different institutions. B1 of Appendix C shows the breakdown of investment by institution as at 30th September 2013.

The Council continues to keep investment fairly liquid, the two main reasons for this are that firstly it has the option to withdraw funds fairly quickly when required, and secondly so cash balances can be used to fund the capital expenditure programme. B3 of Appendix C shows the maturity portfolio of the Councils investments

3

As at the 30th September 2013, the Council had £1.6m of its internal investments, in call accounts and Money Market Funds (MMF) which equates to 2.9%, (compared to 38.8% this time last year), the main reason for the reduction is that the actual return payable in these accounts has fallen significantly (in some cases by more than half) so the Council has made the decision to hold money in notice accounts and varying fixed term deposits so that it has access to money throughout the year, As reported last quarter this has led to the council funding short term dips in the cash flow by short term borrowing from our brokers. Currently the Council has deposits placed on varying interest rate between 0.58%

and 0.9%.

- 4 The authority received its benchmarking results for quarter 2 ending 30th September which compared the authority's Treasury Management activities against 35 other local authorities. It showed that the Council's average rate of return on investments was 1.11% (which includes long term investment in the Lime Fund) compared to the benchmark authorities' average of 1.01%. B2 of Appendix C shows how the authority favourably compares to others benchmarked

Cash Management

- 6 Daily cash movements have ranged between net payments of £13.5m and net income of £13m, over the first half of the year.
- 6 Cash held by the Council has fallen by £12.6m year on year. The average balance the Council holds is considerably lower than other benchmarked authorities. The average for the Council was £74.6m compared to a benchmark average of £147.2m. The Council was internally borrowed by £68m at 31st March 2013

The Council's deposits and investments represents cash held for both the HRA and the general fund. Cash balances are expected to fall considerably over the next two quarters, reflecting the seasonal pattern of the income to spend ratio.

Outlook

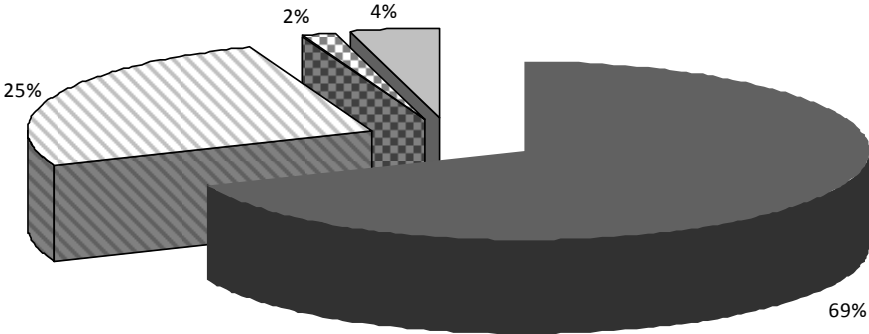
- 7 The UK Bank Base Rate is not expected to rise until 2015/2016 and the short-term rate of return on investments and deposits will remain at very low levels.

Over the next two quarters the Council plans to continue to use cash flow balances in lieu of borrowing to fund capital expenditure, and to fund small dips in cash flow by borrowing short term.

Currently the Council expects to make a saving of £300k in interest debt costs compared to budget which has been reflected in the forecast and to meet the budget for interest income.

A1

**Analysis of Borrowing Type as at 30th September 2013 -
Total £316.1m**

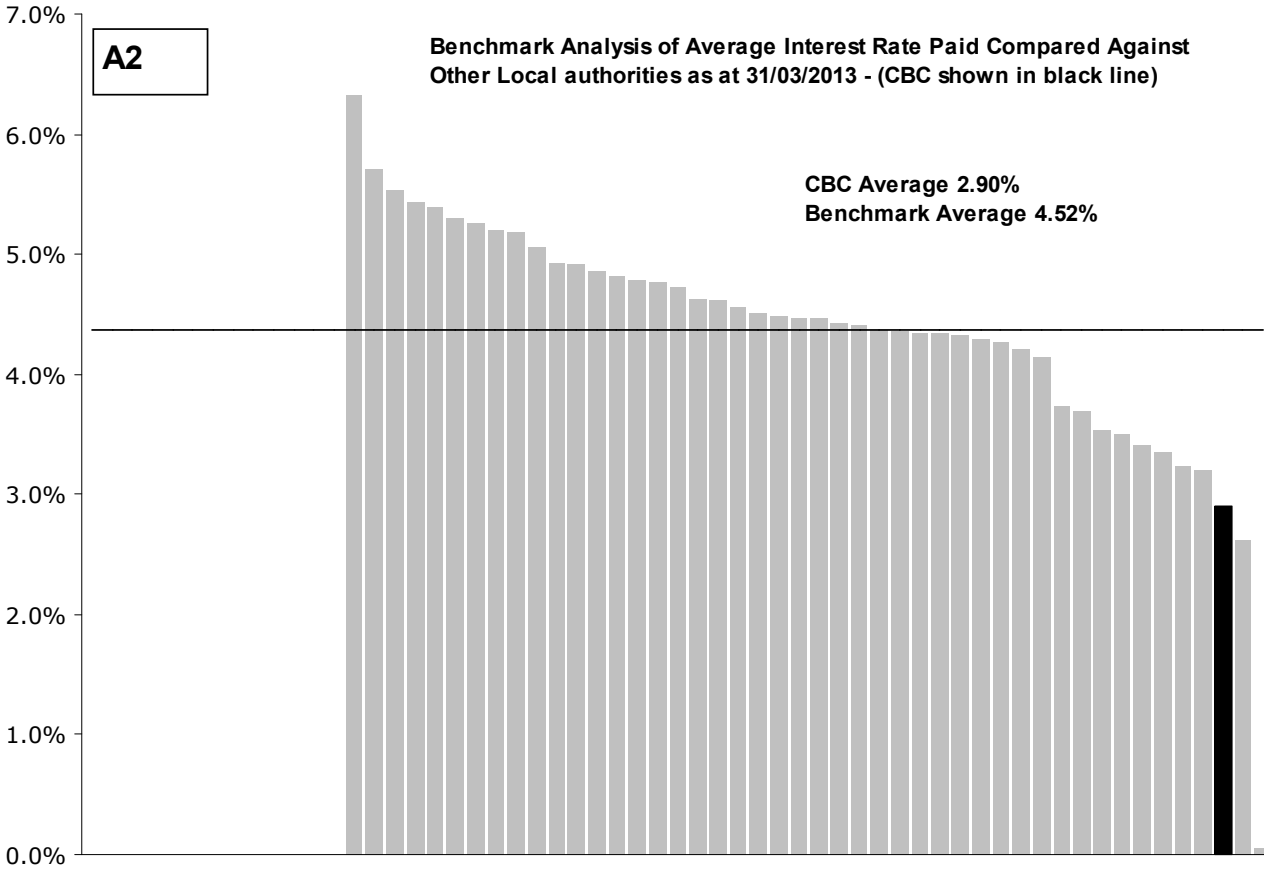


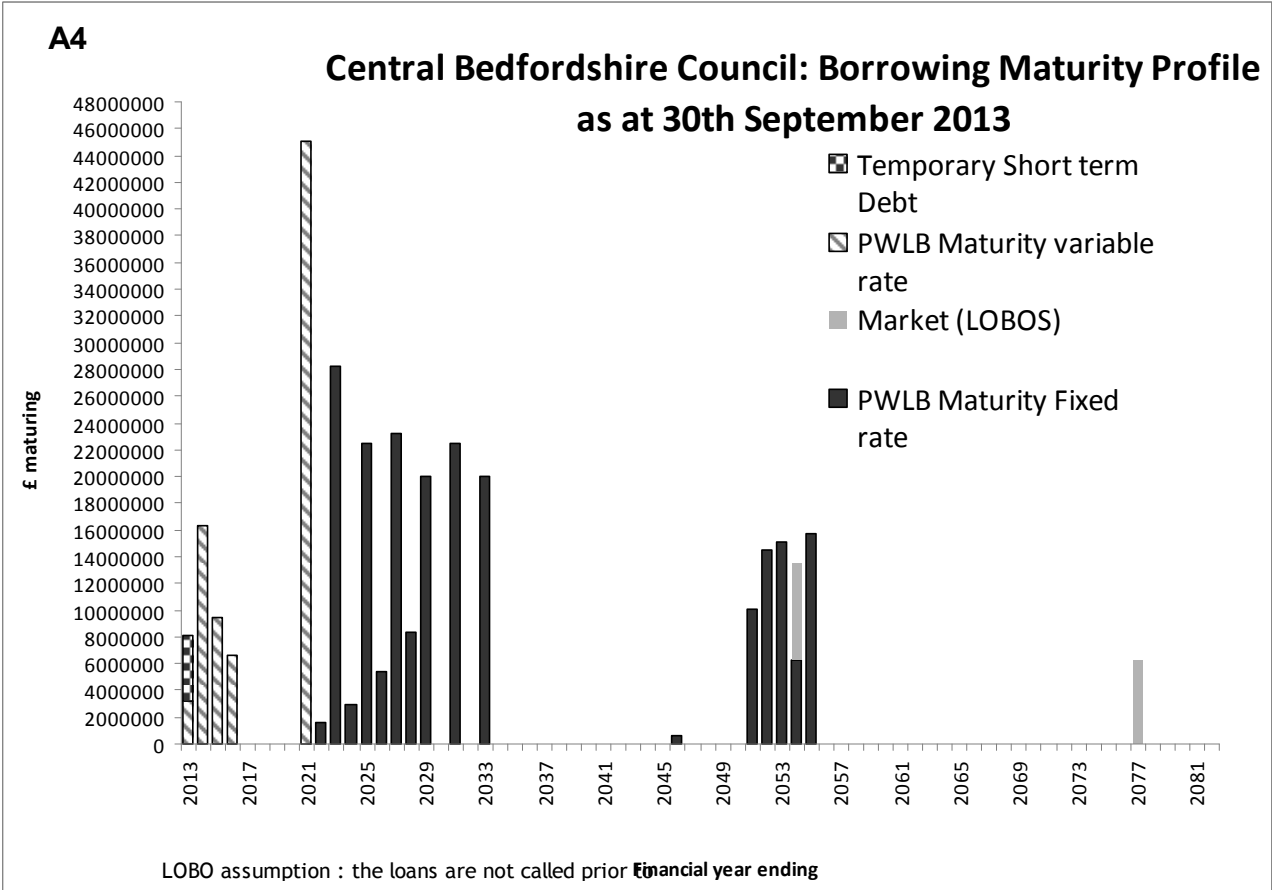
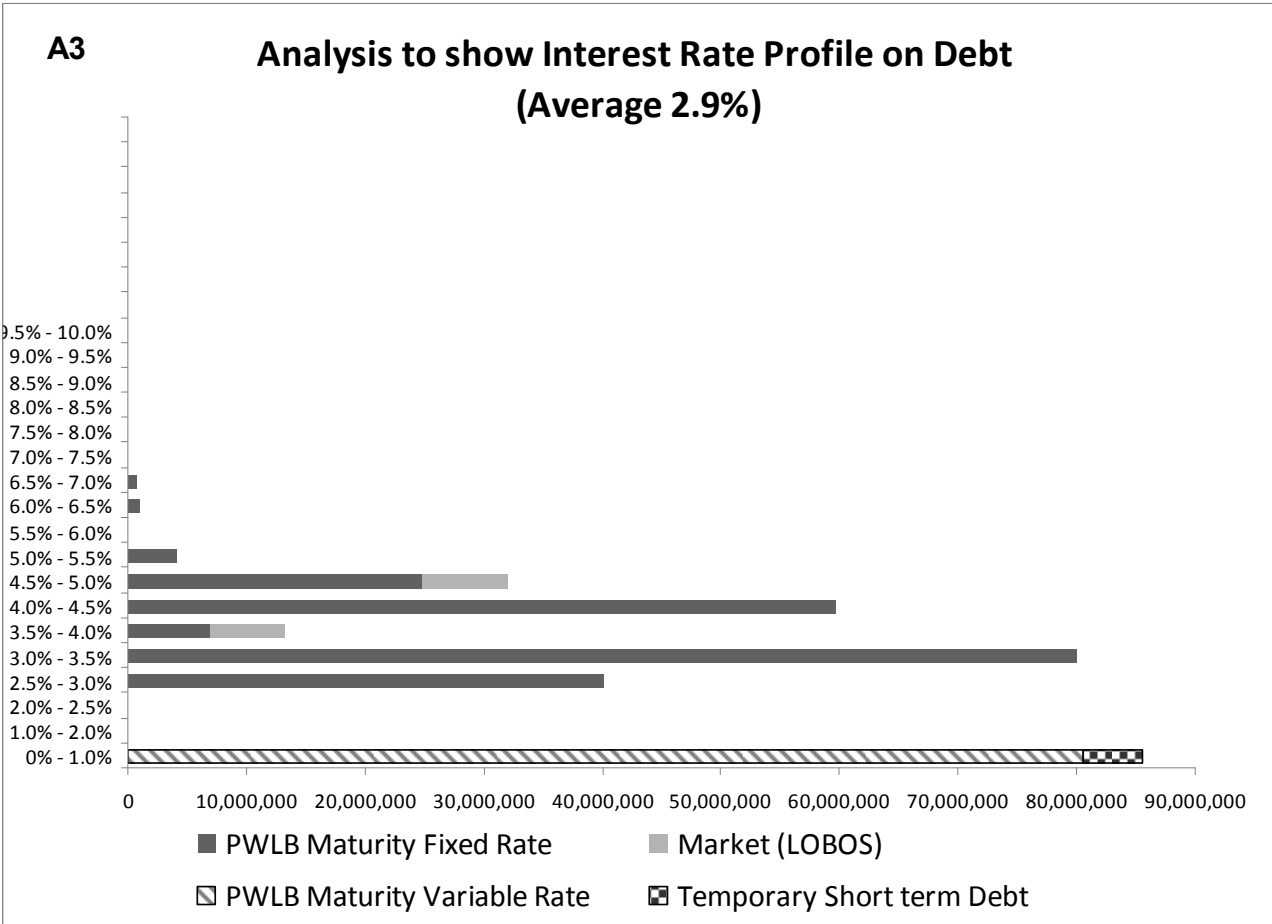
■ PWLB Fixed Borrowing	£217m
▨ PWLB Variable Borrowing	£80.6m
▩ Temporary short term borrowing	£5m
■ Market Borrowing	£13.5m

Authorised Limits
 - Fixed Rated Borrowing 100%
 - Variable Rated Borrowing 35%

A2

**Benchmark Analysis of Average Interest Rate Paid Compared Against
Other Local authorities as at 31/03/2013 - (CBC shown in black line)**



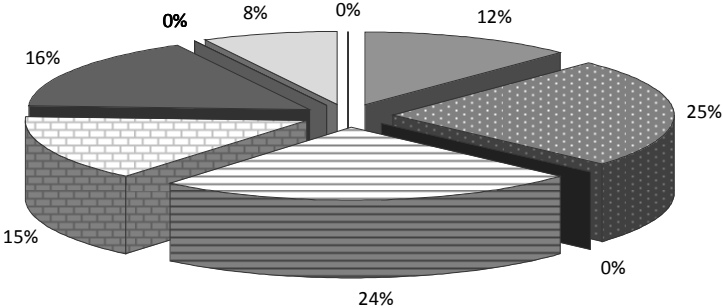


B1

Analysis of Investments as at 30th September 2013 - Total Investments £61.3m

Authorised Maximum Limit

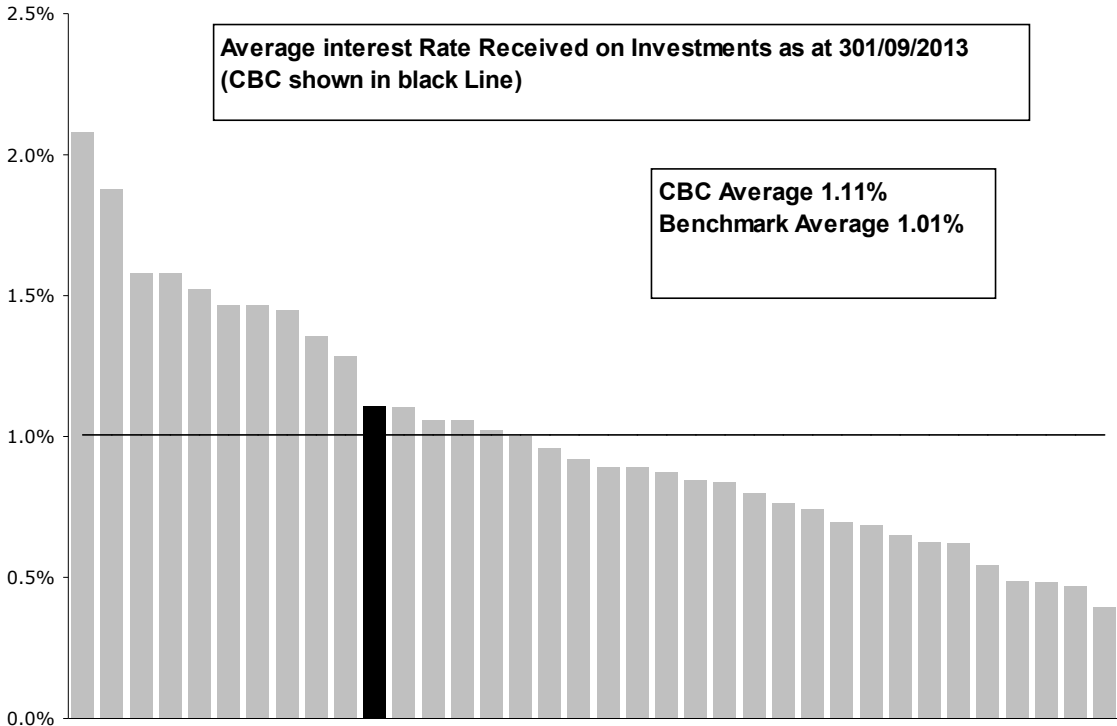
- National Westminster £25m
- Other Banks £15m
- Lime Fund £10m
- Money Market Fund 40%



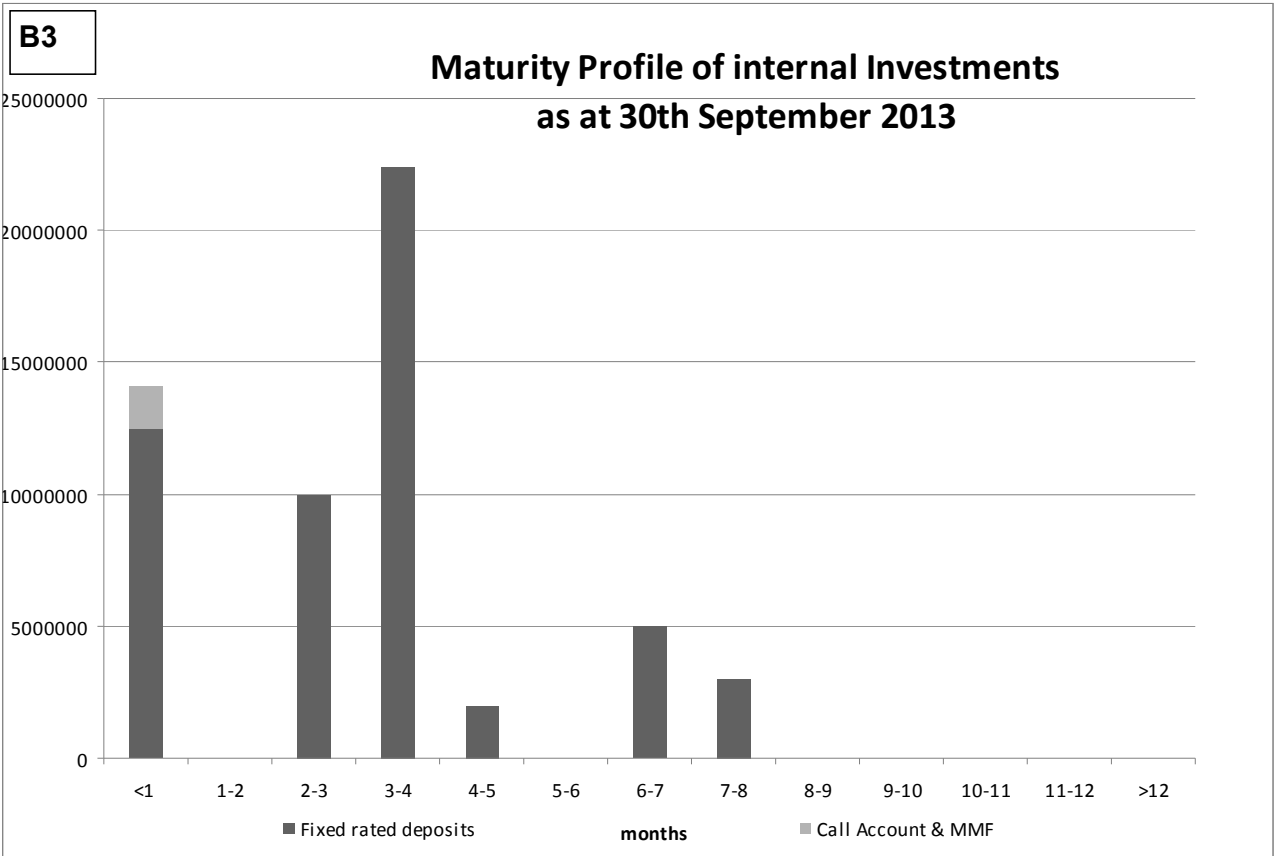
- Santander £0m
- Bank of Scotland £7.5m
- Barclays Bank £15m
- DMO £0m
- Lloyds TSB £14.93m
- NatWest Bank £9.12m
- Nationwide B/S £10m
- Goldman Sachs MMF £0m
- RBS MMF £0m
- BlackRock MMF £0m
- Ignis MMF £0m
- Lime fund £4.77m

B2

Average interest Rate Received on Investments as at 30/09/2013 (CBC shown in black Line)



CBC Average 1.11%
Benchmark Average 1.01%



Meeting: Executive
Date: 10 December 2013
Subject: September 2013 – Quarter 2 Capital Budget Monitoring Report
Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources
Summary: The report provides information on the projected capital outturn for 2013/14 as at September 2013. It excludes the Housing Revenue Account which is subject to a separate report.

Advising Officer: Charles Warboys, Chief Finance Officer
Contact Officer: Charles Warboys, Chief Finance Officer
Public/Exempt: Public
Wards Affected: All
Function of: Executive
Key Decision Yes
**Reason for urgency/
exemption from call-in
(if appropriate)** Not applicable

CORPORATE IMPLICATIONS

Council Priorities:

Sound financial management contributes to the Council's Value for Money and enables the Council to successfully deliver its priorities. The recommendations will contribute indirectly to all 5 Council priorities.

Financial:

- | |
|--|
| 1. The financial implications are set out in the report. |
|--|

Legal:

- | |
|----------|
| 2. None. |
|----------|

Risk Management:

- | |
|----------|
| 3. None. |
|----------|

Staffing (including Trades Unions):

4. Any staffing implications will be dealt with in accordance with the Council's Managing Change Policy and in consultation with the Trades Unions.

Equalities/Human Rights:

5. Equality Impact Assessments were undertaken prior to the allocation of the 2012/13 budgets and each Directorate was advised of significant equality implications relating to their budget proposals.

Public Health:

6. None.

Community Safety:

7. None.

Sustainability:

8. None.

Procurement:

9. None.

Overview and Scrutiny:

10. The September Quarter Two Capital Budget Monitoring report will be considered by the Corporate Resources Overview and Scrutiny Committee on 17 December 2013.

RECOMMENDATIONS:

The Executive is asked to:

1. **note the overall forecast position which is to spend £76.2m vs. budget of £94.6m. A variance of £18.4m as a result of an underspend of £0.8m and proposed deferred spend to 2014/15 of £19.2m.**

Reason for Recommendations: To complete schemes currently underway and facilitate effective financial management and planning.

Executive Summary

11. The report sets out the projected capital outturn position for 2013/14 as at September 2013. Explanations for the variances are set out below. This report enables the Executive to review the overall capital position of the Council.

KEY HIGHLIGHTS (Appendices A1, A2)

12. The capital budget for 2013/14 excluding HRA is £94.6m (£45.0m net). The main issues to note are:
- i) Gross forecast is to spend £76.2m an underspend of £0.8m and £19.2m proposed deferred spend to 2014/15.
 - ii) Gross spend to date is £30.0m, below budget by £6.6m.
 - iii) The average monthly gross spend for the past six months is £5.0m. Rest of year spend rate needs to run at an average of £7.7m to achieve forecast.
 - iv) £63.0m (67%) of the gross budget relates to 20 of the top value schemes. £47.2m (62%) of the gross spend forecast relates to these schemes.
 - v) Capital receipts to date are £0.96m compared to a forecast of £3.98m.

DIRECTORATE COMMENTARY

Social Care Health and Housing

13. The year end forecast outturn position is an underspend of £0.741m. The major area of underspend is the Disabled Facilities Grant (DFG) programme which is demand led.

14. The following table summarises the position against the revised budget as at the end of September.

<u>SCHH Capital programme summary</u>	Full Year Forecast Variance 2013/14						
	Gross Expend. Budget	Gross Income Budget	Net Total	Gross Expend FYF	Gross Income FYF	Net Total	Variance
SCHH Directorate	£m	£m	£m	£m	£m	£m	£m
NHS Campus Closure	3.674	(3.674)	0	1.909	(1.909)	0	0
Disabled Facilities Grants Scheme (DFG)	3.000	(0.588)	2.412	2.500	(0.659)	1.841	(0.571)
Timberlands Gypsy and Traveller Site	0.914	(0.687)	0.227	0.914	(0.687)	0.227	0
Review of Accommodation /Day Support	0.347	(0.347)	0	0	0	0	0
Adult Social Care ICT Projects	0.300	(0.300)	0	0.300	(0.300)	0	0
Empty Homes	0.270	0	0.270	0.100	0	0.100	(0.170)
Renewal Assistance	0.150	(0.050)	0.100	0.250	(0.150)	0.100	0
Total	8.655	(5.646)	3.009	5.973	(3.705)	2.268	(0.741)

15. Disabled Facilities Grant (DFG)

The grants provided to residents through the DFG programme assist some of the poorer and most vulnerable members of the community. Without these grants in many cases the properties involved would be unsuitable for the needs of the occupiers who may then be unable to remain in their own homes. This also reduces pressure on health service resources and residential care, as without these improvements more residents would require emergency or longer term care solutions.

16. The following table indicates the type of major adaptations completed to September in the DFG programme.

17.

Type of adaptation	Total No complete to September 2013
Level access shower/wet room	81
Straight stair lift	17
Curved stair lift	11
Toilet alterations	6
Access ramps	17
Dropped kerb and hard standing	0
Wheelchair/step lift	0
Through floor lift	2
Major extension	10
Kitchen alterations	5
Access alterations (doors etc)	17
Heating improvements	2
Garage conversions/minor additions	4
Safety repairs/improvements	2
Other	9
Total	183

18. Although the Council's waiting list for assessments is being tackled with additional Occupational Therapist (OT) resource, OTs are undertaking a more robust approach to assessments, with a higher proportion of recommendations for equipment and minor works than previously, resulting in a lower proportion of referrals for DFG. This more robust approach provides better value for money for the Council.

19. Requests for OT Assessments provide a further prediction of demand for 2013/14. In September, 63 assessments resulted in 32 referrals for a DFG. If the current rate of referrals continued for the rest of the year this would result in a total of 406.

20. **NHS Campus Closure**

The NHS Campus Closure programme has three remaining projects for Central Bedfordshire. The scheme in Silsoe commenced in July 2012 and opened in October 2013.

21. The second scheme, Steppingstones which is based in Dunstable, is the refurbishment of a local authority property and a new build. The refurbished house opened in October 2013. Planning permission has been granted for the new build and the s257 has been signed. The demolition work will commence in September and take 8 weeks. Thereafter the building works will start and take approximately 10 months to complete.

22. The third scheme, Beech Close is the refurbishment of an existing site in Dunstable and is subject to the sale of two other properties, one which has fallen through due to complex legal issues. It is anticipated that the capital receipts from the sale of these properties will be used to either refurbish Beech Close or failing that a new site will need to be found which could result with further delays on completing the campus programme.

23. The HRA Capital programme is now monitored as part of the HRA's budget report.

Children's Services

24. Children's Services annual capital expenditure budget is £27.395m (including slippage from 2012/13). The income budget is £26.691m, a net expenditure capital budget of £704k.
25. The full year gross expenditure outturn position for 2013/14 is £3.438m below the original budget following the capital review process. There is no expenditure deadline to the spending of the grant receipts.
26. All but two projects, Schools Access and Temporary Accommodation, are funded wholly by grant receipts that have no expenditure deadline.
27. The actual to date gross expenditure is £2.365m below the profiled budget. This is mainly due to Schools Capital Maintenance (£1.072m) which has been programmed to be delivered within the financial year with a small number of projects moved into early 2014/15 as a result of reprioritisation of works, the Alternative Secondary Provision (Free School) £541k, which is progressing well on both of its sites and will achieve target completion timeframes but is following an amended payment schedule with the contractor.

Summary Table: Directorate Overall position

	Gross Expenditure Budget	Profiled Gross Expenditure Budget YTD	Gross Spend to Date	Gross Expenditure Variance to date
	£000	£000	£000	£000
Children Services	27,195	10,157	7,792	2,365
Partnerships	200	55	55	0
Total	27,395	10,212	7,847	2,365

29. New School Places /Basic Need

This grant funding is to enable management of pressures related to population growth and capacity within our schools. The outline programme to commission new school places over the next five years will drive the expenditure of basic need grant and will also align S106 contributions that are being collected for major projects.

30. In March 2013 the DfE announced the Basic Need allocations for 2013/14 and 2014/15 which has allocated £18.281m over the two years. An update to the New School Places Programme was reported to Executive in March 2013.
31. The budget for 2013/14 has therefore been reviewed to take account of the actual grant funding received for 2013/14, which was not known at the time the programme was originally approved by Executive. The forecast spend for 2013/14 is £13.256m with £16.953m planned expenditure in 2014/15.

32. **Schools Capital Maintenance**

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

33. The 2013/14 programme is now being commissioned but with a much reduced DfE grant of £2.562m as a result of Academy capital held centrally by the Education Funding Agency. Works have largely commenced on the programme, however the forecast expenditure has reduced to £3.9m in the main due to £0.5m of works being removed from the indicative programme following reassessment and other schemes being re-scoped following initial survey inspections. Actual expenditure is currently behind forecast in the main this is due to the timing of the works during the school summer break, we anticipate that this shortfall will shortly be made up as works are completed and invoices received and processed.

Community Services

34. The Community Services capital programme in 2013/14 is made up of 43 schemes which includes large groupings of projects that relate to Environmental Services, Libraries, Leisure and Transport.
35. The forecast outturn is an underspend of £5,114k. The majority of this slippage is due to delays because of external factors beyond the control of the Council.

36. **Table A – Capital net budget by category (£'000)**

Scheme Categories	Net Expenditure Budget	Net Expenditure Forecast	Net Expenditure Forecast Variance
	£'000	£'000	£'000
Environmental Services	4,950	691	(4,259)
Libraries	202	220	18
Leisure	4,379	3,868	(511)
Transport	11,654	11,292	(362)
Community Services	21,185	16,071	(5,114)

37. Details of Schemes completed or underway include:

38. **Highways and Transport**

- Total road and footway treated through resurfacing and surface dressing to date is 36.5 kilometres. Poynters Road deep in situ recycling scheme completed on site.
- To date a total of 369 columns including lanterns were replaced and a further 1,006 lanterns replaced.

- 12 Local Area Transport Plan schemes have been implemented and 14 designed and ready for construction.
- 6 drainage schemes completed.

39. **Leisure**

Astral Park - CBC are supporting the Town Council to provide a football pitch and changing/community facilities. Work is near completion on the car park and drainage connections complete. Work to roof of the changing/community facility including internal walls and gable ends, and steel truss to community room is complete. The project is on target for completion in January 2014.

Flitwick Leisure Centre Redevelopment is a scheme to replace the existing Leisure Centre - work is also being carried out for feasibility stage in preparation that the report that will be considered by the Sustainable Communities Overview and Scrutiny Committee on 5 November 2013.

Tiddenfoot Leisure Centre is being refurbished - The car park has been prepared for the resurfacing and work is being carried out to divert the cabling, work is being carried out on the refurbishment of the gym area. Drainage on the downstairs area and surveys for electrical and mechanical has been started.

Flitwick Leisure Centre Football Pitch is a scheme to re-provide football pitches and changing facilities before the Flitwick Leisure Centre redevelopment can commence - the contractors have cleared the site and work has begun on the sustainable urban drainage system. This project is on target for completion in August 2014.

40. **Waste**

Sundon Landfill Restoration - Restoration phases are on track with soil importation ongoing. Approval received from Environment Agency for realignment of Gas Infrastructure. Lease signed for Gas Extraction with enhanced royalty income for CBC.

Waste Capital Infrastructure Grant - Successful procurement and purchase of replacement glass collection vehicle for the south fleet.

Regeneration & Business Support

41. The Regeneration and Business support capital programme in 2013/14 is made up of 22 schemes which include large groupings of projects that were the result of developer funds to deliver planning requirements, associated with new developments.

42. The directorate expects to spend £5,368k and receive external income of £3,097k, leaving spend below budget in 2013/14 of £2,271k gross (£1,261k net). The majority of this delay is due to external factors beyond the control of the Council. These include property negotiations with external interests and BDUK involvement in the Broadband project.

43. **Table B – Capital net budget by category (£'000)**

Scheme Categories	Net Expenditure Budget	Net Expenditure Forecast	Net Expenditure Forecast Variance
	£'000	£'000	£'000
Regeneration	3,532	2,271	(1,261)
Total	3,532	2,271	(1,261)

44. **Regeneration**

Leighton Buzzard South of High St: The terms are agreed (verbally) on the second Duncombe Drive property; completion is dependant on owners finding another property, with a longstop completion date proposed of 30 September 2014. This is linked to the overall scheme identified at para 52, but is a separate acquisition.

Dunstable Town Centre Phase 2 (Dorchester Close): A 6th property was acquired in May 2013, completion on 7th due in August was delayed until 13 September 2013. Negotiations continue with owner of 8th and final property.

Superfast Broadband: Contract signed with BT in August and a further £604k secured from BDUK. Due to national requirement to spend BDUK funds first, CBC element of spend will be deferred to later financial years.

45. **Sustainable Transport**

Works have now commenced on site for the DfT cycling safety scheme to construct a cycle route between Cranfield village and Cranfield University following agreement with the internal drainage board and a permissive path agreement with the University.

Over the last 6 months Longterm Sustainable Transport Fund funded schemes completed in Dunstable and Houghton Regis include:

- Landscape, patching and route realignment works on NCN6.
- Cycle route works and route to Sandringham Drive from Woodside industrial estate as part of the Poynters Road works in Houghton Regis.

- Cycling link between Meadway and High Street south via Cemetery Lane.
 - Shared use path on Boscombe Road.
46. Consultation has taken place on the following with implementation due to take place later this year:
- Cycling contraflow lane on Easthill Road.
 - Traffic calming and zebra crossing in Parkside Drive.
47. The following schemes are under construction in the Dunstable and Houghton Regis area:
- Improvements to footpaths on the Parkside estate leading to Kings Houghton middle school.
 - Cycle link between Downs Road and Apollo Close, Dunstable.
 - Improvements to provide a cycle link between Apollo Close and Brive Road.
 - School safety zone on Southwood Road leading to the Downside pathway.
48. **Improvement & Corporate Services & Corporate Resources (overall)**

Service	Full Year Budget £000's	Forecast £000's	Expected Slippage to 14/15 £000's	Variance £000's	Budget YTD £000's	Actual £000's	YTD Variance £000's
Info Assets	2,066	1,958	338	230	775	512	-263
Others	2,136	2,363	0	227	809	824	15
Imp & Corp Serv							
Subtotal	4,202	4,321	338	457	1,584	1,336	-248
Corp Res	12,401	9,878	2,314	-209	5,136	2,390	-2,746
Totals	16,603	14,199	2,652	248	6,720	3,726	-2,994

Improvement & Corporate Services

49. The current capital programme for Improvement & Corporate Services is £4,202k. This includes £2,043k of funding for 2013/14 schemes and slippage of £2,159k from previous years. There is £2,066k of budget allocated to Information Assets (IA) projects with £2,136k for other schemes. Some of the major ones include SAP Optimisation (£373k), Customer First (£881k) & Health & Safety Rolling Programme (£852k).
50. The forecast outturn is an overspend of £457k. This is as a result of overspends on two projects. The significant pressures predicted are Your Space 2 (IA) £230k and Customer First £200k.

51. Of the £4,202k budget in Improvement & Corporate Services there is £338k of cost expected to be incurred in future financial years. Capital budget is proposed to be slipped from the current year to cover this. The two schemes involved are both within IA, ECM Implementation (£100k) & Consolidation of Applications (£238k).

Corporate Resources

52. The current net capital programme for Corporate Resources is £12,401k. These projects are all within Assets and some of the major schemes are 2013/14 Corporate Property Rolling Programme (£4,649k), A1 South Roundabout - Biggleswade (£2,200k), Ivel Medical Centre (£1,000k) & Acquisition of land south of High St Leighton Buzzard (£1,000k).
53. The forecast outturn position for Corporate Resources is currently showing a £209k underspend. There are a number of projects expecting small variances at year end.
54. Due to various timing changes to project delivery schedules there is currently £2,314k expected to be slipped into 2014/15. The A1 South Roundabout – Biggleswade is projecting £1,300k to now be spent in 2014/15 due to a delay in the commencement of the project. There is also an expected delay on the start of the Ivel Medical Centre project following changes to the way the NHS runs its commissioning process the project has been delayed and expected to slip £800k to 2014/15.
55. There is a YTD underspend in Corporate Resources Capital of £2,746k. The A1 South Roundabout – Biggleswade is currently £645k underspent as a result of the commencement of the project being delayed.
56. There has also been a delay in the Acquisition of Cattle Market & Parkridge Land in Leighton Buzzard. The purchases (£1m) were budgeted to be made in September but are now expected to happen in November and December.
57. The Corporate Assets Rolling Programme is currently £850k underspent YTD. This is due to a number of delays with spend across various parts of the rolling programme (£224k Tiddenfoot – Mechanical, Electrical (M&E) & Roofing works, £295k Leighton Buzzard library refurb & roofing, £170k Parkside Hot Water System, £75k Watling House canteen works, and £60k Linsell House M&E works). There are also a number of delays to smaller Capital schemes resulting in a net YTD underspend of £126k.

CONCLUSION

58. The forecast spend of £76.6m may still be optimistic as the rate of spend required rest of year to achieve budget is in excess of what has been achieved previously although the last two months have resulted in an average spend of c£7m.

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Appendix A1 Council Capital Summary

Directorate	2012/13 Capital Programme Budget				Full year forecast as at month 6				Full Year Variance				Proposed Deferred Capital to 2014/15 and future years				(Under) / Over Spend			
	Gross Expenditure	External Funding	Net Expenditure		Gross Expenditure	External Funding	Net Expenditure		Gross Expenditure	External Funding	Net Expenditure		Gross Expenditure	External Funding	Net Expenditure		Gross Expenditure	External Funding	Net Expenditure	
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Children's Services	27,395	-26,691	704	23,957	-23,632	325	-3,438	3,059	-379	3,059	0	-379	0	-379	0	-379	0	0	0	-379
Environmental Services	5,367	-417	4,950	806	-115	691	-4,561	4,590	-4,259	4,590	0	-302	4,288	29	0	29	0	0	0	29
Libraries	202	0	202	220	0	220	18	0	18	0	0	0	0	18	0	18	0	0	0	18
Leisure	6,287	-1,908	4,379	5,707	-1,839	3,868	-580	69	-511	552	-69	-483	483	-28	0	-28	0	0	0	-28
Transport	17,813	-6,159	11,654	18,430	-7,138	11,292	617	-979	-362	489	0	489	1,106	-979	127	1,106	-979	0	0	127
Community Services	29,669	-8,484	21,185	25,163	-9,092	16,071	-4,506	5,631	-5,114	5,631	-371	5,260	1,125	-979	146	1,125	-979	0	0	146
Corporate Resources	13,901	-1,500	12,401	11,378	-1,500	9,878	-2,523	0	-2,523	2,314	0	2,314	0	-209	0	-209	0	0	0	-209
Improvement & Corporate Services	4,202	0	4,202	4,321	0	4,321	119	0	119	338	0	338	457	0	457	0	0	0	0	457
Regeneration	9,136	-5,604	3,532	5,368	-3,097	2,271	-3,768	2,507	-1,261	4,019	-2,893	1,126	251	-386	-135	251	-386	0	0	-135
Social Care, Health & Housing	10,278	-7,269	3,009	5,973	-3,705	2,268	-4,305	3,564	-741	3,905	-3,735	170	-400	-171	-571	-400	-171	0	0	-571
Total Excluding HRA	94,581	-49,548	45,033	76,160	-41,026	35,134	-18,421	8,522	-9,899	19,266	-10,058	9,208	845	-1,536	-691	845	-1,536	0	0	-691

Appendix A2 Top 20 Schemes

Directorate	Scheme Title	Total 2013/14 Budget				Full Year Forecast as at Month 6				Variance				Slippage to 2014/15				(Under)/ Over Spend								
		Gross Expenditure	External Funding	Net Expenditure		Gross Expenditure	External Funding	Net Expenditure		Gross Expenditure	External Funding	Net Expenditure		Gross Expenditure	External Funding	Net Expenditure		Gross Expenditure	External Funding	Net Expenditure						
		£'000	£'000	£'000		£'000	£'000	£'000		£'000	£'000	£'000		£'000	£'000	£'000		£'000	£'000	£'000		£'000	£'000	£'000		
Children's Services	New School Places	15,776	-15,776	0	13,256	-13,224	32		-2,520	2,552	32		2,582	-2,582	0		62	-30	32							
Children's Services	Alternative Secondary Provision (Free School)	3,477	-3,477	0	3,522	-3,477	45		45	0	45		-45	0	-45		0	0	0							
Children's Services	Schools Capital Maintenance	4,515	-4,515	0	3,900	-3,900	0		-615	615	0		-186	186	0		-801	801	0							
Community Services	Highways Structural Maintenance Block	4,004	-4,004	0	4,004	-4,004	0		0	0	0		0	0	0		0	0	0							
Community Services	BEAR Project	4,000	0	4,000	0	0	0		-4,000	0	-4,000		4,000	0	4,000		0	0	0							
Community Services	Highways Structural Maintenance Additional	3,160	0	3,160	3,260	-100	3,160		100	-100	0		0	0	0		100	-100	0							
Community Services	Highways Fixed Cost Services (Lump Sums)	1,790	0	1,790	1,855	0	1,855		65	0	65		65	0	65		65	0	65							
Community Services	Highways Integrated Schemes	1,960	-1,338	622	2,558	-1,936	622		598	-598	0		598	-598	0		598	-598	0							
Community Services	Essential capital investment - Tiddington and Saxon	1,558	-600	958	1,120	-600	520		-438	0	-438		-438	0	-438		-438	0	-438							
Community Services	Pool & Leisure Centre Extension	1,092	-1,100	-8	1,025	-1,025	0		-67	75	8		-67	75	8		-67	75	8							
Corporate Resources	Astral Park Leighton Buzzard	3,700	-1,500	2,200	2,400	-1,500	900		-1,300	0	-1,300		1,300	0	1,300		0	0	0							
Corporate Resources	A1 South Roundabout (Biggleswade)	4,649	0	4,649	4,259	0	4,259		-390	0	-390		250	0	250		-140	0	-140							
Corporate Resources	CBC Corporate Property Rolling Programme	2,593	-2,120	473	0	0	0		-2,593	2,120	-473		0	0	0		-2,593	2,120	-473							
Regeneration	Local Broadband Infrastructure	1,389	0	1,389	1,389	0	1,389		0	0	0		733	0	733		733	0	733							
Regeneration	Dunstable Town Centre Regeneration Phase 2	1,073	-1,053	20	200	-200	0		-873	853	-20		73	0	73		-800	853	53							
Regeneration	Dunstable A5/M1 Link Road Strategic Infrastructure	5,297	-5,297	0	1,909	-1,909	0		-3,388	3,388	0		3,388	-3,388	0		0	0	0							
Social Care, Health & Housing	NHS Campus Closure	3,000	-588	2,412	2,500	-659	1,841		-500	-71	-571		-500	-71	-571		-500	-71	-571							
Social Care, Health & Housing	Disabled Facilities Grants Scheme																									
Children's Services	Children's Services	£23,768	-£23,768	£0	£20,678	-£20,601	£77		-£3,090	£3,167	£77		£2,351	-£2,396	-£45		-£736	£771	£32							
Community Services	Community Services	£17,864	-£7,042	£10,822	£13,822	-£7,665	£6,157		-£3,742	-£623	-£4,365		£4,000	£0	£4,000		£296	-£623	-£365							
Corporate Resources	Corporate Resources	£8,349	-£1,500	£6,849	£6,659	-£1,500	£5,159		-£1,690	£0	-£1,690		£1,550	£0	£1,550		-£140	£0	-£140							
Improvement & Corporate Services	Improvement & Corporate Services	£0	£0	£0	£0	£0	£0		£0	£0	£0		£0	£0	£0		£0	£0	£0							
Regeneration	Regeneration	£5,055	-£3,173	£1,882	£1,589	-£200	£1,389		-£3,466	£2,973	-£493		£806	£0	£806		-£2,660	£2,973	£313							
Social Care, Health & Housing	Social Care, Health & Housing	£8,297	-£5,865	£2,432	£4,409	-£2,568	£1,841		-£3,888	£3,317	-£571		£3,388	-£3,388	£0		-£500	-£71	-£571							
Health & Housing	CBC 2012/13 Capital Programme	£63,033	-£41,368	£21,665	£47,157	-£32,534	£14,623		-£16,876	£8,834	-£7,042		£12,095	-£5,784	£6,311		-£3,781	£3,050	-£731							

Meeting: Executive

Date: 10 December 2013

Subject: September 2013/14 Housing Revenue Account Budget Monitoring Revenue and Capital Report

Report of: Cllr Carole Hegley, Executive Member for Social Care, Health and Housing and Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources

Summary: The report provides information on the 2013/14 Housing Revenue Account (HRA) projected outturn revenue and capital position as at September 2013.

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

Contact Officer: Nick Murley, Assistant Director Business & Performance

Public/Exempt: Public

Wards Affected: All

Function of: Executive

Key Decision Yes

**Reason for urgency/
exemption from
call-in (if
appropriate)** Not applicable

CORPORATE IMPLICATIONS

Council Priorities:

Sound financial management contributes to the Council's Value for Money and enables the Council to successfully deliver its priorities. The recommendations will contribute indirectly to all 5 Council priorities.

Financial:

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

Legal:

2. None.

Risk Management:

3. None.

Staffing (including Trades Unions):

4. Any staffing reductions will be carried out in accordance with the Council's Managing Change Policy and in consultation with the Trades Unions.

Equalities/Human Rights:

5. Equality Impact Assessments were undertaken prior to the allocation of the 2012/13 budgets and each Directorate was advised of significant equality implications relating to their budget proposals.

Public Health:

6. None.

Community Safety:

7. None.

Sustainability:

8. None.

Procurement:

9. None.

Overview and Scrutiny:

10. The September 2013/14 projected outturn Housing Revenue Account (HRA) revenue and capital report will be considered by the Corporate Resources Overview and Scrutiny Committee on 17 December 2013.

RECOMMENDATION:

Executive is asked to approve:-

1. that the Revenue forecast position is to achieve a balanced budget with a contribution to HRA Reserves of £7.131m, thus strengthening the Council's ability to invest and improve its stock of Council Houses;
2. that the Capital forecast position indicates that expenditure will be £2.345m less than the budget. This is due to lower than anticipated expenditure on the Dukeminster project and implementation of Housing Asset Management Strategy; and
3. that Right to Buy sales will be monitored for the possible impact on predicted surpluses in the medium to longer term.

PURPOSE OF REPORT

11. The report presents the 2013/14 HRA financial position as at the end of September 2013. It sets out spend to date against the profiled revenue and capital budgets, the forecast financial outturn, and provides explanations for any variations. This report enables CMT to consider the overall financial position of the HRA.

EXECUTIVE SUMMARY

12. The revenue forecast position as at the end of September 2013 projects a year end surplus of £7.131m compared to a budgeted surplus of £4.806m, an improvement of £2.325m.
13. There are four key positive variances arising from increased income (£0.592m), lower interest costs from the self financing debt (£0.940m), reduced maintenance costs (£0.214m), and savings in direct revenue financing of the capital programme (£0.720m). These are offset by other minor adverse variances that in total amount to £0.141m.
14. There are variances within the individual capital projects as a result of the change in approach to capital investment as set out in the Housing Asset Management Strategy (HAMS). This reflects the change in focus from planned maintenance to repairs led maintenance on certain projects.
15. The 2013/14 budget for the HRA anticipates a contribution to the Extra Care Development Reserve of £3.912m and a contribution to the Strategic Reserve of £0.893. The analysis above enables a total forecast contribution to reserves of £7.131m.
16. The forecast position for the HRA capital programme indicates an underspend of £2.345m, with an outturn of £8.550m against a budget of £10.895m.
17. Planning approval for the Dukeminster Extra Care facility was granted in June 2013. At that point approval was also granted for preliminary works to be progressed, so that the site could be cleared in readiness for construction works. The tendering process is currently under way, with 2 companies requesting an extension to the tender deadline. Allowing for this delay it is now anticipated that building work could commence in January 2014, subject to the appointment of a contractor in December 2013.
18. During July it was confirmed that the Council will receive £1.703m of funding towards the Dukeminster project from the Homes and Communities Agency (HCA), following a bidding process. This allocation is dependent on achieving a timescale for the build, which will see completion in the summer or early autumn of 2015.

19. On the current timeframe, it is predicted that £2.500m (£4.125m budget) will be spent from the budget set aside for the Dukeminster project in 2013/14. This expenditure will be financed from the Extra Care Development Reserve.
20. As a result, the year end balance in the Extra Care Development Reserve is now predicted to be £11.416m, with £6.389m available in the Strategic Reserve and £2.200m in contingencies. This equates to a predicted total reserve balance of £20.005m.
21. Forecast figures at the end of September are subject to variations as the revenue and capital programmes evolve over the course of the year.

HRA REVENUE ACCOUNT

22. The HRA annual expenditure budget is £22.572m and income budget is £27.378m, which allows a contribution of £4.806m to reserves to present a net budget of zero. A subjective breakdown of budget, year to date position and forecast outturn is shown below.

23.

	2013/14 Budget	Budget YTD	Actual YTD	Variance YTD	Full Year Forecast	Variance Full Year Forecast to Budget
	£m	£m	£m	£m	£m	£m
Total Income	(27.378)	(13.689)	(13.773)	(0.084)	(27.970)	(0.592)
Housing Management	4.152	2.076	1.793	(0.283)	4.192	0.040
Financial Inclusion	0.200	0.100	0.066	(0.034)	0.150	(0.050)
Asset Management	0.965	0.483	0.473	(0.010)	1.026	0.061
Corporate Resources	1.320	0.660	0.728	0.068	1.410	0.090
Maintenance	4.528	2.264	2.247	(0.017)	4.314	(0.214)
Debt related costs	0.119	0.059	0	(0.059)	0.119	0
Direct Revenue Financing	6.570	3.285	2.925	(0.360)	5.850	(0.720)
Efficiency Programme	(0.190)	(0.095)	(0.095)	0	(0.190)	0
Interest repayment	4.908	2.454	1.987	(0.467)	3.968	(0.940)
Principal repayment	0	0	0	0	0	0
TOTAL Expenditure	22.572	11.286	10.124	(1.162)	20.839	(1.733)
Surplus	(4.806)	(2.403)	(3.649)	(1.246)	(7.131)	(2.325)
Contribution to / (from) reserve (actioned at year end)	4.806	2.403	3.649	1.246	7.131	2.325
Net Expenditure	0	0	0	0	0	0
^ Included for balancing and illustrative purposes only						

24. There are a number of year to date variances across the HRA. Total income has a positive variance of £0.084m (positive £0.076m August). A proportion of service charge income is not posted on a monthly basis; once this is taken into account, income is forecast to achieve a full year positive variance of £0.592m. The positive income variance is accounted for by increased rental income (£0.682m), offset by reduced investment income (£0.148m), and other minor positive variances (£0.058m).
25. The additional rental income is accounted for by an additional rent charging week in 2013/14. Rent is charged every Monday and in this rent year (1 April 2013 to 31 March 2014) there are 53 Mondays. Due to the infrequent nature of this circumstance, the additional revenue was not built into the original budget.
26. Housing management is reporting a positive year to date variance of £0.283m (£0.197m August). This is due to actual cost being incurred slightly out of budget profile for Stock Condition Survey (£0.128m) and insurance premiums (£0.050m), reduced utility costs due to decentralisation (£0.030m) of gas boilers, and other minor variances. The full year forecast is projecting a minor adverse variance of £0.040m, reflecting a slight increase in the staffing costs and an increase in spend on maintaining furniture and equipment at sheltered accommodation.
27. Corporate recharges are forecast to outturn at £1.410m, an adverse variance of £0.090m. This reflects the outturn position from 2012/13, although the final recharge for 2013/14 will not be known until the final year end calculation is undertaken.
28. The Maintenance budget has a year to date positive variance of £0.017m (adverse £0.058m August). The full year forecast is projecting savings of £0.214m. As a consequence of the changes initiated by the HAMS, external decorations have been rescheduled from a 5 year to a 7 year cycle. This is forecast to deliver savings of £0.037m. In addition further savings are anticipated from a reduction in expenditure on the maintenance of communal central heating systems (£0.033m), a reduction in forecast void costs (£0.070m), and other minor variances. Although savings are forecast in these areas, there is an element of uncertainty due to the unpredictability of responsive maintenance.
29. In respect of the debt costs, a saving of £0.940m is projected due to lower than budgeted interest costs. The average interest rate achieved on the Council's self-financing debt for 2013/14 is 2.40%, as opposed to 2.97% in the budget build.
30. The lower average rate is a result of the Council's decision to take approximately a quarter of the self-financing debt on a variable rate, currently at 0.57%. The interest rate for the HRA's variable rate debt is fixed on a six monthly basis, with the most recent change occurring at the end of September 2013. This rate rose from 0.55% to 0.57% and will not change again until the end of March 2014.

31. Since the variable rate for the second half of the year has been set in September 2013, an average variable rate of 0.56% has been achieved for the year 2013/14 as opposed to the variable debt budgeted rate of 2.65%.
32. The forecast revenue position for the financial year would allow a total transfer to reserves of £7.131m, an additional amount of £2.325m compared to the original budget.

HRA EFFICIENCY PROGRAMME

33. Since 2010 the Housing service has been using Housemark to provide a benchmarking service. The analysis provided has assisted in identifying the areas where HRA budgets are higher relative to other stock retained authorities.
34. The HRA revenue budget for 2013/14 was reduced by £0.190m, as part of the Council's efficiency programme. This efficiency is being delivered through a reduction in spend on financial inclusion, external decorations, communal central heating maintenance and reduced void maintenance costs.
35. The HRA efficiency programme is on target to be fully achieved in 2013/14.

HRA ARREARS

36. Total current and former tenant arrears were £1.064m at the end of September (£0.992m at September 2012). Current tenant arrears are £0.697m or 2.44% of the annual rent debit of £28.772m (£0.579m or 2.12% at September 2012). A total of £0.057m of HRA rent arrears debt was written off to September 2013.
37. An analysis of rent collection data from the Housing QL system has commenced, with a view to determining the impact of welfare reform on arrears. Once this is completed it will be possible to create a realistic profile of projected rent arrears throughout the rent year, so that the percentage figure referred to above can be cross referenced to a profiled target. Currently 60% of rental income is received from housing benefit payments.
38. Performance on former tenant arrears is 1.28% of the annual rent debit against a target of 1.00%, leaving a balance of £0.367m (1.52% with a balance of £0.413m at September 2012).
39. There are currently £0.122m of arrears non tenant arrears (£0.147m August), which is comprised of the following: rents at shops owned by the HRA, service charges and ground rent relating to leaseholders who purchased flats via the Right to Buy scheme, and property damage relating to existing and former tenants.

40. The HRA owns 26 Shops, 10 of which are on a long lease, 14 are on rental agreements, and 2 are vacant and available to let. Arrears from HRA shops are £0.048m (£0.52m August). There is one tenant who has an outstanding debt of £0.023m. Payment of this debt is actively being pursued through solicitors. The average arrears at the other HRA shops is £1,666.

HRA CAPITAL RECEIPTS

41. New Right to Buy (RtB) discounts and proposals for re-investing the capital receipts came into effect from April 2012, which have increased the maximum discount available to tenants from £0.034m to £0.075m.
42. Up to the end of September 2013, 14 properties have been sold compared to 19 in the entire financial year 2012/13.
43. As a result of the changes to housing pooling the Council has a balance at the end of September of useable capital receipts of £1.615m (balance bought forward from 2012/13 £0.657m), of which £0.731m is reserved for investment in new build. The Council has entered into an agreement with the Secretary of State to invest these receipts in new build. The use of these receipts is restricted to schemes that do not receive Homes and Communities Agency (HCA) funding.
44. The retained receipt can represent no more than 30% of the cost of the replacement properties, so the Council is committed to spend at least £2.435m on new build by 30 September 2016.
45. The Dukeminster project has been awarded £1.703m from the HCA, therefore the retained receipts from RtB sales reserved for new build cannot be used on this scheme.
46. The HRA's Budget proposals for the period of the Medium Term Financial Plan (MTFP) propose significant investment in new build (in excess of £6.0m by 30 September 2016, excluding spend on Dukeminster).
47. There have been 27 RtB applications up to September. This compares to a total of 55 applications in 2012/13. It is quite likely that the total number of sales could be between 25 and 30 for the year, resulting in a residual receipt for the year of potentially £1.500m.
48. These funds will further enhance the resources available for the HRA's capital programme.
49. Careful monitoring of RtB sales will be required. Current projections suggest that these will not have a negative impact on the Business Plan, particularly if the number of new build properties exceeds the properties sold. However if annual RtB sales were to make up a significant percentage of the Housing Stock, such that it diminished by 10% (equivalent to approximately 500 properties) or more over the period to 31 March 2017, then this would pose a threat to the surpluses predicted both in the medium and longer term.

HRA CAPITAL PROGRAMME

50. There is a year to date positive variance of £0.323m (£0.128m in August) for the HRA Capital Programme, with a forecast year end outturn of £8.550m (£8.665m in August) against a budget of £10.895m.
51. The year to date position for the HRA Capital Programme reflects the implementation of the Housing Asset Management Strategy (HAMS), which incorporates a greater element of repairs led programmes as opposed to pre-planned improvements.
52. The Central Heating programme has a reduced forecast outturn due to a change in the timing of programme delivery as recommended by the HAMS. The Roof Replacement, General Enhancements and Drainage and Water Supply programmes are also forecast to have a reduced outturn, due to the move towards more repairs led improvement works in these areas.
53. Stock Remodelling is predicted to outturn at £0.709m, an adverse variance of £0.251m. The increase in spend in this area reflects the priorities of the HAMS for remodelling and regeneration of the housing stock.
54. A Business Case has recently been approved for the transfer of a former Children's Home in Westfield Road, Dunstable, from the Council's General Fund (GF) to the HRA. The property will be converted into 2 two bedroom homes, which will enhance the Council's stock of properties. Refurbishment and conversion costs are anticipated to cost in the region of £0.112m, which will be financed from the Stock Remodelling budget.
55. A year end underspend of £2.345m is anticipated for the HRA Capital programme, £1.625m of which relates to lower than budgeted spend on the Dukeminster project. At the current time it is predicted that £2.500m will be spent on Dukeminster from the Extra Care Development Reserve. It is proposed that the underspend on Dukeminster will be carried forward as slippage to spend in the next financial year.
56. Two of the companies that are tendering for the contract have requested an extension to the tender period. Given the relatively low number of companies that have agreed to tender, a two week extension has been granted to 25 October 2013. The technical and financial evaluation processes, including presentations by shortlisted bidders, will take a further 2 weeks. This allows a proposal to be put to Executive in December. Mobilisation by the successful contractor is likely to be delayed by the Christmas holiday period, so the earliest anticipated commencement of works is now the second week of January.
57. There is a forecast saving on Aids and Adaptations of £0.100m for the year, which is due to the more robust assessment approach taken by Occupational Therapy (OT).

RESERVES

58. The total reserves available as at year end 2012/13 were £15.374m, comprised of £2.000m in HRA Balances, £8.653m in the Extra Care Development Reserve, £1.284m in the Strategic Reserve and £3.437m in the Major Repairs Reserve.
59. The current position indicates a year end balance in reserves of £20.005m. HRA Balances are projected to remain at a contingency level of £2.000m, with the Extra Care Development Reserve increasing to £11.416m, the Strategic reserve increasing to £6.389m, and the Major Repairs Reserve (MRR) reducing to £0.200m.
60. The opening balance in the MRR was comprised of a £0.200m contingency and an amount of £3.237m equivalent to depreciation in 2012/13. Due to the use of the Negative Capital Financing Requirement (CFR) to finance the capital programme in that year, the amount of £3.237m was retained in the MRR (and not used to finance capital spend).
61. It is anticipated that at the year end 2013/14 this additional amount will contribute to the funding of the capital programme, reducing direct revenue financing by an equivalent amount. This will allow an additional contribution to the Strategic Reserve, so that in total an amount of £5.105m is forecast to be transferred.
62. In total this equates to a forecast contribution to reserves for the year of £7.131m, offset by spend from reserves of £2.500m to enable a net increase of £4.631m.
63. An investment strategy is currently being formulated, that will set out proposals for the use of the reserves that are forecast to materialise in the short to medium term. This strategy will be referred to in the HRA Budget Report going before Council in February 2014.

Appendices

Appendix A – Net Revenue Position Full Analysis

Appendix B – Debtors

Appendix C – Capital programme

Appendix D – Reserves

Appendices

Appendix A – Net Revenue Position Full Analysis

Month: September 2013	Year to date				Year				
Director	Budget	Actual	Use of Reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves.
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Assistant Director Housing Service	-3,690	-3,679	0	11	-7,380	-7,192	188	0	188
Housing Management (HRA)	800	742	0	-58	1,600	1,698	98	0	98
Asset Management (HRA)	2,689	2,663	0	-26	5,378	5,219	-159	0	-159
Prevention, Options & Inclusion	201	147	0	-54	402	275	-127	0	-127
Total	0	-127	0	-127	0	0	0	0	0

Appendix B – HRA Debtors

Debt Analysis - Tenant Arrears						
Description of debt	0-4 weeks	4-8 weeks	8-13 weeks	13-52 weeks	Over 1 yr	TOTAL
	£M	£M	£M	£M	£M	£M
Current Tenant	0.201	0.195	0.135	0.166	0.000	0.697
Former Tenant						0.367
						1.064

Debt Analysis - Other Arrears							
Description of debt	From 15 to 30 days	From 31 to 60 days	From 61 to 90 days	From 91 to 365 days	Over 1 yr but not over 2 yrs	Over 2 yrs	TOTAL
	£M	£M	£M	£M	£M	£M	£M
Shops	0.007	0.016	(0.006)	0.003	0.004	0.024	0.048
Leaseholders	(0.002)	0	0	0.012	0.020	0.014	0.044
Void recoveries	0.003	0.011	0	0.013	0.026	0.006	0.059
Misc recoveries	(0.013)	(0.001)	(0.001)	(0.011)	(0.004)	0.001	(0.029)
	(0.005)	0.026	(0.007)	0.017	0.046	0.045	0.122

Appendix C – HRA Capital Programme

Scheme Title	Existing 2013/14 Capital Budget	Full Year Forecast as at September	Variance	Slippage to 2014/15	Monthly Budget Monitoring September 2013		
					Profilled Budget YTD	Actual YTD	Variance
					Net Expenditure	Net Expenditure	Net Expenditure
					£'000	£'000	£'000
General Enhancements (formerly Minor Works)	255	50	(205)	0	111	9	(102)
Garage Refurbishment	51	15	(36)	0	24	0	(24)
Paths & Fences siteworks	61	40	(21)	0	27	22	(5)
Estate Improvements	255	255	0	0	111	145	34
Energy Conservation	255	300	45	0	111	39	(72)
Roof Replacement	248	50	(198)	0	108	4	(104)
Central Heating Installation	1,071	861	(210)	0	456	440	(16)
Rewiring	347	347	0	0	147	137	(10)
Kitchens and Bathrooms	1,122	1,194	72	0	483	371	(112)
Central Heating communal	180	75	(105)	0	78	37	(41)
Secure door entry	357	275	(82)	0	156	167	11
Structural repairs	153	153	0	0	66	67	1
Aids and adaptations	887	787	(100)	0	387	143	(244)
Capitalised Salaries	350	350	0	0	150	172	22
Asbestos management	131	131	0	0	57	22	(35)
Stock Remodelling	458	709	251	0	198	163	(35)
Drainage & Water Supply	181	50	(131)	0	78	6	(72)
Plasticisation	408	408	0	0	177	97	(80)
Sheltered Housing Reprovision	4,125	2,500	(1,625)	(1,625)	0	561	561
HRA	10,895	8,550	(2,345)	(1,625)	2,925	2,602	(323)

Appendix D – Reserves

Reserves

Month: September 2013

Description	Opening Balance 2013/14	Spend against reserves	Release of reserves	Proposed transfer to Reserves	Proposed Closing Balance 2013/14
	£000	£000	£000	£000	£000
HRA Balances	2,000				2,000
Extra Care Development Reserve	8,653	(2,500)		5,263	11,416
Strategic Reserve	1,284			5,105	6,389
Major Repairs (HRA)	3,437	(3,237)			200
	15,374	(5,737)	-	10,368	20,005

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Meeting: Executive
Date: 10 December 2013
Subject: Quarter 2 Performance Report
Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources
Summary: To report on Quarter 2 2013/14 performance for Central Bedfordshire Council's Medium Term Plan indicator set.

Advising Officer: Deb Clarke, Director of Improvement and Corporate Services
Contact Officer: Elaine Malarky, Head of Programme & Performance Management
Public/Exempt: Public
Wards Affected: All
Function of: Executive
Key Decision No
**Reason for urgency/
exemption from call-in** N/A

CORPORATE IMPLICATIONS
<p>Council Priorities: The quarterly Medium Term Plan performance report underpins the delivery of all Council priorities.</p> <p>Financial: 1. None directly but the indicator set does monitor the percentage increase in Council Tax</p> <p>Legal: 2. None.</p> <p>Risk Management: 3. Any areas of on-going underperformance would be a risk to both service delivery and the reputation of the Council.</p> <p>Staffing (including Trades Unions): 4. None</p> <p>Equalities/Human Rights: 5. This report highlights performance against a range of indicators which measure how the Council is delivering against its Medium Term Plan priorities. It identifies specific areas of underperformance which can be highlighted for further analysis. Whilst many of the indicators deal with information important in assessing equality, it is reported at the headline level in this report.</p>

6. To meet the Council's stated intention of tackling inequalities and delivering services so that people whose circumstances make them vulnerable are not disadvantaged, performance data for indicators in this set is supported by more detailed performance data analysis at the service level and this is used to support the completion of equality impact assessments. These impact assessments provide information on the underlying patterns and trends for different sections of the community and identify areas where further action is required to improve outcomes for vulnerable groups.

Public Health

7. The indicator set includes an indicator monitoring the percentage of 40 to 74 year olds offered a health check.

Community Safety:

8. The levels of Serious Acquisitive Crime and anti-social behaviour are included in the indicator set.

Sustainability:

9. Included in the indicator set are a broad range of indicators relating to sustainability including those covering employment, access to broadband, library usage, active recreation and waste.

Procurement:

10. Not applicable

Overview and Scrutiny:

11. This report will be presented to the Overview and Scrutiny committees during their December 2013 cycle of meetings.

RECOMMENDATION: The Executive is asked to:

- 1. Acknowledge the continuing overall strong performance in Quarter 2 for the indicators being used to help support monitoring of progress against the Medium Term Plan priorities and to recommend officers to further investigate and resolve underperforming indicators as appropriate.**

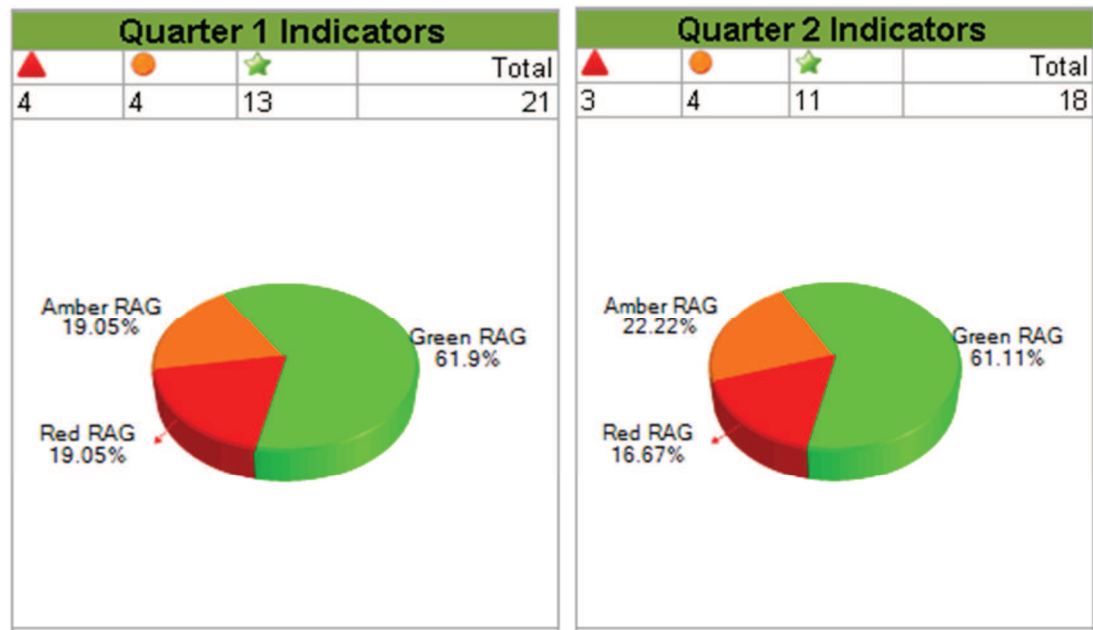
<i>Reason for Recommendation:</i>	<i>To ensure a rigorous approach to performance management across Central Bedfordshire Council.</i>
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Executive Summary

12. This report focuses on the indicators that support the monitoring of progress against the priorities in the Medium Term Plan. The Overview section of this report provides an update on performance for these indicators and is supported in Appendix A by more detail on each individual indicator.

Overview

13. Good performance continues to be shown across the Medium Term Plan priorities with 11 indicators RAG scored this quarter as Green.
14. Due to reporting frequency not all of the indicators being reported last quarter are reported in this quarter, but as the charts below show overall performance is consistent between Quarter 1 and Quarter 2.



15. Overall performance in Quarter 2 2013/14 remains strong with eleven of the eighteen indicators being scored this quarter, scored as Green. These indicators include:
 - The percentage of approved applications for residential developments of ten or more units having CABE excellent design status remains at 100%. (A3 MTP)
 - The percentage of child protection cases which should have been reviewed in the year that were reviewed remains at 100%. (C10 MTP)
 - Sustained performance in respect of the proportion of schools with an Ofsted classification of Good or Outstanding rising slightly in Quarter 2 to 82%. (B4 MTP)
 - The fact that 87.10% of Central Bedfordshire is now covered by a Village Care Scheme. (C4a MTP)
 - 65.36% of the annual Health Checks target delivered in the first six months of 2013/14. (C7 MTP)
 - The average time taken from entering care to moving in with an adoptive family for the three-year period to the end of the quarter improved by 63 days and now out performs the national target of 533 days by 57 days. (C11 MTP)
16. There were four indicators scored as Amber. Two of these are showing improving performance:

- The percentage of decent homes which at the close of the quarter was 99.9%. (C3MTP)
 - The percentage resident satisfaction with road maintenance which rose from 26% in April 2013 to 33% in September 2013. (D1a MTP)
17. The two Amber indicators showing declining performance are:
- The percentage of initial assessments undertaken within ten working days of referral (Children's Services) fell slightly in Quarter 2 to 80.5% due to seasonal pressures, staff turnover and the training of new staff. (C9 MTP)
 - The percentage resident's satisfaction with pavement maintenance fell by 5% to 45% in September 2013. (D1b MTP)
18. There were three indicators scored as Red. Two of these are showing improved performance:
- The number of people in employment increased by 900 in Quarter 2 and our employment rate is now 3.7% above the national average. This is scored as Red as it remains under our target of being 5% above the national employment rate. (A2 MTP)
 - The number of clients receiving self-directed support continues to increase reaching 77.5% at the close of Quarter 2. (C6 MTP)
19. The other indicator scored as Red shows no change in performance, as it relates to the provision of Extra Care flats where the score is based on the delayed completion date. However progress continues to be made, including the securing of £1.7m of HCA grant funding for the Dukeminster scheme where work is planned to commence in January 2014. (C2 MTP)

Quarterly indicators and commentary by RAG status

This Quarter's Green Performance			
Indicator	Target (Period)	Actual (Period)	
A3 MTP % of approved residential developments achieving CABE excellent status	100	100	★
A4 MTP Number of Serious Acquisitive Crimes	2.8	2.5	★
B4 MTP Published Ofsted School and College classifications	75.00	82.00	★
C1 MTP Protecting Vulnerable Adults		Green	★
C10 MTP % child protection cases due to be reviewed during that year were reviewed	100.0	100.0	★
C11 MTP Average time in days between a child entering care and moving in with its adoptive family	533	476	★
C4a MTP Village Care Scheme Coverage	87.10	87.10	★
C5a MTP Percentage of council commissioned dementia classed as 'good' or 'excellent'	60.00	61.20	★
C7 MTP Percentage of 40 to 74 year olds offered a health check	100.00	108.37	★
C8 MTP Percentage of referrals of children in need that led to initial assessment	75.0	77.6	★
E1 MTP % of household waste sent for reuse, recycling and composting (cumulative)	51.00	52.40	★

20. The six approved applications for residential development of ten or more units all met the CABE excellent design status, as a result year to date performance remains at 100%. (A3MTP)
21. The number of Serious Acquisitive crimes per 1,000 population, fell by 0.1 to 2.5 in Quarter 2 2013/14. Whilst this is within the quarterly target of 2.8% it is an increase of 0.5 crimes per 1,000 population when compared to Quarter 2 last year. (A4 MTP)
22. The proportion of schools classified as good or outstanding remains stable and rose slightly to 82% in Quarter 2. (B4 MTP)
23. The monthly audit of Safeguarding cases continues and the annual Safeguarding Report was presented to SCHH Overview and Scrutiny Committee in October 2013. (C1 MTP)
24. The measure covering the number of Village Care schemes has been revised to now monitor the percentage of Central Bedfordshire covered by a Village Care Scheme. At 87.10% at the end of Quarter 2 this has been scored as Green. (C4a MTP)
25. Previously the 'Percentage of council commissioned dementia care classed as good or excellent' was scored on the progress being made to set up the systems needed to capture the data for the indicator. This work is now complete and from this quarter on it is possible now to measure the performance in percentage terms. Performance at the end of Quarter 2 was 61.2% which exceeds the quarter's target of 60%. (C5a MTP)
26. Whilst the number of Health Checks was lower in Quarter 2 than in Quarter 1, performance continues to exceed the quarterly targets set for 2013/14, with 65.36% of the annual target achieved in the first half of the year. (C7 MTP)
27. Whilst performance reduced slightly in Quarter 2 to 77.6% it remained above the target of 75%. The move to a single assessment process means this indicator is now being revised to align to the new national reporting model. (C8 MTP)
28. The percentage of child protection cases which should have been reviewed during the year that were reviewed remains at 100%. (C10 MTP)
29. The average time from entering care to moving in with an adoptive family for the three-year period ending on the 30 September 2013 at 476 days was 57 days below the nationally set target (533 days) an improvement of 63 days compared to the previous quarter. (C11 MTP)
30. Whilst figures are still provisional, the percentage of waste sent for reuse, recycling and composting increased to 52.40% in Quarter 1 from 50.67% in Quarter 4 2012/13, meeting the target of 51%. Comparing performance to Quarter 1 in 2012/13 the provisional data shows that performance has fallen by 0.9%. (E1 MTP)

This Quarter's Amber Exceptions			
Indicator	Target (Period)	Actual (Period)	
C3 MTP Percentage of decent homes (Council stock)	100.0	99.9	●
C9 MTP % of initial assessments undertaken within 10 working days of referral (Children's)	85.0	80.5	●
D1a MTP Percentage resident satisfaction with road maintenance	36.0	33.0	●
D1b MTP Percentage resident satisfaction with pavement maintenance	50.00	45.00	●

31. Currently 13 properties do not meet the decent homes standard an improvement on Quarter 1 2013/14 when there were 16 properties classed as non-decent. (C3 MTP)
32. Initial assessments have been replaced with a single assessment process so this indicator is in the process of being replaced. The fall in performance to 80.5% in Quarter 2 has been affected by seasonal pressures, staff turnover and training of new staff. (C9 MTP)
33. The Resident's Tracker Survey records that satisfaction with roads maintenance improved from 26% in April 2013 to 33% in September 2013. (D1a MTP)
34. The Residents Tracker Survey records that satisfaction with pavement maintenance fell from 50% in April 2013 to 45% in September 2013. (D1b MTP)

This Quarter's Red Exceptions			
Indicator	Target (Period)	Actual (Period)	
A2 MTP Number of people in employment aged (16 to 64)	5.00	3.70	▲
C2 MTP Number of additional 'Extra Care' flats provided		Red	▲
C6 MTP clients receiving self directed support	100.0	77.5	▲

35. The latest data reported in Quarter 2 shows that our employment rate rose by 0.6% to 74.8%. This has resulted in our employment rate increasing to 3.7% above the national average, but remains below our target of 5%. (A2 MTP)
36. As previously reported the Extra Care flats indicator is scored Red due to a delay in predicted completion. Progress continues to be made with £1.7m of HCA grant funding secured for Dukeminster with work now due to commence in January 2014. (C2 MTP)
37. As reported in previous quarterly performance reports the target of having 100% of clients on self directed support is a challenging one. However the percentage continues to increase reaching 77.5% by the close of Quarter 2. (C6 MTP)

Quarterly indicators and commentary by Directorate area

Social Care, Health & Housing					
Promote health and wellbeing and protect the vulnerable	Performance will be reported	Last Report...	Direction of Travel	Current Status	
C1 MTP Protecting Vulnerable Adults	Quarterly	Sep 13	↗	★	
C2 MTP Number of additional 'Extra Care' flats provided	Quarterly	Sep 13	↗	★	
C4a MTP Village Care Scheme Coverage	Quarterly	Sep 13	New	★	
C5a MTP Percentage of council commissioned dementia classed as 'good' or 'excellent'	Quarterly	Sep 13	New	★	
C6 MTP clients receiving self directed support	Quarterly	Sep 13	↗	★	
<hr/>					
C3 MTP Percentage of decent homes (Council stock)	Monthly	Sep 13	↗	★	

Summary - Social Care, Health & Housing

Quarter 2

The Directorate continues to perform well against the Medium Term Plan priority of "Promote health and wellbeing and protecting the vulnerable".

Progress continues to be made in the proportion of customers receiving self-directed support (C1 MTP), with a slight improvement in the proportion of customers receiving support. The proportion of customer who receives support as a Direct Payment also continues to improve.

The Council has secured £1.7m of HCA funding for Dukeminster and once the Executive have approved the preferred construction supplier in December 2013, the start on site is now scheduled for January 2014 with the scheme being completed in Summer 2015. A planning application for the Leighton Buzzard site was submitted in August and Aldwyck Housing Group have advised that they also propose to start on site early in 2014, with a completion date of Summer 2015.

Performance information is reported for the first time this quarter for the Village Care Scheme (C4 MTP) and commissioned dementia services (C5 MTP).

As at the end of Quarter 2, 87% of the wards in Central Bedfordshire have access to a Village Care Scheme, with schemes being established for the remaining wards, Sandy and the Leighton Buzzard/Linslade wards by March 2014.

The Directorate uses the ADASS quality workbook to rate the quality of providers of Adult Social Care, with 61% of dementia care providers being rated as good or excellent, thereby achieving the Medium Plan target of 60%. The Dementia Accreditation Scheme continues to be rolled out with providers, with a total of eight providers accredited to the scheme and two providers currently going through a probationary period.

Progress has been maintained in the other targets.

Public Health				
Promote health and wellbeing and protect the vulnerable	Performance will be reported	Last Report...	Direction of Travel	Current Status
C7 MTP Percentage of 40 to 74 year olds offered a health check	Quarterly	Sep 13	↓	★

Summary - Public Health

Quarter 2 2013/14

The number of Health Checks offered continues to exceed the quarterly targets set for 2013/14, with 65.36% of the annual target achieved in the first half of the year. As in previous years the challenge is in ensuring that as many of these offers as possible result in the take up of a Health Check. In the first six months of the year we have achieved 45.6% of our annual delivery target, so are slightly behind target. However with 5,042 Health Checks delivered in the first six months of this year we have already delivered 652 more than we did in the same period last year. Public Health are keen to further improve the up take of Health Checks and are working closely with Primary Care to support those providers who have been underperforming in the first six months of the year.

This sustained delivery in the provision of Health Checks continues to aid the early diagnosis of health issues leading to more effective treatment. Health Checks are also able to provide recipients with extremely valuable preventative advice which if taken will help them not only improve or maintain their health, but will also enable health services to make more effective use of their resources in the longer term.

Children's Services				
Improved educational attainment	Performance will be reported	Last Report...	Direction of Travel	Current Status
B4 MTP Published Ofsted School and College classifications	Quarterly	Sep 13	↑	★
Promote health and wellbeing and protect the vulnerable				
C8 MTP Percentage of referrals of children in need that led to initial assessment	Quarterly	Sep 13	↓	★
C9 MTP % of initial assessments undertaken within 10 working days of referral (Children's)	Quarterly	Sep 13	↓	●
C10 MTP % child protection cases due to be reviewed during that year were reviewed	Quarterly	Sep 13	→	★
C11 MTP Average time in days between a child entering care and moving in with its adoptive family	Quarterly	Sep 13	↑	★

Summary - Children's Services

Quarter 2

Overall the proportion of schools being classified as good or outstanding has remained stable over the last three years. In Quarter 2 published inspection outcomes show that 82% of schools and colleges are either 'Good' or 'Outstanding'.

Performance in relation to children's safeguarding indicators is good. Three of the four safeguarding indicators have met targets.

The percentage of initial assessments completed in 10 working days fell below the target in Quarter 2, as it did in the same period last year. Monitoring within Children's Services identified a complex range of factors, including seasonal pressures, staff turnover and training of new staff. Work continues to ensure appropriate levels of skilled staff are available to respond to demand and complete good quality assessments within timescales and this will be monitored carefully in the following performance quarters.

Following the publication of the Munro Review of Safeguarding and Working Together Statutory Guidance we have implemented a single assessment process. A significant revision of the two initial assessment measures will be needed before next quarter to adapt to the new single assessment process and align with the national pattern of reporting.

Community Services					
Enhance your local community	Performance will be reported	Last Report...	Direction of Travel	Current Status	
A1 MTP Percentage of Central Bedfordshire residents satisfied with the local area as a place to live	Resident's Survey	Sep 13	↑	■	
A5 MTP Number of recorded anti-social behaviour incidents	Quarterly	Sep 13	↓	■	
Seasonal					
A4 MTP Number of Serious Acquisitive Crimes	Quarterly	Sep 13	↓	★	
Better infrastructure					
D1a MTP Percentage resident satisfaction with road maintenance	Resident's Survey	Sep 13	↑	●	
D1b MTP Percentage resident satisfaction with pavement maintenance	Resident's Survey	Sep 13	↓	●	
Great universal services					
E1 MTP % of household waste sent for reuse, recycling and composting (cumulative)	Quarterly	Jun 13	↓	★	

Summary - Community Services

Quarter 2

Although 2012/13 saw a reduction in the overall rate of serious acquisitive crimes, 2013/14 continues to see an increasing trend in rates and this has continued in Quarter 2, especially domestic burglary. Intelligence gathering and investigations are on-going and specific operations have been implemented by the Police to address the upward trend in burglaries.

The Community Safety Team, as part of the Community Safety Partnership, have continued to organise the series of 'Pride In' days. On 23 July Leighton Buzzard was the venue for another successful event. Teams from the Council and other partner agencies attended to bring the community together and demonstrate the services that are available. The day was also National Metal Theft Day and activities were undertaken to reduce metal theft.

Chapter 4: Physical Activity Strategy of the Leisure Strategy was approved by the Executive on 24 September. Work continues to complete the remaining chapters for the overarching Leisure Strategy before it is presented to the Executive for approval on 18 March 2014.

At the same time, work is continuing to improve our existing facilities. Improvement works are taking place at Tiddenfoot Leisure Centre in Leighton Buzzard and these will include the installation of new cutting edge gym equipment. The car park was also completely redeveloped during August, with a new surface, space allocation, lighting and CCTV.

Creasey Park Community Football Centre in Dunstable has achieved national recognition with QUEST registration - the prestigious leisure industry quality mark that recognises excellence in facility management. The facility, run by Dunstable Town Council, has also received a glowing report from the Football Foundation, which was so impressed that it has asked for the project to be used as an exemplary case study in order to show other centres how to succeed.

Regeneration				
Enhance your local community	Performance will be reported	Last Report...	Direction of Travel	Current Status
A2 MTP Number of people in employment aged (16 to 64)	Quarterly	Sep 13	↑	🚩
A3 MTP % of approved residential developments achieving CABE excellent status	Quarterly	Sep 13	→	🟢

Summary - Regeneration

Quarter 2

Central Bedfordshire continues to perform above national averages for number of working age residents in employment. It has increased by 900 people in Quarter 2. This equates to an employment rate of 74.8% which is an increase from the previous quarter (74.2%) is still above England (71.1%). This means we are 3.7% above the national employment rate. However we are marginally below the South East Midlands Local Enterprise Partnership area (SEMLEP) (75.3%).

This increase can be explained by a decrease in those economically inactive and not looking for a job countering a slight increase in the categorised as unemployed. (increasing from 6.3 to 6.6%) However, the increase in unemployment has also been matched in an increase in the numbers of those seeking Job Seekers Allowance increasing by 240 from December to March 13. This can be accounted for to some extent by seasonal variations.

The Adult Skills Service has been refocused on helping more adults into employment. The service provides a range of activities to support people into work, through Enterprise and Work Clubs, Business Support and start up advice to providing skills and training development opportunities to ensure people are able to access the opportunities in the local labour market. To September, 2,001 people were supported via our Work Clubs.

The 13.4km busway was opened on 25 September including bus stops being upgraded with real-time passenger information and raised pavements for level boarding. A new cycle route will also run alongside the busway's whole length from Houghton Regis to Luton.

The busway will provide a major boost to the local economy, reduce congestion, ensure journeys are quicker and more reliable, as well as improving the health of locals and enabling them to do their bit for the environment.

Appendices: Appendix A – scorecard and detailed measure pages
Background Papers: (None)
Location of Papers:



Executive Report

Quarter 2

July - September

Performance Judgement	
Direction of travel (DoT)	RAG score (Standard scoring rules unless the indicator specifies alternative scoring arrangements)
↓ Performance is reducing	▲ Target missed – Performance at least 10% below the required level of improvement
→ Performance remains unchanged	● Target missed – Performance less than 10% below the required level of improvement
↑ Performance is improving	★ Target achieved

Enhance your local community

	Performance will be reported	Last Reported	Performance Judgement	Current Status
...	Resident's Survey	Sep 13	↑	n/a
...	A1 MTP Percentage of Central Bedfordshire residents satisfied with the local area as a place to live	Sep 13	↑	▲
...	A2 MTP Number of people in employment aged (16 to 64)	Sep 13	→	n/a
...	A5 MTP Number of recorded anti-social behaviour incidents	Sep 13	→	n/a
...	(seasonal)			
...	Quarterly	Sep 13	→	★
...	Quarterly	Sep 13	→	★

Improved educational attainment

	Performance will be reported	Last Reported	Performance Judgement	Current Status
...	Quarterly	Sep 13	↑	★
...	B4 MTP Published Ofsted School and College classifications	Sep 13	↑	★

Promote health and wellbeing and protect the vulnerable

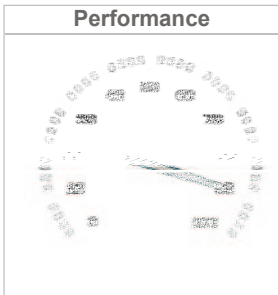
	Performance will be reported	Last Reported	Performance Judgement	Current Status
...	Quarterly	Sep 13	→	★
...	Quarterly	Sep 13	→	★
...	Quarterly	Sep 13	→	★
...	Quarterly	Sep 13	→	▲
...	Quarterly	Sep 13	New	★
...	Quarterly	Sep 13	New	★
...	Quarterly	Sep 13	→	▲
...	Quarterly	Sep 13	→	★
...	Quarterly	Sep 13	→	★
...	Quarterly	Sep 13	→	★
...	Quarterly	Sep 13	→	●

...	C3 MTP Percentage of decent homes (Council stock)	Monthly	Sep 13	(seasonal) ↑	●
Better infrastructure					
...		Performance will be reported	Last Reported	Performance Judgement	Current Status
...	D1a MTP Percentage resident satisfaction with road maintenance	Resident's Survey	Sep 13	↑	●
...	D1b MTP Percentage resident satisfaction with pavement maintenance	Resident's Survey	Sep 13	↓	●
Great universal services					
...		Performance will be reported	Last Reported	Performance Judgement	Current Status
...	E1 MTP % of household waste sent for reuse, recycling and composting (cumulative)	Quarterly	Jun 13	↓	★



A1 MTP - Percentage of residents satisfied with the local area as a place to live

Actual	Target
90.0	81.0 n/a



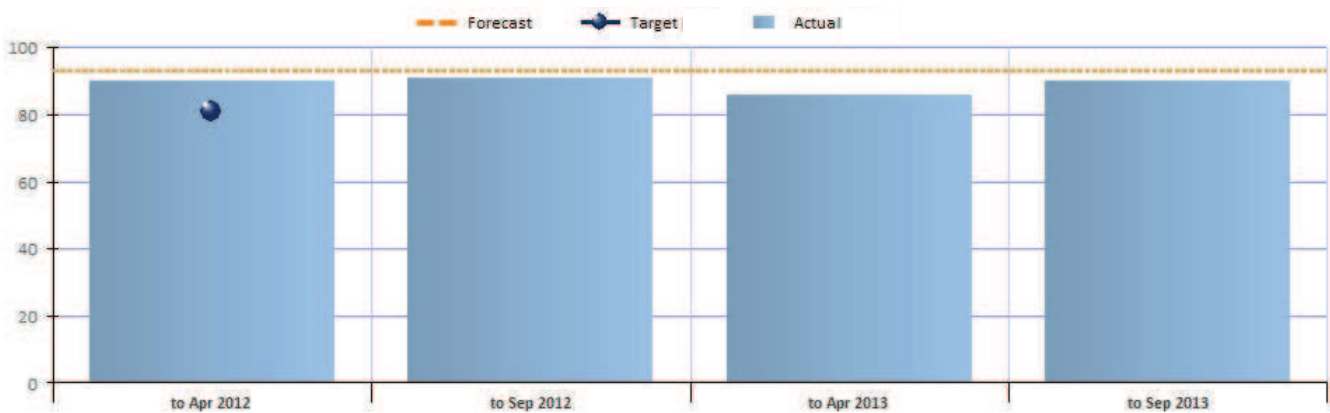
Key Points

Quarter 2 -

Description & Settings

Lead: Administrator, Model
Units: Percentage
Reporting Frequency: Resident's Survey
Good Performance: Bigger is Better
Accumulation: Latest
Thresholds: 10%, -10%

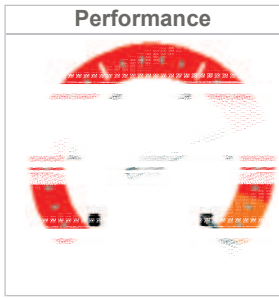
A1 MTP Percentage of Central Bedfordshire residents satisfied with the local area as a place to live				
	to Apr 2012	to Sep 2012	to Apr 2013	to Sep 2013
Actual	90.0	91.0	86.0	90.0
Target	81.0			



A2 MTP - % Difference between CBeds employment rate and All England Average

Actual	Target
3.70	5.00 ▲

LG Inform
Comparator



Key Points

Quarter 2
This indicator is part of the official labour market statistics provided by the Office of National Statistics and is the most reliable data available. However, this indicator uses an average for the year to the close of the quarter and the data is only available at least six months in arrears. This indicator is used by the Environment and Economy Thematic Partnership and will only be delivered through joint working between the partners. Additionally, the Medium Term Plan highlights the target for Central Bedfordshire to maintain an employment rate 5% points above the national (England) level.

The number of people in employment has increased by 900 people in Quarter 2. This equates to an employment rate of 74.8% which is an increase from the previous quarter (74.2%) is still above England (71.1%). This means we are 3.7% above the national employment rate. However we are marginally below the South East Midlands Local Enterprise Partnership area (SEMLEP) (75.3%). This increase can be explained by a decrease in those economically inactive and not looking for a job countering a slight increase in the categorised as unemployed. (increasing from 6.3% to 6.6%) However, the increase in unemployment has also been matched in an increase in the numbers of those seeking Job Seekers Allowance increasing by 240 from December to March 13. This can be accounted for, to some extent, by seasonal variations.

The UK economy is showing signs of recovery with latest figures suggesting that it grew by 0.7% in the first three months to June. After 18 months of prolonged economic contraction the eurozone has officially recovered from the recession with a 0.3% growth in output in the first three months to June. However, there is still a long way to go as unemployment levels remain high in some of the euro zone countries, and the UK economy is some 3% smaller than pre recession levels.

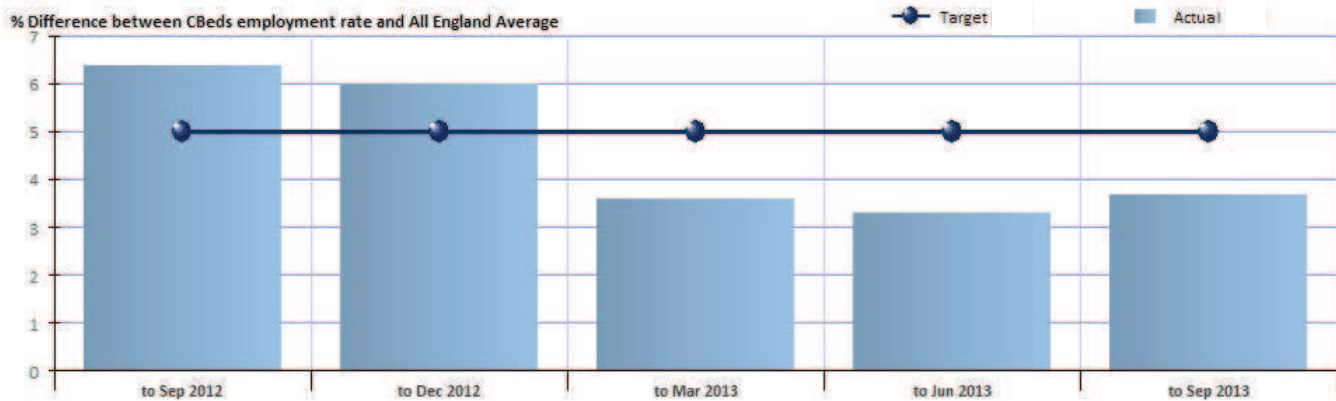
The Council provides a range of activities to support people into work, through Enterprise and Work Clubs, Business Support and start up advice to providing skills and training development opportunities to ensure people are able to access the labour market.

Description & Settings

Lead: Administrator,
Model
Units: Percentage
Points
Reporting Frequency: Quarterly
Good Performance: Bigger is Better
Accumulation: Latest
Thresholds: -0.001%, -10%

RE 001 - % Difference between CBeds employment rate and All England Average					
	to Sep 2012	to Dec 2012	to Mar 2013	to Jun 2013	to Sep 2013
Actual	6.4	6.0	3.6	3.3	3.7
Target	5.0	5.0	5.0	5.0	5.0

RE 001c - National Employment Rate					
	to Sep 2012	to Dec 2012	to Mar 2013	to Jun 2013	to Sep 2013
Actual	70.30	70.40	70.70	70.90	71.10
Target					

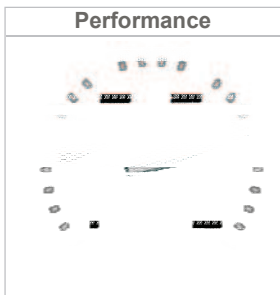


A5 MTP - Anti-social Behaviour incidents



Actual	Target
2,145	?

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Comparator



Key Points

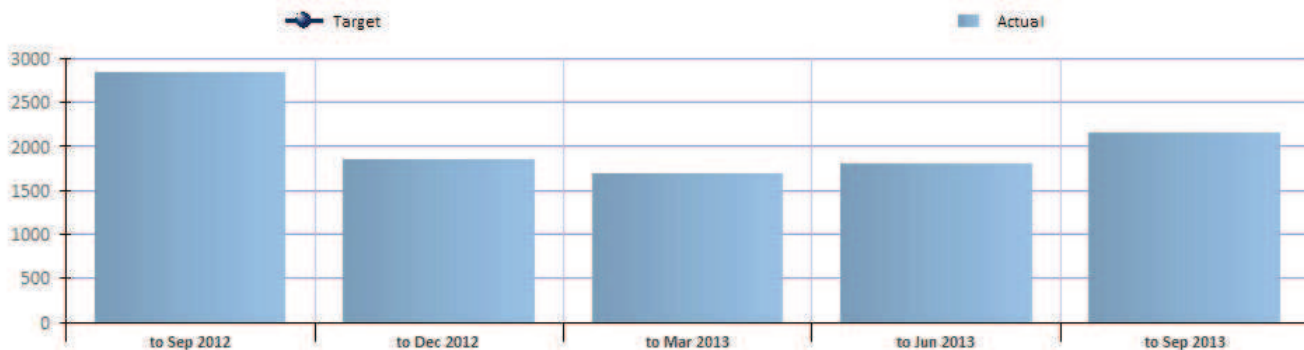
Quarter 2

There is now a full years worth of data for ASB following the changes to police systems in response to ASB recording issues. From October 2012 to September 2013 there were 7486 recorded incidents of ASB in Central Bedfordshire. July and August saw increases in recorded incidents, a key factor being school holidays and September saw a reduction in the number of recorded incidents. Further increases are expected in October and November due to Halloween and Guy Fawkes

Description & Settings

Lead: Administrator,
Model
Units: Number
Reporting Frequency: Quarterly
Good Performance: Smaller is Better
Accumulation: Sum
Thresholds: 10%, -10%

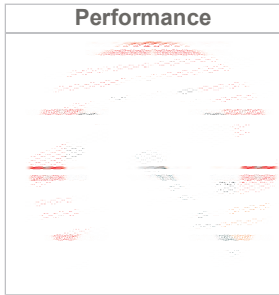
A5 MTP Number of recorded anti-social behaviour incidents					
	to Sep 2012	to Dec 2012	to Mar 2013	to Jun 2013	to Sep 2013
Actual	2,833	1,843	1,685	1,805	2,145
Target					



A3 MTP - % of approved residential developments achieving CABE excellent status

Actual	Target
100	100 

LG Inform
Comparator



Key Points

Performance remains at 100% in Quarter 2 of 2013/14.

This indicator assesses residential developments of ten units or more against the Building for Life 12 Design Quality Criteria which has been launched by the Commission for Architecture and the Built Environment (CABE) in partnership with Home Builders Federation and Design for Homes. This covers the functionality, design and sustainability of buildings. It uses twelve questions to evaluate the quality of new housing developments, with planning proposals assessed against the following headings: Integrating into the neighbourhood; Creating a place and Street & Home.

The Building for Life 12 Design Quality Criteria reflects our vision of what new housing developments should be: attractive, functional and sustainable places. It is based on the new National Planning Policy Framework and the Government's commitment to build more homes, better homes and involve local communities in planning.

Each planning application which falls within the criteria is assessed as part of the determination process.

Description & Settings

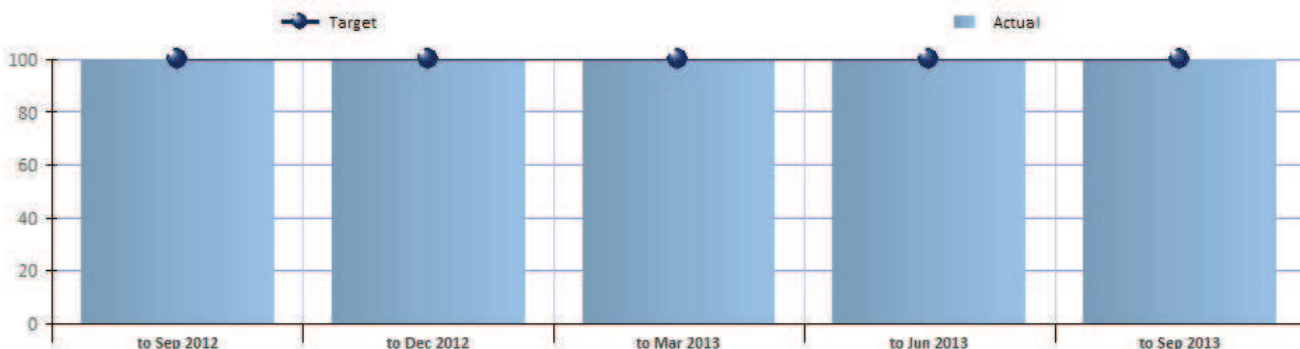
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Each planning application which falls within the criteria is assessed as part of the determination process.

Lead: Administrator,
Model
Units: Percentage
Reporting Frequency: Quarterly
Good Performance: Bigger is Better
Accumulation: Latest
Thresholds: -0.001%, -10%

A3 MTP % of approved residential developments achieving CABE excellent status		
	Jun 2013	Sep 2013
Actual	100	100
Target	100	100

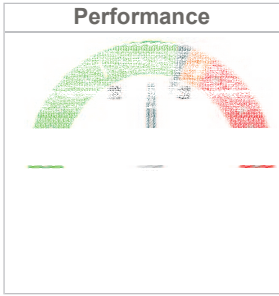




A4 MTP - Number of Serious Acquisitive Crimes per 1,000 population

Actual	Target
2.5	2.8

LG Inform
Comparator



Key Points

Quarter 2

Serious acquisitive crime (SAC) includes domestic burglary, robbery, theft of motor vehicle and theft from motor vehicle.

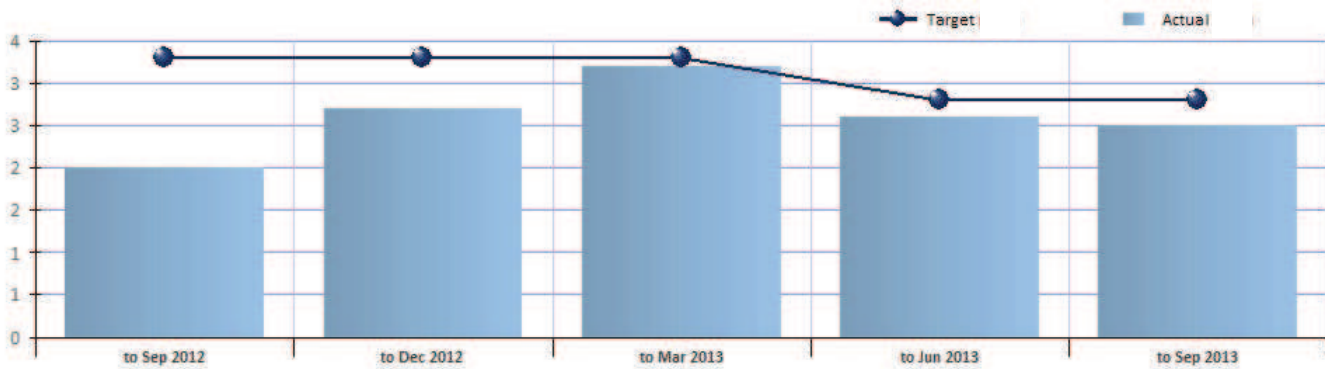
Although 2012/13 has seen a reduction in the overall rate, 2013/14 continues to see an increasing trend in rates of SAC, with Q2 seeing a 28% increase against the same quarter last year. The main increases are domestic burglary crimes, up by 58% on last year, due to a number of burglary series and an increase in theft from motor vehicles of 22% against the same quarter last year. Intelligence gathering and investigations are on-going and specific operations have been implemented by the police to address the upward trend in burglaries. If SAC trends follow previous years, it is anticipated that Q3 will continue to show increases in burglary.

Description & Settings

Serious Acquisitive Crime (SAC) includes domestic burglary, robbery, theft of a motor vehicle and theft from a motor vehicle.

Lead: Administrator,
Model
Units: Number
Reporting Frequency: Quarterly
Good Performance: Smaller is Better
Accumulation: Latest
Thresholds: 10%, 0.001%

A4 MTP Number of Serious Acquisitive Crimes					
	to Sep 2012	to Dec 2012	to Mar 2013	to Jun 2013	to Sep 2013
Actual	2.0	2.7	3.2	2.6	2.5
Target	3.3	3.3	3.3	2.8	2.8

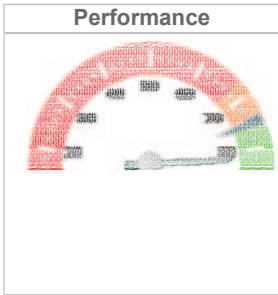




B4 MTP - Published Ofsted school & college Outstanding & Good classifications

Actual	Target
82.00	75.00

LG Inform
Comparator



Key Points

Quarter 2

Overall the proportion of schools being classified as good or outstanding has remained stable over the last three years. In Quarter Two published inspection outcomes show that 82% of schools and colleges are either 'Good' or 'Outstanding'.

Southlands Lower School has now merged with Biggleswade Academy.

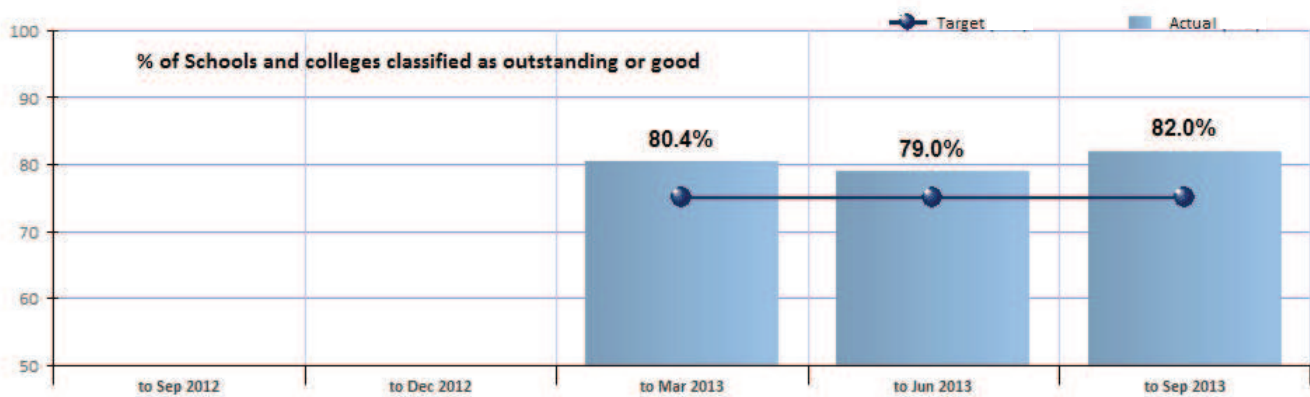
As reported in Quarter Four, Sandy Upper School was inspected on 13th February 2013 and judged to require special measures. The Council's support for the school was recognised by the inspectors and this support has been extended to ensure the school successfully addresses the issues raised. The school is rigorously addressing the identified issues and HMI monitoring recognises the impact of this on the school's progress.

Description & Settings

Lead: Administrator,
Model
Units: Percentage
Reporting Frequency: Quarterly
Good Performance: Bigger is Better
Accumulation: Latest
Thresholds: -0.001%, -10%

Published Ofsted School & College Classification			
Ofsted Category	2012/13 Outturn	Qtr 1	Qtr 2
CS 004a1 - Published Ofsted school and college classifications	138	138	137
CS 004a2 - Published Ofsted school & college classified as Outstanding	38.00	38.00	38.00
CS 004a3 - Published Ofsted school and college classified as Good	71.00	71.00	74.00
CS 004a4 - Published Ofsted school and college classified as Satisfactory	20.00	20.00	16.00
CS 004a5 - Published Ofsted school and college classified as Requires Improvement	8.00	8.00	8.00
CS 004a6 - Published Ofsted school and college classified as Inadequate	1.00	1.00	1.00

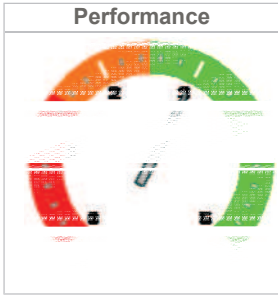
Published Inspection Outcomes			
Ofsted Category	2012/13 Outturn	Qtr 1	Qtr 2
CS 004b1 - Total number of published Ofsted inspection undertaken during the quarter	9.00	9.00	5.00
CS 004b2 - Published Ofsted inspection during the quarter classified as Outstanding	1.00	1.00	0.00
CS 004b3 - Published Ofsted inspection during the quarter classified as Good	5.00	5.00	5.00
CS 004b4 - Published Ofsted inspection undertaken during the quarter classified as Satisfactory	0.00	0.00	0.00
CS 004b5 - Published Ofsted inspection undertaken during the quarter classified Requires Improvement	3.00	3.00	0.00
CS 004b6 - Published Ofsted inspection undertaken during the quarter classified Inadequate	0.00	0.00	0.00





Actual	Target
Green	? ★

LG Inform
Comparator



Key Points

Quarter 2
The monthly audit of Safeguarding cases is continuing and is a combination of "peer audit" and safeguarding team case file audit. In total 25% of safeguarding cases will be audited by the safeguarding team.

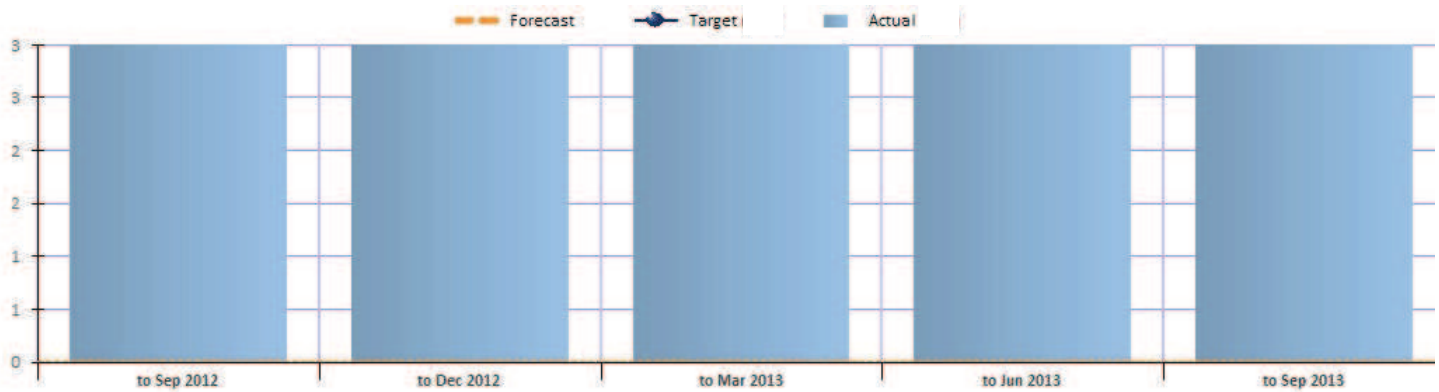
The annual Safeguarding Report was presented to SCHH Overview and Scrutiny Committee in October 2013.

The necessary changes to the Adult Social Care database (Swift) for the new reporting framework have been implemented and a data quality framework is currently being developed. The new performance framework will be reported in November.

Monthly performance reports are presented to the Executive and Deputy Executive members for SCHH.

Description & Settings
Lead: Administrator, Model
Units: RAG Rating
Reporting Frequency: Quarterly
Good Performance: Bigger is Better
Accumulation: Latest
Thresholds: 2.5, 1.5

C1 MTP Protecting Vulnerable Adults					
	to Sep 2012	to Dec 2012	to Mar 2013	to Jun 2013	to Sep 2013
Actual	Green	Green	Green	Green	Green
Target					

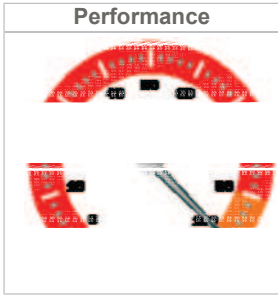




C10 MTP % child protection cases due to be reviewed during that year were reviewed

Actual	Target
100.0	100.0

LG Inform
Comparator



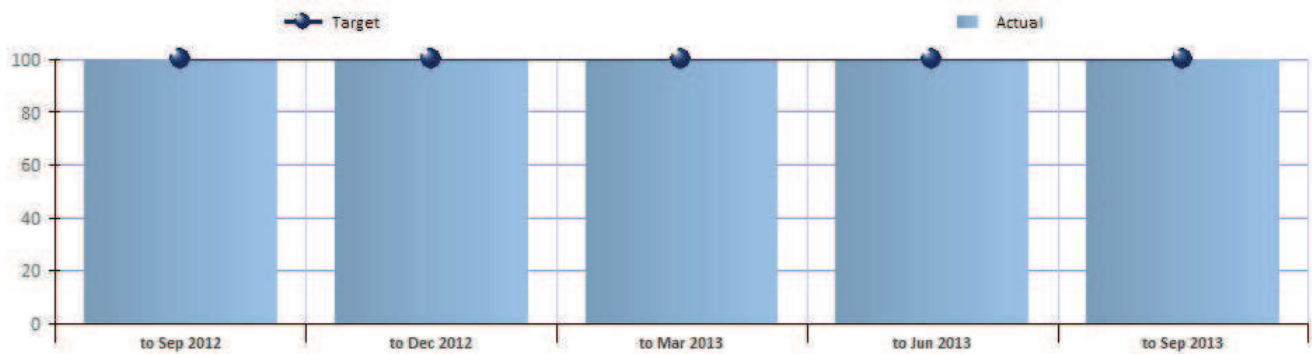
Key Points

Performance remains on target. Reviews are a key element in delivering Child Protection Plans and effective reviews should ensure the provision of good quality interventions to keep children safe and protected. This target should remain on 100% and graphical representation is not relevant.

Description & Settings

Lead: Administrator,
Model
Units: Percentage
Reporting Frequency: Quarterly
Good Performance: Bigger is Better
Accumulation: Latest
Thresholds: -0.001%, -10%

C10 MTP % child protection cases due to be reviewed during that year were reviewed					
	to Sep 2012	to Dec 2012	to Mar 2013	to Jun 2013	to Sep 2013
Actual	100.0	100.0	100.0	100.0	100.0
Target	100.0	100.0	100.0	100.0	100.0

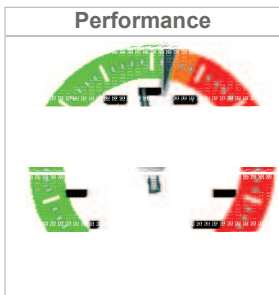




C11 MTP - Average time in days between a child entering care and moving in with its adoptive family

Actual	Target
476	533

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Key Points

Quarter 2

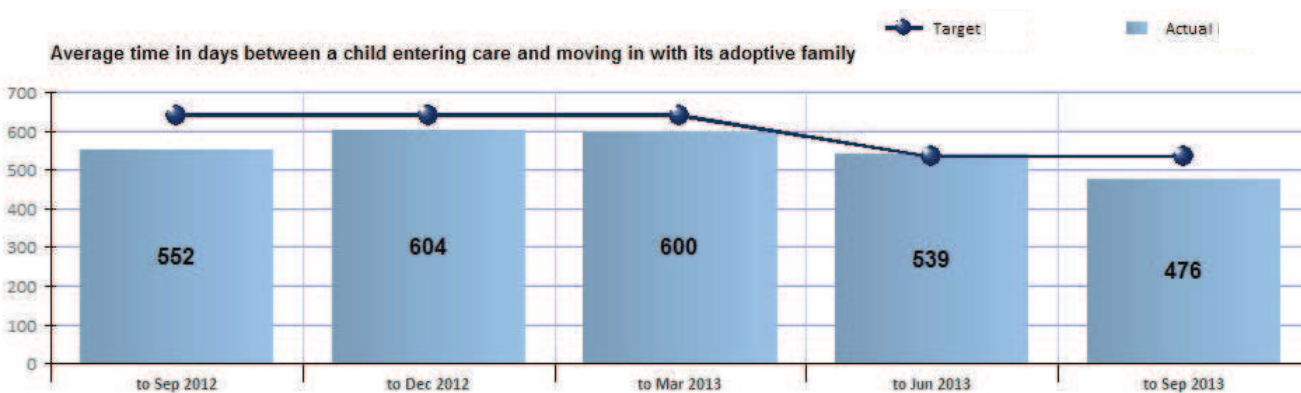
The average time from entering care and moving in with an adoptive family for the 3 year period ending 30/09/13 was 57 days below the nationally set target threshold, an improvement of 63 days compared to the previous quarter. This demonstrates that children are placed in their permanent home without undue delay which is particularly important in enabling very young children to form positive emotional attachments.

This indicator was introduced by the Department for Education (DfE) based on a rolling 3 year cohort. Targets are set nationally by the DfE. Because this is a rolling 3 year average the figure includes activity from previous years. Whilst there might be some fluctuation in performance through the year, this improvement means we are well placed to meet the target by the year end.

Description & Settings

Lead: Administrator,
Model
Units: Days
Reporting Frequency: Quarterly
Good Performance: Smaller is Better
Accumulation: Latest
Thresholds: 10%, 2%

C11 MTP Average time in days between a child entering care and moving in with its adoptive family					
	to Sep 2012	to Dec 2012	to Mar 2013	to Jun 2013	to Sep 2013
Actual	552	604	600	539	476
Target	639	639	639	533	533

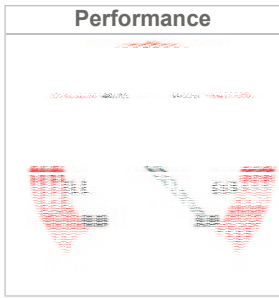




C2 MTP - Number of additional 'Extra Care' flats provided

Actual	Target
Red	? ▲

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Comparator



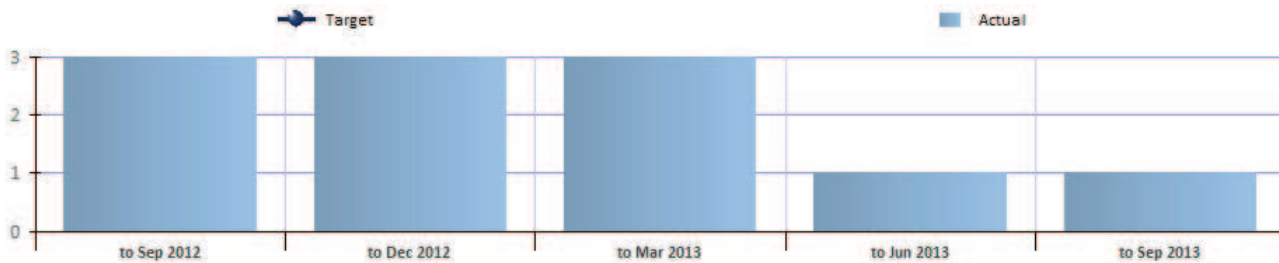
Key Points

Quarter 2
£1.7m of HCA grant funding has been secured for Dukeminster and the start on site is now scheduled for January 2014. As previously reported completion is due in Summer 2015. A planning application for the Leighton Buzzard site was submitted in August and Aldwyck have advised that they also propose to start on site early in 2014 with a completion date of Summer 2015.

Description & Settings

Lead: Administrator,
Model
Units: RAG Rating
Reporting Frequency: Quarterly
Good Performance: Bigger is Better
Accumulation: Latest
Thresholds: 2.5, 1.5

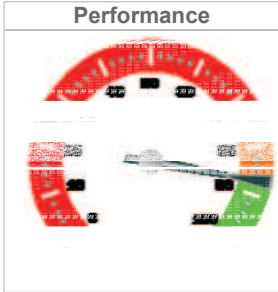
C2 MTP Number of additional 'Extra Care' flats provided					
	to Sep 2012	to Dec 2012	to Mar 2013	to Jun 2013	to Sep 2013
Actual	Green	Green	Green	Red	Red
Target					





Actual	Target
87.10	87.10

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Key Points

87% of Central Bedfordshire is covered by a Village Care scheme, which represents 27 out of 31 wards. The four wards that are not covered by a Village Care scheme are Sandy and Leighton Buzzard/Linslade. Two schemes for these areas are currently being set up and will go live between December 2013 and March 2014.

Description & Settings

Lead: Administrator,
Model
Units: Percentage
Reporting Frequency: Quarterly
Good Performance: Bigger is Better
Accumulation: Latest
Thresholds: -0.001%, -10%

C4a MTP Village Care Scheme Coverage	
Sep 2013	
Actual	87.10
Target	87.10





C5a MTP - Percentage of council commissioned dementia care classed as 'good' or 'excellent'

Actual	Target
61.20	60.00

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Comparator



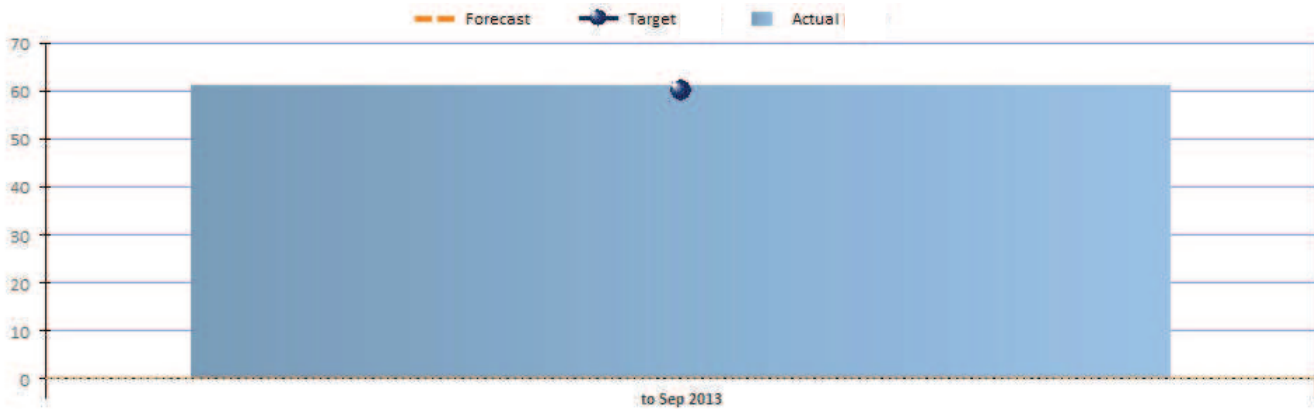
Key Points

Using the ADASS quality workbook, 61% of dementia care providers are rated as Good or Excellent. Progress continues to be made with the Dementia Accreditation Scheme with seven providers been awarded the scheme between July and September, making a total of eight providers awarded the scheme. There are also two providers that are currently going through the probation period. The third application round will be sent out to providers in October.

Description & Settings

Lead: Administrator,
Model
Units: Percentage
Reporting Frequency: Quarterly
Good Performance: Bigger is Better
Accumulation: Latest
Thresholds: -0.001%, -10%

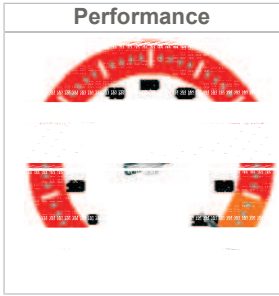
C5a MTP Percentage of council commissioned dementia classed as 'good' or 'excellent'	
Sep 2013	
Actual	61.20
Target	60.00





Actual	Target
77.5	100.0 ▲

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Comparator



Key Points

Quarter 2
The number of people receiving self-directed support continues to rise with a slight increase in Quarter 2. Between October 2012 and September 2013, 3,363 people received self-directed support, with 1,475 customers taking that support as a direct payment.

As previously reported, the target of 100% for 2013/14 is still a challenging one and accounting for the identified exceptions, if performance reaches 86%, it will target will have been met. Progress to meeting this target continues, with a concerted effort being made to reach the target by March 2014.

Description & Settings

Lead: Administrator,
Model
Units: Percentage
Reporting Frequency: Quarterly
Good Performance: Bigger is Better
Accumulation: Latest
Thresholds: -0.001%, -10%

C6 MTP clients receiving self directed support					
	to Sep 2012	to Dec 2012	to Mar 2013	to Jun 2013	to Sep 2013
Actual	66.2	71.7	72.8	77.1	77.5
Target	100.0	100.0	100.0	100.0	100.0

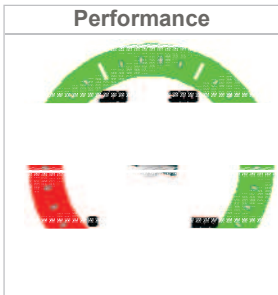




C7 MTP - Percentage of 40 to 74 year olds offered a health check

Actual	Target
108.37	100.00

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Key Points

Quarter 2 2013/13 The number of Health checks offered continues to exceed the revised target set and is in line to deliver as stated in the Medium Term Plan. The Quarter 2 actual was at 108% of target, giving a cumulative performance of 130% of the 6 monthly target achieved by the end of this period.

The trend at Quarter 2 shows an increase in performance against target from 2012/13.

In addition to the figures relating to those having been offered Health Checks, the percentage of people accepting this offer and actually having their Health Check remains high, at 91.1% cumulatively for the first two quarters of 2013/14. However, work to identify the reasons for this number not achieving either the quarterly or 6 monthly targets indicates that there are some providers significantly underperforming and work is underway to support Primary Care with remedial action in the second half of the year to ensure that this target is met.

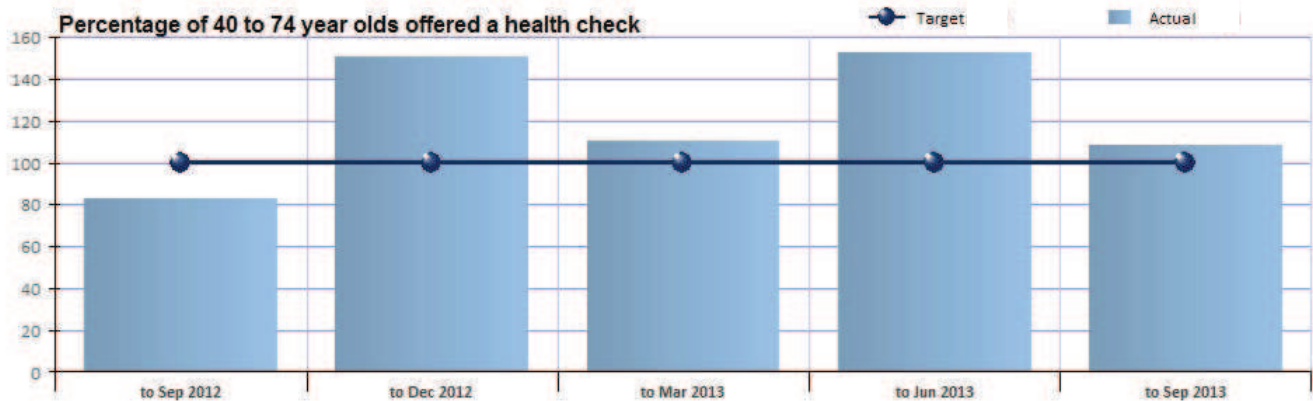
Description & Settings

Lead: Administrator,
Model
Units: Percentage
Reporting Frequency: Quarterly
Good Performance: Bigger is Better
Accumulation: Latest
Thresholds: -0.001%, -10%

NHS Health Checks

The data reported each quarter refers to previous 3 months

	Qtr 2 2012/13	Qtr 3 2012/13	Qtr 4 2012/13	Qtr 1 2013/14	Qtr 2 2013/14
PH 001D - Target number of people offered a health check	6,014.00	6,014.00	6,016.00	3,979.00	3,979.00
PH 001N - Actual number offered a health check	4,978.00	9,083.00	6,651.00	6,091.00	4,312.00
C7 MTP Percentage of 40 to 74 year olds offered a health check	82.77	151.03	110.56	153.08	108.37
PH 001aD - Target number of health checks delivered	3,007.00	3,007.00	3,008.00	2,767.00	2,767.00
PH 001aN - Actual number of health checks delivered	2,398.00	2,949.00	3,148.00	2,714.00	2,328.00
PH 001a - Percentage of health checks delivered to people aged 40 to 74 years of age	80	98	105	98	84

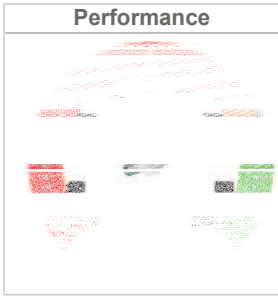




C8 MTP - Percentage of referrals of children in need that led to initial assessments (Cumulative)

Actual	Target
77.6	75.0

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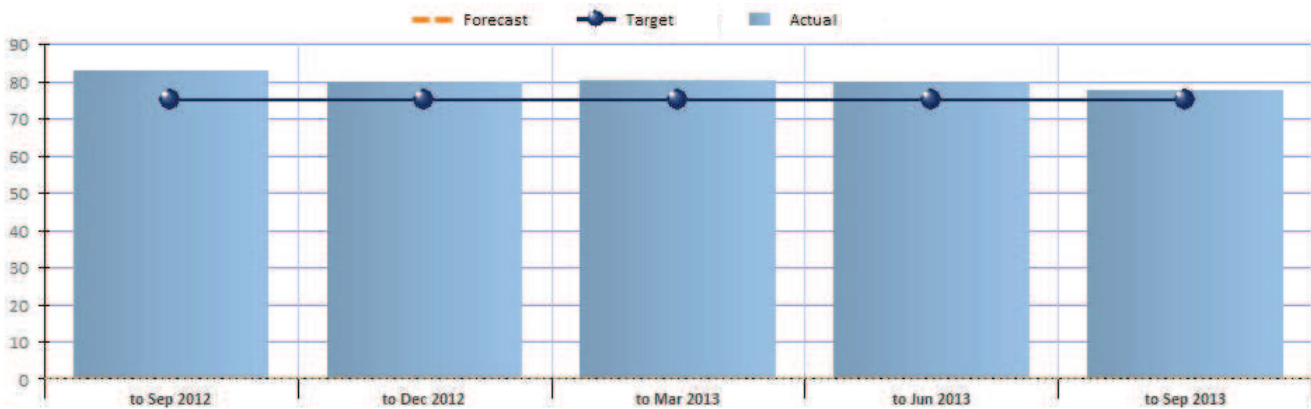
Key Points

Quarter 2
Performance for this measure remains above the target of 75%. In quarter 2 this measure reduced slightly with a shift in the balance of referrals leading to assessment. With 77.6% of referrals leading to initial assessments this tells us that assessments continue to focus correctly on the right children who need our services. Following the publication of the Munro Review of Safeguarding and Working Together Statutory Guidance we have implemented a single assessment process and a significant revision of this indicator will be needed before next quarter to align with the new national reporting model.

Description & Settings

Lead: Administrator,
Model
Units: Percentage
Reporting Frequency: Quarterly
Good Performance: Bigger is Better
Accumulation: Latest
Thresholds: -0.001%, -10%

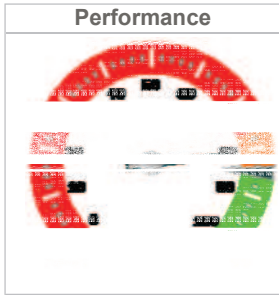
C8 MTP Percentage of referrals of children in need that led to initial assessment					
	to Sep 2012	to Dec 2012	to Mar 2013	to Jun 2013	to Sep 2013
Actual	82.9	79.8	80.3	79.8	77.6
Target	75.0	75.0	75.0	75.0	75.0



C9 MTP - % of initial assessments undertaken within 10 working days of referral (Children's)

Actual	Target
80.5	85.0

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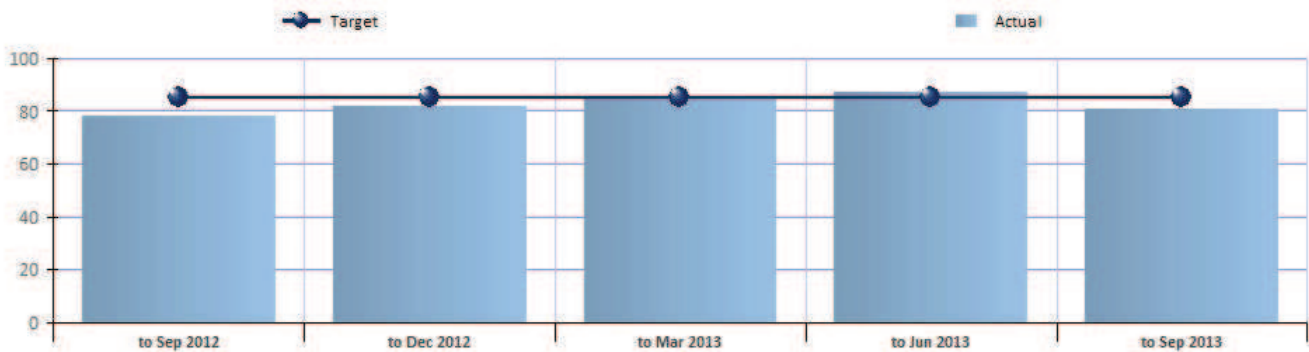


Key Points

Quarter 2
The percentage of initial assessments completed in 10 working days fell below the target in Quarter 2, as it did in the same period last year. Monitoring within Children's Services identified a complex range of factors, including seasonal pressures, staff turnover and training of new staff. Work continues to ensure appropriate levels of skilled staff are available to respond to demand and complete good quality assessments within timescales.
As stated above, initial assessments have been replaced with a new single assessment process and a significant revision of this indicator will be needed before next quarter to align with the national pattern of reporting.

Description & Settings
Lead: Administrator, Model Units: Percentage Reporting Frequency: Quarterly Good Performance: Bigger is Better Accumulation: Latest Thresholds: -0.001%, -10%

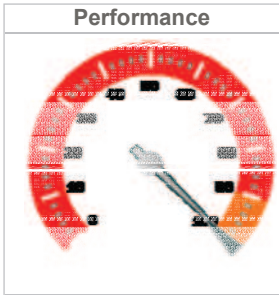
C9 MTP % of initial assessments undertaken within 10 working days of referral (Children's)					
	to Sep 2012	to Dec 2012	to Mar 2013	to Jun 2013	to Sep 2013
Actual	78.1	81.8	84.7	87.0	80.5
Target	85.0	85.0	85.0	85.0	85.0





Actual	Target
99.9	100.0

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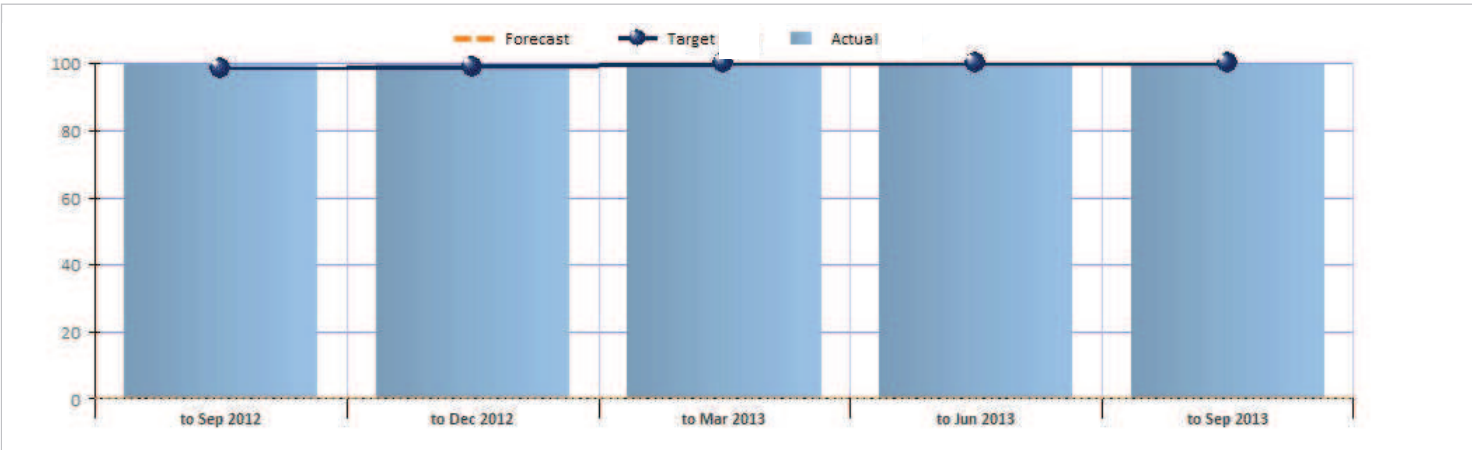
Key Points

Quarter 2 Update: 13 properties currently do not meet the Decent Homes standard, a reduction of 3 in the last quarter. As previously reported, following the adoption of the Housing Asset Management Strategy, replacement of elements within Council properties (e.g. kitchens, bathrooms, etc) will not be based on failure of the Decent Homes Standard, but on the life expectancy of the element.

Description & Settings

Lead: Administrator,
Model
Units: Percentage
Reporting Frequency: Monthly
Good Performance: Bigger is Better
Accumulation: Latest
Thresholds: -0.001%, -10%

C3 MTP Percentage of decent homes (Council stock)					
	to Sep 2012	to Dec 2012	to Mar 2013	to Jun 2013	to Sep 2013
Actual	99.6	99.8	100.0	99.6	99.9
Target	98.4	99.0	100.0	100.0	100.0

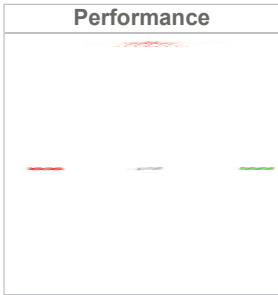




D1a MTP - Percentage of residents satisfied with road repairs (Telephone Survey)

Actual	Target
33.0	36.0

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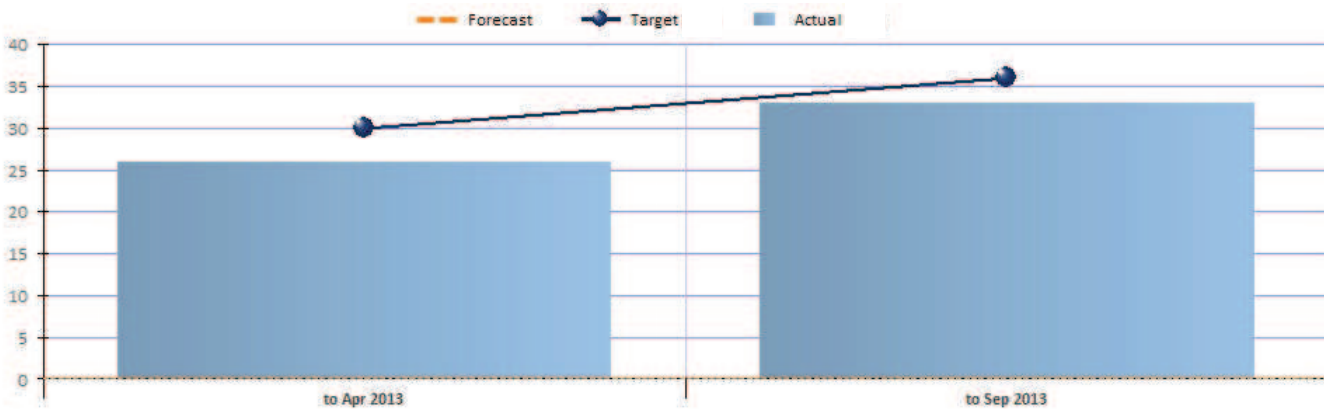


Key Points

Quarter 2
As highlighted in the Residents' Tracker Survey, satisfaction with Highways continues to be an issue for our residents. Although the condition of Central Bedfordshire's roads is comparatively good, satisfaction levels lag behind the national average.

Description & Settings
Lead: Administrator,
Model
Units: Percentage
Reporting Frequency: Resident's Survey
Good Performance: Bigger is Better
Accumulation: Latest
Thresholds: -0.001%, -10%

D1a MTP Percentage resident satisfaction with road maintenance			
		to Apr 2013	to Sep 2013
Actual		26.0	33.0
Target		30.0	36.0

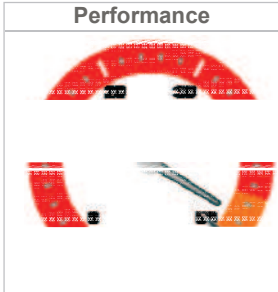




D1b MTP - Percentage of residents satisfied with pavement repairs (Telephone Survey)

Actual	Target
45.00	50.00

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Comparator



Key Points

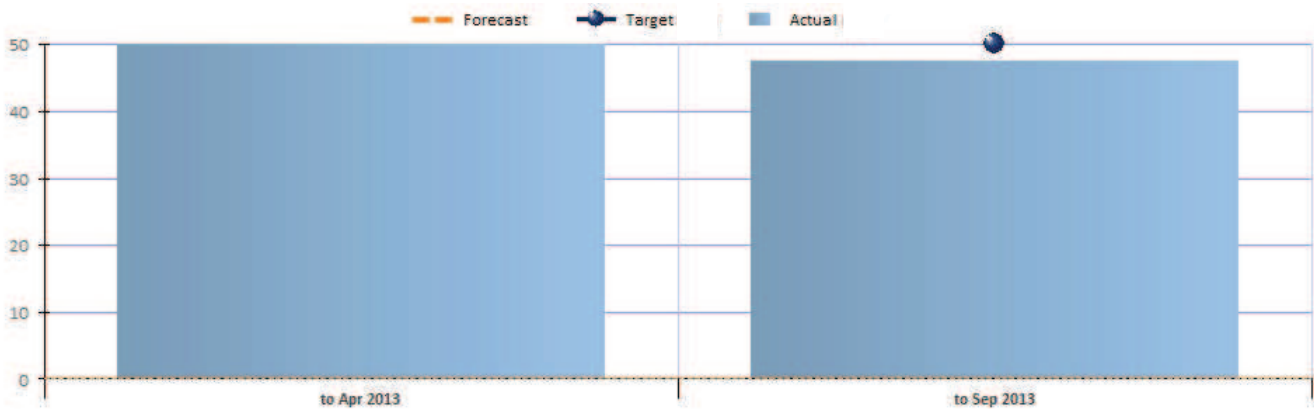
Quarter 2

As highlighted in the Residents' Tracker Survey, satisfaction with Highways continues to be an issue for our residents. Although the condition of Central Bedfordshire's roads

Description & Settings

Lead: Administrator,
Model
Units: Percentage
Reporting Frequency: Resident's Survey
Good Performance: Bigger is Better
Accumulation: Average
Thresholds: -0.001%, -10%

D1b MTP Percentage resident satisfaction with pavement maintenance			
		to Apr 2013	to Sep 2013
Actual		50.00	45.00
Target			50.00

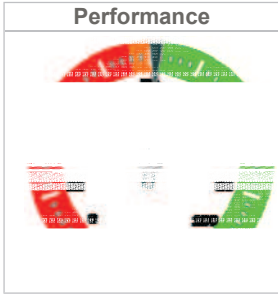




E1 MTP - Percentage of waste sent for recycling and composting

Actual	Target
52.40	51.00

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Comparator



Key Points

Quarter 1 update (reported in Quarter 2)

Due to external verification of data through the Waste Data Flow system the 12/13 Qtr 4 figure and 13/14 Qtr 1 are provisional. The reduced performance for 12/13 is as a result of lower green waste from both kerbside and HWRC collections due to the bad weather reducing growth. There had also been reduced tonnage coming into the HWRCs due to bad weather impacting on site usage. This unfortunately outweighed the increased recycling gained from the north residual treatment contract.

However, the Qtr 4 and Qtr 1 performance for municipal waste that is land filled has improved

Description & Settings
...
Lead: Administrator,
Model
Units: Percentage
Reporting Frequency: Quarterly
Good Performance: Bigger is Better
Accumulation: Latest
Thresholds: -0.001%, -10%

E1 MTP % of household waste sent for reuse, recycling and composting (cumulative)					
	to Jun 2012	to Sep 2012	to Dec 2012	to Mar 2013	to Jun 2013
Actual	53.30	54.10	49.10	50.67	52.40
Target	51.00	51.00	51.00	51.00	51.00



Meeting: Executive
Date: 10 December 2013
Subject: Dukeminster Extra Care Development: Award of Contract
Report of: Cllr Carole Hegley, Executive Member for Social Care, Health and Housing
Summary: The report proposes to award the contract for the Design and Build of the Dukeminster Extra Care Housing Scheme.

Advising Officer: Julie Ogley, Director of Social Care, Health and Housing
Contact Officer: Tim Hoyle – MANOP Head of Service
Public/Exempt: Public but with an exempt appendix under category number 3 “information relating to the financial or business affairs of any particular person (including the authority holding that information)”.
Wards Affected: All
Function of: Executive
Key Decision Yes
Reason for urgency/ exemption from call-in (if appropriate) N/A

CORPORATE IMPLICATIONS

Council Priorities:

The actions support the Council priorities:

- Enhancing the local community
- Promoting health and wellbeing and protect the vulnerable
- Value for money

Financial:

1. The development of the Extra Care Scheme on the Dukeminster site in Dunstable is identified in the Housing Revenue Account (HRA) Capital Programme. The Council has secured grant funding of £1.703M from the Homes and Communities Agency (HCA) towards the cost of the scheme, the balance being funded from the HRA. The value of the contract is set out in Appendix A.

Legal:

2. Under previous authority from the Executive, the Council has acquired the land for the development and contracted for the demolition of the building previously on the site. Following authority requested in this report the Council will contract with the preferred bidder for the detailed design and build of the scheme. The Council will also make a legal undertaking to the HCA which is required to receive the grant funding.

Risk Management:

3. Financial, contractual and delivery risks associated with the process of bring the development to fruition have been identified. There is also the risk that the procurement process and outcome will be subject to challenge. These risks are being actively managed and this will continue throughout the lifetime of the project. The main risk-management and mitigation actions are:
 - Use of expert advice and consultancy where the necessary skills or capacity is not available within the Council.
 - Strict adherence to the Council's procurement policies and procedures.
 - Use of 'tried and tested' forms of contract.
 - Within the procurement process giving significant weight to the use of contractors who have a good track record in this type of development.
 - Requiring bonds and guarantees from the successful contractor.

Staffing (including Trades Unions):

4. None.

Equalities/Human Rights:

5. Equality and diversity are key issues for all directorates within Central Bedfordshire Council. As part of the tender evaluation, contractors demonstrated their compliance with the Corporate Equalities Policy and incorporate this commitment within their method statements. As part of ongoing contract monitoring arrangements, the Council will check that statutory service delivery and employment requirements relating to equality are being met.
6. Public authorities have a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age, disability, gender, re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Impact Assessment (EIA) highlighted the following:

7. No EIA was required to be completed specifically for the contract award decision. However it should be noted that there is a need to ensure that the detailed design of the building acknowledges the needs of groups with protected characteristics who may use this building and does not discriminate unnecessarily against one or more of them.

Public Health:

8. There is evidence that older people who live in extra care schemes enjoy a better quality of life and have better health outcomes to similar people in other types of accommodation, such as residential care. There is also evidence that residents of extra care schemes have fewer hospital admissions than people with similar needs living in other types of accommodation.

Community Safety:

9. The design of the development will aim to maximise the safety of those living in the scheme whilst also encouraging use of the building by community groups and individuals from the surrounding area.

Sustainability:

10. The contract has within it explicit requirements about seeking to maximise sustainability in the design and construction of the building.

Procurement:

11. The contract has been tendered in accordance with the Council's Corporate Procurement Rules.

Overview and Scrutiny:

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

RECOMMENDATIONS:

The Executive is asked to:

1. **award the contract to design and build the Dukeminster Extra Care Development to Contractor A as set out in Appendix A; and**
2. **authorise the Head of Legal Services to enter into agreement with the Homes and Communities Agency on behalf of the Council to secure the grant contribution to the funding of the development**

Reason for Recommendations: To secure the delivery of an 83-unit Extra Care Housing development on the Dukeminster Estate.

Executive Summary

13. This report outlines the outcome of the tendering of a contract to design and build an 83-unit Extra-Care Housing Development on part of the former Dukeminster Trading Estate.
14. The scheme will be funded primarily by the Council's Housing Revenue Account (HRA) with a very significant grant from the Homes and Communities Agency. This will be the first new build scheme developed by the Council since the adoption of the HRA 'self-financing regime'.

15. The procurement attracted competitive bids from a range of contractors with experience with this type of development. The bidder recommended in this report has a proven track record of delivering high quality schemes. The company submitted a bid that is of a high standard and also within budget identified for the development.
16. If the Executive approves the award of contract it is envisaged that the development will be ready for occupation by 30 September 2015.

Background

17. At its meeting on 5 February 2013, the Executive considered a report to develop affordable extra care housing in Dunstable. The report set out the strategic vision behind extra-care housing, the specific case for a scheme on the Dukeminster site, and the proposed funding model.
18. Following approval at this meeting work commenced to acquire the land required and to identify a suitable contractor.
19. A sum of £17M to fund the scheme was identified in the HRA Capital Programme for the period 2012/13 to 2016/17 which was also approved by the Executive on 5 February 2013.
20. A detailed scheme was designed by the architects Kyle Smart Associates, and an application for full Planning Permission based on this design was submitted (CB/13/01276). This gained approval at the meeting of the Development Management Committee on 19 June 2013.
21. The Council acquired the site on a 950-year lease on 7 November 2013. At the same time the Council procured demolition and site preparation works and these have now been completed.
22. The Council has received a draft contract for the HCA funding and this is currently being reviewed. It should be noted that a condition of the funding is practical completion of the development by 30 September 2015.

The Contract

23. The Council's Procurement Processes, Templates and Procedures were used on this procurement. The contract is to undertake the detailed design and build of the approved scheme according to the detailed specification prepared by Council officers with the assistance of EC Harris and Kyle Smart Associates.
24. The specification includes all of the works required to bring the scheme to fruition with the exception of fitting out of the communal areas. Where a full specification has yet to be agreed then a provisional sum is allowed in the contract for this.
25. The contract uses the documents developed by the Joint Contracts Tribunal (JCT) which are standard within the construction industry.

Procurement Process

26. Following approval by the Executive on 5 February 2013, the Dukeminster Contract Procurement Team was established. This consisted of Council officers and EC Harris LLP. Members of the Council's procurement team were fully involved throughout the process to ensure compliance with the Council's procurement rules.
27. Following evaluation of the options it was decided to use the HCA's Developer Partner Panel 2 framework for this procurement. This framework was chosen as it met the Council's key requirements inasmuch as it had within it all the key contractors with experience in delivering extra care developments. In addition to meeting specific quality standards, in order to gain a place on the framework contractors passed an appraisal of their financial status, which is updated as required by HCA. Using a framework of this type shortened the procurement timescale by approximately 3 months enabling the Council to comply with HCA grant funding timescales whilst maintaining a robust and transparent procurement process.
28. The framework processes were followed which included an initial "Expression of Interest" to all HCA South East contractors. A "sifting" process was undertaken to select contractors who had the necessary level of experience and a 'track record' of successfully delivering this type of development. This resulted in a tender list of 'shortlisted' contractors, who were issued the tender documents on 23 August 2013
29. A series of documents which formed the basis against which tenderers would submit their bid (the tender pack) was prepared by the Council in conjunction with EC Harris (Consultants), Kyle Smart Associates (Architect) and Rolton Group (Consulting Engineers). The tender pack set out the basis for the evaluation of tenders. This was:
 - Price: 40%
 - Quality: 40%
 - Innovation: 10%
 - Presentation stage: 10%
30. Tenders were originally due to be returned by 11 October 2013, but following representation from one contractor and consultation with the others, an extension was granted and the revised return date was Friday 25 October 2013.
31. The tenderers were asked to provide 2 bids:
 - Compliant – fully compliant with the design and specification in the tender document
 - Non-compliant – the tenderers ideas and suggestions to reduce costs and innovate, with a target set of 20% below their Compliant bid price.

The tenderers were judged primarily on their Compliant bid (in terms of the financial and technical responses), with 10% of the scoring available for the Non-compliant bid and innovative suggestions.

32. The evaluation of the tender returns was separated into two parts to enable those assessing the returns to focus on their role and to prevent any bias. The split was follows:
- Technical evaluation – by the Technical Review Panel (TRP)
 - Financial evaluation – CBC Procurement and Finance assisted by EC Harris Cost Managers.
33. The TRP was made up of representatives of the Council, tenants and the design architect. Procurement training was provided to all members of the TRP prior to them commencing evaluation. The technical questions were detailed in the tender document and the panel evaluated them against agreed model answers.
34. TRP members undertook their evaluation and scoring individually, during week commencing 28 October. A subsequent meeting of the TRP was held on 4 November 2013 at which the scoring of the technical responses was discussed and agreed.
35. During this period financial evaluation was undertaken. The Compliant bids were arithmetically checked to ensure that the detail provided in the tenderer's Contract Sum Analysis (CSA), was consistent with the Contract Sum within the tenderer's Form of Tender. All bids were then incorporated into a master document and were reviewed as part of the "normalisation" process. The "normalisation" process involved:
- Ensuring all items in the CSA are priced and that the bids comply with the tender documents and any tender addendums issued.
 - Review of qualifications.
 - Issuing of post tender queries.
 - Review of query responses and further dialogue to ensure all bids are compliant.

The compliant contract sum and the agreed scores from the Technical Evaluation were then combined to produce score for each contractor.

36. In accordance with the Tender Document, at this stage the lowest scoring bidder was eliminated and the remainder were invited to the Presentation Stage. This was held on Monday 11 November 2013. Those invited were asked to prepare answers to three questions and were also asked a further three questions which they had not been made aware of beforehand. Members of the TRP scored the responses against model answers.
37. Following the Presentation stage bidders were asked to confirm their pricing and any other outstanding issues. These final prices were incorporated into the evaluation spreadsheet.
38. Whilst EC Harris assisted the Council in the tender process, they were not members of the TRP which scored the bids. In addition, officers sought and received from the company an undertaking that they acted impartially throughout the process and had no affiliations or conflicts of interest in relation to any of the contractors being considered.

Procurement Outcomes

39. Expressions of interest were invited from all HCA South East contractors and eight were received.
40. The sifting process resulted in five contractors being asked to submit full tenders. Four of the five submitted tenders; the fifth withdrew from the process.
41. The process made it explicit that the Council could decide how many tenderers to take through to the Presentation Stage, but would base any decision on the total evaluation scores thus far. It was agreed, based on the 'spread' of scores to eliminate one bidder and invite the three remaining to the Presentation Stage. All three participated in this stage.
42. In the process of the Presentation Stage (and in addition to the formal scoring undertaken by the Panel), the general consensus was that all of the contractors who attended were capable of delivering a high quality development. All three contractors confirmed a commitment to deliver the scheme within the required timescales.
43. A summary of the evaluation scores for each contractor at each stage who submitted is set out in Appendix A of this report.
44. Notwithstanding the financial status appraisal undertaken to allow contractors onto the HCA Framework, further status checks were made of the tenderers at this stage and these are referred to in Appendix A.

Appendices:

Appendix A – Dukeminster Extra Care Development: Outcome of Tender Evaluation

Background Papers: (open to public inspection)

None

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Meeting: Executive
Date: 10 December 2013
Subject: BEaR Project Options Review
Report of: Cllr Brian Spurr, Executive Member for Sustainable Communities – Services

Summary: This report seeks to provide an update on the Central Bedfordshire Energy and Recycling (BEaR) Project and recommends that the Executive considers the options presented in this report and agrees to no longer proceed to contract award and instead pursue an alternative option.

Advising Officer: Marcel Coiffait, Director of Community Services

Contact Officer: Alan Fleming, BEaR Project Director

Public/Exempt:

Public:

- Report Main Body
- Appendix 1 – BEaR Project Affordability Review

Exempt:

- Appendix 2 – BEaR Project Affordability Figures
(Exempt by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to the financial or business affairs of any particular person (including the authority holding that information)).
- Appendix 3 – BEaR Project Options Legal Advice Paper
(Exempt by virtue of paragraph 5 of Part 1 of Schedule 12A of the Local Government Act 1972, being information in respect of which a claim to legal professional privilege could be maintained in legal proceedings).
- Appendix 4 – BEaR Project Options Risk Matrix
(Exempt by virtue of paragraph 5 of Part 1 of Schedule 12A of the Local Government Act 1972, being information in respect of which a claim to legal professional privilege could be maintained in legal proceedings).

Wards Affected: All

Function of: Executive

Key Decision Yes

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

CORPORATE IMPLICATIONS

Council Priorities:

CBC is a Waste Disposal Authority (WDA) under Sections 51 and 55 of the Environmental Protection Act 1990 and is under a duty to dispose of controlled waste collected within its administrative area. The Authority must therefore make adequate provision for the disposal of municipal waste arisings produced in Central Bedfordshire.

Financial:

1. The BEaR Project was designed to realise long-term savings compared to the projected future costs of managing our waste using current methods. At the initiation of the Project, an Affordability Position was set and agreed by the Executive that would represent the upper cost limit for the Project (see Appendix 1). This represented the modelled cost of delivering a Reference Project that was expected to save money over the term of the contract compared to continuing with existing practices (the do-minimum comparator). Both Bidders remaining in the process at the Final Tenders Stage have submitted bids that fall within the affordability threshold therefore demonstrating long term savings compared to the Reference Project costs.
2. However, when considering the short term affordability of the Project, the annual costs of the contract proposed by both Bidders were compared against the latest MTFP position. The comparison was based on the total costs of the services that would be delivered under the BEaR Project and the costs of the same services as projected in the MTFP.
3. The results of this comparison have shown that in the short to medium term the costs of the Bidders' solutions are in excess of those projected in the MTFP (Appendix 2), meaning that if the Authority were to award the contract to either bidder it would be subject to additional costs during the term of the current MTFP. It is these additional costs that mean that the project is unaffordable, especially when considered against the wider financial position of the Authority and the other pressures on Authority budgets in the coming years as described below.
4. Central Bedfordshire Council will have delivered nearly £70m of efficiencies by the end of this year in response to the current and continuing financial situation. However, a headline cut of 10% to the DCLG "Departmental Expenditure Limit" (DEL) was announced in June and it remains to be seen how this will be shared amongst Local Authorities. The impact is likely to lead to further budget cuts that will impact on core activities as the Council seeks to maintain services in the face of significantly reduced funding.
5. Over the term of the MTFP the Authority is subject to significant additional financial pressures in a number of areas other than Waste Services. There is also a significant loss of funding expected in 2016/17 when the Council Tax Freeze Grants are withdrawn and further financial pressures as a result of New Homes Bonus being top sliced and passported to SEMLEP.

6. In addition to the above short term affordability issue, recent Government cuts and the potential impact of the Government's continued austerity programme lead to supplementary concerns over the actual long term affordability of the Project. For all local authorities there is now significantly greater volatility in funding than was the case a few years ago. There is currently no indication of any easing of this approach and along with DCLG having moved to an annual financial settlement, this has created uncertainty about the level of change to future Council funding. The Authority therefore has concerns over its ability to fund the Project in future years when it does not know what its budget position will be.
7. By locking in to a long term contract in its present form, the Authority would be unable to reduce services or withdraw from the contract completely without suffering significant penalty which limits its flexibility and places a risk on the Authority for this type of long term contracting.
8. The detail of the Council's affordability position is set out in Appendices 1 and 2 to this Report and should be considered by the Executive as part of this decision-making process.

Legal:

9. In delivering the procurement process to date, the Authority has acted in accordance with EU Procurement Directives and the Public Contracts Regulations 2006, undertaking an open, competitive procurement process utilising the Competitive Dialogue procedure.
10. As set out in this Report, the Council considers that the Project is not deliverable within an acceptable affordability level for a number of reasons. In light of this, a number of options as to what the Council could do to bring the current bids within a revised affordability threshold have been considered leading to the recommendation set out in this report.
11. Detailed procurement advice has been provided by the Council's external legal advisers on the options discussed within this report and is included within appendices 3 and 4 to this report. It should be noted that a procuring Authority has the right to abandon a procurement at any stage, that is to no longer proceed to contract award, provided the decision is taken in accordance with the EU Treaty principles of equal treatment, transparency and proportionality. The term "abandon" is a legal one taken from the Public Contracts Regulations 2006 and is used in this report for certainty. It should be clarified, however, that much of the work undertaken by the Authority in the development of the BEaR Project will not be abortive and will be used to develop alternative solutions going forward.
12. The full legal basis for proposing the recommendation included within this report is set out in the accompanying appendices. Should any Bidder (current or previously deselected) elect to challenge the Authority's proposed decision, then the Authority will obtain additional legal advice and react accordingly.

Risk Management:

13. The Authority has taken advice from its expert Legal Advisers and has worked to mitigate the risk of challenge to the process as far as possible. A risk assessment of the options considered within this report has been included in Appendix 4.
14. It must be understood by the Executive that all of the options set out have an element of risk associated with them to varying degrees. The risks that have been considered are not limited to the procurement risks that result from each option and include a consideration of the commercial and financial risks that the Authority could be subject to. Option 1 is demonstrated to carry the least risk, however as set out in this report, awarding the contract on the basis of the current solutions is not an affordable option for the Authority making Option 1 unacceptable. The option to abandon the procurement (Option 4) has therefore been assessed as being the best option and is therefore recommended for approval in this report.

Staffing (including Trades Unions):

15. The BEaR Project Team, established to procure the BEaR Project, was due to be in place until the delivery of operational solutions on the ground at which point management of the contracts would pass to the Waste team. During this period a gradual withdrawal of staff resources was planned.
16. If, as recommended, Executive approve the abandonment of the procurement, resources will be withdrawn more rapidly than previously planned from the BEaR Project Team.
17. The staffing implications of any subsequent alternative solutions developed by the Authority will only be known once these have been developed. Where prudent, we will seek to retain relevant skills and knowledge gained as part of the procurement process.

Equalities/Human Rights:

18. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
19. The procurement process has been undertaken to date with full consideration of the requirements of equality legislation, any alternative option pursued by the Council will need to ensure compliance with the Council's obligations deriving from the legislation.

Public Health:

20. Not applicable.

Community Safety:

21. Not applicable.

Sustainability:

22. Landfilling waste leads to the release of substantial amounts of methane, a potent greenhouse gas with over twenty times the global warming potential of carbon dioxide. The solutions delivered through the Project were seeking to limit the amount of waste going to landfill, thereby reducing the impact of waste disposal on the environment.
23. Any alternative option sought by the Authority will be required to meet similar targets for achieving maximum diversion from landfill and also increasing recycling and composting rates where possible.

Procurement:

24. The Council's Procurement Team have been involved in the process, acting as internal auditors at each of the evaluation and submission stages. A full audit trail is in place covering the entire exercise which will be kept as a record of the process for the required period.
25. The Project's external Legal Advisers (Bevan Brittan) have provided advice when required throughout the process to ensure that the Authority is acting in accordance with procurement law.
26. If the decision is taken to abandon the procurement as recommended, the Authority will notify all relevant parties promptly setting out its reasons for doing so in order to ensure compliance with the Public Contracts Regulations 2006.
27. The Authority is not obliged to award the contract in any event and has made Bidders aware throughout the process that any costs incurred in bidding for the contract are at their own risk.

Overview and Scrutiny:

28. Not applicable.

RECOMMENDATIONS:

The Executive is asked to:

1. **agree to abandon the procurement (Option 4) for the reasons set out within this report, having given due regard to the options available to the Authority described in the report;**
2. **approve the closure of the BEaR Project; and**
3. **instruct the Director of Community Services, in consultation with the Executive Member for Sustainable Communities – Services, to develop alternative options for delivering the Council's duties in respect of the disposal of controlled waste and to submit a Business Case to a future meeting of the Executive.**

*Reason for
Recommendations:*

- *Final tenders received from the two Bidders remaining in the process are not affordable when taken in the context of the significant financial pressures on the Authority in the coming years.*
- *Option 1 is the lowest risk option, however awarding the contract to either Bidder is not affordable based on current costs.*
- *Options 2 and 3 that seek to address the affordability issue are considered to be high risk options that would put the Authority at high risk of being unable to comply with its legal obligations.*
- *Option 4 is the lowest risk option that provides the opportunity for the Authority to deliver an affordable solution.*
- *Officers can begin developing alternative options to deliver the Authority's future waste management security.*

Executive Summary

29. Following Executive approval to proceed with the BEaR Project procurement exercise in April 2010, the BEaR Project Team has been running a Competitive Dialogue procurement process to identify the most economically advantageous tender. This process resulted in the submission of Final Tenders by the two remaining Bidders in July this year. The evaluation process has not yet been finalised. However, from the financial evaluation undertaken to date it is clear that the bids are unaffordable.
30. In the short to medium term, the costs of the Bidders' solutions are in excess of those projected in the MTFP, meaning that if the Authority were to award the contract to either bidder it would be subject to additional costs during the term of the current MTFP. It is these additional costs that mean that the project is unaffordable when considered against the wider financial position of the Authority identified in the latest budget review process.
31. In addition to the short term affordability issue, the continuing reduction in government funding being received by the Authority leads to uncertainty over the long term affordability of the Project. Therefore there is significant risk in entering into a long term commitment to provide services that it may not be able to fund in future years.
32. An options appraisal has been undertaken considering the balance of procurement and commercial risk against the delivery of the best solution for the Authority. This has determined that negotiating with the current bidders to bring the solutions within a new affordability threshold could place the Authority in breach of procurement law and at risk of challenge. The Authority therefore proposes that the current procurement is abandoned and an alternative solution is developed as soon as possible.

PURPOSE OF REPORT

33. This report asks the Executive to consider the options available to it at this point in the procurement process and seeks approval to follow the recommended option of abandoning the procurement process in favour of pursuing an alternative solution.
34. In order to provide sufficient information to allow the Executive to take this decision this section of the report sets out the following:
- (i) the rationale for initiating the BEaR Project, including its core objectives and deliverables;
 - (ii) the history of the Project, including an overview of Council decisions to date and the process which has been followed to deliver the procurement element of the Project;
 - (iii) the affordability issues that have led to the recommendation within this report; and
 - (iv) the options available to the Authority going forward and the risks and benefits of each.

BACKGROUND INFORMATION

Project Objectives

35. The BEaR Project is a procurement project set up to deliver a range of long term waste services for CBC. Its primary aim was to divert waste from landfill and in light of increasing taxation on landfill, limit the future costs of waste services to the Authority. The following services were planned to be delivered under the BEaR Contract:
- Residual Waste Treatment & Disposal Service (25 year term);
 - Organic Waste Treatment & Disposal Service (15 year term);
 - Household Waste Recycling Centre (HWRC) Redevelopment & Operation (15 year term); and
 - The Construction of one Salt Barn.
36. The key objectives of the Project were to:
- i) avoid Landfill Allowance Trading Scheme (LATS) penalties and reduce the increasing impact of landfill taxes on revenue budgets;
 - ii) achieve long lasting environmental benefits;
 - iii) be a valued part of CBC's utility infrastructure;
 - iv) minimise the carbon impact of waste in CBC;
 - v) go to the market with a "Technology Neutral" stance, ensuring full and open competition by embracing all technology proposals in the procurement process; and
 - vi) facilitate the delivery of the councils evolving waste strategy.

37. It should be noted that since the initiation of the procurement, the LATS has been abolished and therefore fines for landfilling waste in excess of targets are not currently proposed to be levied by the Government. However, at £72 per tonne currently, increasing to £80 per tonne in 2014/15, Landfill Tax alone remains a sufficient financial driver to divert waste from landfill.
38. Waste growth predicted for the area due to significant population/housing growth alongside a general lack of treatment provision in the area were other key drivers for initiating the Project in order to deliver long term certainty of treatment and disposal capacity.

Project History

39. Following the withdrawal of Bedford and Luton Borough Council from the Project, in April 2010 Central Bedfordshire Executive took the decision to deliver the BEaR Project alone. In September 2010, the scope of the Project was expanded to include those elements set out above in paragraph 35 in addition to a Residual Treatment Solution.
40. In 2010, ten Bidders submitted Pre-Qualification Questionnaires to the Project Team. Following the evaluation of these submissions eight bidding organisations consisting of individual organisations and consortia were selected to proceed to the Outline Solutions Stage which took place between November 2010 and June 2011.
41. Following the completion of the Outline Solutions Stage, four Bidders were then invited to proceed to the Detailed Solutions Stage of the procurement process which took place between July 2011 and March 2012.
42. From March 2012, following the evaluation of the detailed solutions and de-selection of a further two bidders, the Final Tenders Stage has taken place. This stage culminated in the submission of Final Tenders on the 12th and 19th July 2013 (two stage submission).
43. Having now received Final Tenders the procurement has reached a critical point and the Project Team has been working with its internal and external advisers to evaluate the submissions.

Issues

44. From the financial evaluation of Final Tenders that has taken place to date, it is clear that the bids submitted are unaffordable for the reasons set out below. These issues have led to the Project Board undertaking an options appraisal to consider what options are available to the Authority to manage these issues and deliver a satisfactory resolution.

Short Term Affordability:

45. When considering the short term affordability of the Project, the annual costs of the contract proposed by both Bidders within their Final Tenders (received by the Authority in July 2013) were compared against the latest MTFP position (as described in Appendix 1). The comparison was based on the total costs of the services that would be delivered under the BEaR Project and the costs of the same services as projected in the MTFP.

46. The results of this comparison have shown (Appendix 2) that in the short to medium term, on an annual basis, the costs of the Bidders' solutions are in excess of those projected in the MTFP, meaning that if the Authority were to award the contract to either bidder it would be subject to additional costs during the term of the current MTFP.
47. When coupled with the significant pressures recently identified in other service areas, it is these additional costs that mean that the project is unaffordable in the short term as Council budgets cannot cover the additional costs identified.

Long Term Affordability:

48. The long term affordability of the Project demonstrates savings against the Reference Project costs determined at the initiation of the Project and approved by the Executive in order to set the affordability threshold. However recent Government cuts and the potential impact of the Government's continued austerity programme lead to supplementary concerns over the actual long term affordability of the Project. The Authority therefore has concerns over its ability to fund the Project in future years when it does not know what its budget position will be.
49. Due to the nature of the contract, the BEaR Project requires a long term contractual commitment with significant costs being incurred by the Authority if it was to default on its commitment in future years. By locking in to a long term contract in its present form, the Authority would be unable to reduce services or withdraw from the contract completely without suffering significant penalty which limits its flexibility and places a risk on the Authority for this type of long term contracting.

Value for money:

50. The Authority considers that it is able to deliver an alternative solution that will achieve better value for money in the short term, aligning more closely with the MTFP. If the Executive approves the recommendation to abandon the procurement, an alternative solution will be worked on for approval at a future Executive meeting. We are hopeful that we can find an alternative solution that is affordable over the short term. Those organisations that have participated in the BEaR Project procurement will be welcome to bid for any alternative opportunity on offer by the Authority in the future.

Options:

51. An options appraisal has been undertaken considering the balance of procurement and commercial risk against the delivery of the best solution for the Authority (Appendix 4). The options appraisal should be read in conjunction with the Legal Advice contained within Appendix 3.
52. The options considered within the appraisal are as follows:
1. Finalise the Evaluation and award the contract to the Most Economically Advantageous Tender (MEAT).

2. Finalise the Evaluation and award preferred Bidder Status to the MEAT then seek to negotiate with the Preferred Bidder to deliver an acceptable affordable solution.
3. Roll back the procurement to an earlier stage in order to re-open dialogue with the final two bidders (or all previously deselected bidders).
4. Abandon the procurement and initiate a process to deliver an alternative solution.

Option 1 – Finalise evaluation and award the contract to the MEAT:

53. This option would involve returning to Executive with a recommendation to award Preferred Bidder status to the MEAT, as identified following a short period of time in which the evaluation process would be finalised. The overall delay to the delivery of the procurement phase would be minimised through this approach and it is expected that there would be minimal delay to the delivery of solutions on the ground. The existing interim contracts that are in place would cover any delay experienced ensuring no service delivery impact.
54. An assessment of the risks and issues with this option are included in Appendices 3 and 4 to this report.

Option 2 – Finalise evaluation and award Preferred Bidder Status to the MEAT then negotiate to achieve an affordable solution:

55. This option is the same as Option 1 but with an additional stage prior to contract signature within which the Authority would negotiate with the Preferred Bidder. This would lead to some delay to the process compared to Option 1 but would still limit the delay to the overall project, simply adding the time required to negotiate the contract on to the timescales set out in Option 1.
56. An assessment of the risks and issues with this option are included in Appendices 3 and 4 to this report.

Option 3 – Roll back the procurement to an earlier stage and address the issues with final two bidders:

57. Rolling back the procurement would involve informing both of the remaining bidders of the issues that the Authority is trying to address and working with both bidders in order to find a resolution via an amended bid. Further dialogue would then be required with the Bidders, the duration of which would be dependent upon the extent of the changes required. Bidders would then be required to re-submit their Final Tenders on the basis of the revised requirements.
58. It is expected that this process would add 4 – 6 months to the timescales currently proposed for the procurement phase of the Project with a resultant similar delay in the overall delivery programme. Although the existing interim contracts provide sufficient flexibility to cover this delay, any further delay is likely to require additional short term arrangements to ensure service continuity.
59. An assessment of the risks and issues with this option are included in Appendices 3 and 4 to this report.

Option 4 – Abandon the procurement:

60. Abandoning the procurement process would involve notifying the remaining Bidders, those Bidders involved earlier in the process and other stakeholders of the Authority's decision and the reasons for it. The Authority would then close down the Project and consider the development of an alternative solution in order to deliver the Authority's requirements. As part of this process, a detailed review of the Authority's requirements would take place and alternative options would be presented to the Executive for consideration at a later date.
61. The ability to deliver an alternative solution ahead of the expiry of the current interim arrangements is entirely dependent on the alternative solution selected. Although the existing interim contracts provide some flexibility for delay, additional short term arrangements may be required to ensure service continuity. The Council will need to obtain any additional legal advice on procurement risk in this regard.
62. An assessment of the risks and issues with this option are included in Appendices 3 and 4 to this report.

CONCLUSION

63. As shown in Appendices 3 and 4, all of the options available to the Authority at this point involve an element of risk and have commercial implications for the Authority. Option 1 is demonstrated to carry the least risk, however as set out in this report, awarding the contract on the basis of the current solutions is not an affordable option for the Authority making Option 1 unacceptable. The option to abandon the procurement (Option 4) has been assessed as being the best option which enables the Authority to seek to deliver a solution at a lower cost while acting in accordance with its legal obligations and is therefore recommended for approval in this report.
64. The objectives and drivers for the BEaR Project remain and should the Executive approve the recommendation to abandon the process, each of these objectives and drivers will need to be reviewed and addressed via an alternative process. Delegated Authority is therefore sought to review the Authority's requirements and consider the alternative options available to the Authority to deliver its requirements. A Business Case will be developed and presented to a future Executive for authorisation to proceed.

Appendices:

Appendix 1 – BEaR Project Affordability Review (Public)

Appendix 2 – BEaR Project Affordability Figures (Exempt by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to the financial or business affairs of any particular person (including the authority holding that information)).

Appendix 3 – BEaR Project Options Legal Advice Paper (Exempt by virtue of paragraph 5 of Part 1 of Schedule 12A of the Local Government Act 1972, being information in respect of which a claim to legal professional privilege could be maintained in legal proceedings).

Appendix 4 – BEaR Project Options Risk Matrix (Exempt by virtue of paragraph 5 of Part 1 of Schedule 12A of the Local Government Act 1972, being information in respect of which a claim to legal professional privilege could be maintained in legal proceedings).

Background Papers: (open to public inspection)

None.

Appendix 1 – Affordability Report

1. Introduction

1.1. The purpose of this Appendix is to:

- Describe the original affordability position used as a target in the procurement process;
- Outline the BEaR Project's affordability position following the final tender submissions in order to demonstrate that the Project is unaffordable in the short term (to be read in conjunction with exempt Appendix 2);
- Outline the other pressures on the Authority's budgets contributing to the affordability issues (to be read in conjunction with exempt Appendix 2);
- Describe recent changes to Government funding that lead to supplementary concerns over the long term nature of the contract; and
- Detail the creation of the updated MTFP in order to allow the comparison of the Bids and to provide an up to date affordability position should the Executive approve the recommendation to abandon the Project and develop an alternative solution.

2. Background to Affordability Position

2.1. In April 2010 the Executive approved the initiation of the BEaR Project procurement process. In doing so the Executive also approved the upper affordability threshold for the Project at £328m (Residual Waste Treatment only).

2.2. In August 2010 the Project returned to the Executive with a detailed Business Case seeking approval of the inclusion of a number of other elements in to the scope of the Procurement including:

- Organics Waste Treatment solution;
- HWRC redevelopment and operation;
- The provision of two Salt Barns; and
- The provision of a Waste Transfer Station (WTS).

2.3. The inclusion of these additional elements saw the upper affordability threshold of the Project increase from £328m to £452m which was approved by the Executive.

2.4. Subsequent to this meeting, the need for the WTS element was reviewed and removed from the specification as it was considered that this element may not be required as part of a Bidder's solution and could impact affordability. The value of

the WTS element was therefore removed from the affordability threshold in order to drive value for money. This saw the affordability position issued to Bidders under the procurement set at £397.4m. This upper threshold was set as a pass / fail criteria under the procurement, if any Bidder was unable to deliver the suite of services defined in the specification for the full duration of the Contract within this limit they would be excluded from the procurement.

- 2.5. The number of Salt Barns required was reduced to one during the ISDS stage of the procurement as a suitable site for a second Salt Barn could not be found within an acceptable timescale which would have led to delay in the procurement.
- 2.6. Bidders were required to deliver the following elements within the affordability threshold:
 - Residual Treatment Solution – 25 year term
 - Organic Waste Treatment Solution – 15 year term
 - HWRC operation – 15 year term
 - Redevelopment of 3 existing HWRC sites & Relocation of 1 HWRC site
 - Development of one Salt Barn
- 2.7. Both of the Bidders that submitted final tenders did so with a total cost that fell well within the affordability threshold set by the Authority, therefore demonstrating savings against the original affordability position over the full term of the contract.

3. Short Term Affordability

- 3.1. When considering the short term affordability of the Project, the annual costs of the contract proposed by both Bidders that were received as part of the Final tender submissions were compared against the latest MTFP position (see section 5 for detail of the development of the updated MTFP). The comparison was based on the total costs of the services that would be delivered under the BEaR Project with the costs of the same services as projected in the MTFP.
- 3.2. The results of the comparison work undertaken have shown that in the short to medium term, the costs of the Bidders' solutions are in excess of those projected in the MTFP (Appendix 2 – Table 1), meaning that if the Authority were to award the contract to either bidder it would be subject to additional costs, above those currently budgeted in the updated MTFP during the term of the plan. These additional costs, coupled with significant pressures on the wider Authority budget as set out in Appendix 2 and described in paragraphs 3.4 and 3.5 below lead to the conclusion that the solutions are unaffordable.
- 3.3. Central Bedfordshire Council will have delivered nearly £70m of efficiencies by the end of this year in response to the current and continuing financial situation. However a headline cut of 10% to the DCLG "Departmental Expenditure Limit" (DEL) was announced in June this year and it remains to be seen how this will be shared amongst Local Authorities. The impact is likely to lead to further budget

cuts that will impact on core activities as the Council seeks to maintain services in the face of significantly reduced funding.

- 3.4. Over the term of the MTFP the Authority is subject to significant additional financial pressures in a number of areas other than Waste Services. There is also a significant loss of funding expected in 2016/17 when the Council Tax Freeze Grants are withdrawn and further financial pressures as a result of New Homes Bonus being top sliced and passported to SEMLEP. Both of these points have a significant impact on the Authority's budget.
- 3.5. Appendix 2 Table 1 clearly demonstrates that the Bidders solutions add significant additional financial pressure in the early years of the contract compared to the updated MTFP. When considered against the other pressures on the Authority during the same period that have been identified (as set out in Appendix 2 – Table 2), the additional pressures contribute to the solutions being unaffordable in the short term. The Authority cannot fund the additional costs that would be incurred.

4. Long Term Affordability

- 4.1. As stated in paragraph 2.6 above, the costs of the Project over its full term provided by Bidders demonstrate significant savings compared to the affordability threshold set for the Procurement. However, recent Government cuts and the potential impact of the Government's continued austerity programme lead to concerns over the actual long term affordability of the Project. There is currently no indication of any easing of this approach and along with DCLG having moved to an annual financial settlement, this has created uncertainty about the level of change to future Council funding. For all local authorities there is now significantly greater volatility in funding than was the case a few years ago.
- 4.2. The long term nature of the contract means that in order to protect each party, both the Council and the selected contractor are bound by certain legal obligations for the term of the contract. The longest term element of the contract, Residual Waste Treatment for 25 years, is also the most valuable and has significant penalties in place should either party fail to meet its obligations. The Authority could exit the contract through an Authority Voluntary Termination or an Authority Default Termination, both of which would lead to the Authority compensating the Contractor for its losses. Conversely if the Contractor was to Default of the contract or voluntarily terminate it too would be liable to the Authority for its losses.
- 4.3. The future uncertainty over the Authority's budget and the fact that additional austerity measures could be put in place leading to a requirement to make further cuts to services in future years is a concern. By locking in to a long term contract in its present form, the Authority would be unable to reduce services or withdraw from the contract completely without suffering significant penalty which limits its flexibility and places a risk on the Authority for this type of long term contracting.
- 4.4. As stated above the Authority has delivered efficiency savings over recent years totalling nearly £70m and is unlikely to be able to sustain further budgetary cuts without impacting core services.

5. MTFP Development

- 5.1. The MTFP has been updated in line with the budget setting process and subsequently ensures that an up to date, deliverable and realistic comparator can be used to make a fair and deliverable comparison between the Authority's future budget and the costs received from Bidders under the procurement. The updated MTFP, which is currently in the process of being approved, has been developed based on existing contract pricing for waste treatment and estimated future costs using the best knowledge available. It is considered to represent a realistic assessment of the costs of waste treatment / disposal during the term of the plan.
- 5.2. The actual costs incurred by the Authority over the term of the MTFP can only be forecast at this time, as current contracts will expire and require replacement at an unknown cost. The costs of the service are dependant on both the contract prices achieved (for any new contracts required) and the actual tonnage of waste produced by residents requiring disposal. The forecast is therefore an estimate and will be updated annually in line with the budget setting process.
- 5.3. Tonnage projections, which play an important part in determining the future costs of the service, are based on the housing growth planned for the area (as included within the Authority's published development plans) being delivered approximately to schedule.
- 5.4. The updated MTFP identifies additional pressures compared to the previous MTFP and is considered to adequately reflect the increasing costs of waste disposal being seen. As stated above, the updated MTFP has been used as the comparator to the BEaR Project bid costs and demonstrates that if the future costs of waste disposal are as forecast, lower costs could be achieved in the short to medium term than those proposed by Bidders.
- 5.5. In light of this comparison and the identification of potential savings in the early stages of the contract compared to the costs provided by Bidders, it is considered that an alternative solution could be delivered, the costs of which align more closely with the updated MTFP position, placing less pressure on Authority budgets during this difficult time.

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