

# Agenda



**AGENDA for a meeting of the CABINET in the ASHBOURNE ROOM, County Hall, Hertford on MONDAY, 19 FEBRUARY 2018 AT 2.00PM**

**MEMBERS OF THE CABINET** (Executive responsibilities are as indicated).

(Quorum = 3)

D A Ashley	Environment, Planning & Transport
T L F Douris	Education, Libraries & Localism
T C Heritage	Children's Services
T W Hone	Community Safety & Waste Management
R M Roberts	Public Health, Prevention & Performance
R Sangster	Highways
J D Williams	Leader of the Council and portfolio holder for Resources, Property & the Economy
C B Wyatt-Lowe	Adult Care & Health

## AGENDA

Meetings of the Cabinet are open to the public (this includes the press) and attendance is welcomed. However, there may be occasions when the public are excluded from the meeting for particular items of business. Any such items are taken at the end of the public part of the meeting and are listed under "Part II ('closed') agenda".

The Committee Room is fitted with an audio system to assist those with hearing impairment. Anyone who wishes to use this should contact main (front) reception.

**Members are reminded that all equalities implications and equalities impact assessments undertaken in relation to any matter on this agenda must be rigorously considered prior to any decision being reached on that matter.**

Members are reminded that:

- (1) if they consider that they have a Disclosable Pecuniary Interest in any matter to be considered at the meeting they must declare that interest and must not participate in or vote on that matter unless a dispensation has been granted by the Standards Committee;
- (2) if they consider that they have a Declarable Interest (as defined in paragraph 5.3 of the Code of Conduct for Members) in any matter to be considered at the meeting they must declare the existence and nature of that interest. If a member has a Declarable Interest they should consider whether they should participate in consideration and vote on the matter.

Members are reminded that Section 106 of the Local Government Finance Act 1992 provides that if a member is in arrears of council tax for two months or more and they are present at a meeting where the Council's budget or the precept is being considered then they should declare this and any such member must not vote on any matter relating to the setting of the council's budget or the precept

## **PART I (PUBLIC) AGENDA**

### **1. MINUTES**

To confirm the Minutes of the Cabinet meeting held on 22 January 2018 (attached).

### **2. QUESTIONS FROM MEMBERS OF THE COUNCIL TO EXECUTIVE MEMBERS**

To deal with any questions directed to the Leader of the Council and Executive Members. All such questions shall have been notified to the Chief Legal Officer at least 5 clear days before the meeting.

Questions will be answered at the meeting in the order in which notice was received. At the end of each reply the questioner may ask one supplementary question to the person to whom the original question was put, who may reply orally or may undertake to reply in writing within 7 days.

The period allocated to questions shall not exceed 15 minutes. Any remaining after that period has elapsed shall be answered in writing within 7 days.

[No questions had been received at the time of agenda despatch.]

### **3. PUBLIC PETITIONS**

The opportunity for any member of the public, being resident in Hertfordshire, to present a petition relating only to a matter on the Cabinet Agenda which has not been considered by a Cabinet Panel and which contains 250 or more signatories who are either resident in or who work in Hertfordshire.

If you have any queries about the petitions procedure for this meeting please contact Deborah Jeffery, Assistant Democratic Services Manager, by telephone on (01992) 555563 or by email to [deborah.jeffery@hertfordshire.gov.uk](mailto:deborah.jeffery@hertfordshire.gov.uk).

**4. INTEGRATED PLAN 2018/19 - 2021/22**

**4(i) Comments and Conclusions of the Council's Cabinet Panels on the Integrated Plan Proposals 2018/19 – 2021/22**

[Forward Plan Ref: A063/17]

Report of the Director of Resources

**NOTE:** This report has been circulated under separate cover to all Members of the County Council. **Please bring the report to the meeting.**

**4(ii). Scrutiny of the Integrated Plan Proposals 2018/19 – 2021/22: Report of the Overview & Scrutiny Committee**

[Forward Plan Ref: A067/17]

Report of the Director of Resources

**4(iii). INTEGRATED PLAN 2018/19 - 2021/22 (incorporating the Strategic Direction and Financial Consequences and the Treasury Management Strategy)**

[Forward Plan Ref: A065/17]

Report of the Director of Resources

**NOTE:**

1. These reports will also be considered by the County Council at its meeting on 20 February 2018 and have been circulated under separate cover to all Members of the County Council. **Please bring the reports to the meeting.**

2. Members are also asked to bring the following reports to the meeting; circulated separately to all Members of the County Council:

‘PUBLIC ENGAGEMENT ON THE 2018/19 – 2021/22 INTEGRATED PLAN (circulated as Item 4(i) for the Cabinet meeting of 22 January 2018); and

‘INTEGRATED PLAN 2018/19 - 2021/22 (incorporating the Strategic Direction and Financial Consequences and the Treasury Management Strategy)’ (circulated as Item 4 (ii) for the Cabinet meeting of 22 January 2018).

**5. SUPPORTING YOUNG PEOPLE IN HERTFORDSHIRE**

[Forward Plan Ref: A003/18]

Report of the Director of Children's Services

6. **NEW RIVER BRIDGE (ESSEX ROAD, HODDESDON)**  
[Forward Plan Ref: A086/17]  
  
Report of the Chief Executive & Director of Environment  
  
**Local Members** Tim Hutchings (Broxbourne and Hoddesdon South)
7. **DETERMINATION OF HERTFORDSHIRE COUNTY COUNCIL  
ADMISSION ARRANGEMENTS FOR 2019/20**  
[Forward Plan Ref: A091/17]  
  
Report of the Director of Children's Services  
  
**Local Members:** Ken Crofton (Hertford Rural)
8. **TO CONSIDER THE FUTURE OF HERTFORDSHIRE MUSIC SERVICE**  
[Forward Plan Ref: A056/17]  
  
Report of the Director of Children's Services
9. **ADULT COMMUNITY HEALTH SERVICES – JOINED-UP CARE  
PROPOSALS**  
[Forward Plan Ref: A002/18]  
  
Report of the Director of Adult Care Services
10. **INVEST TO TRANSFORM PROPOSALS TO SUPPORT DELIVERY OF  
ADULT SOCIAL CARE INTEGRATED PLAN PROPOSALS**  
[Forward Plan Ref: A087/17]  
  
Joint report of the Director of Adult Care Services and the Director of  
Resources
11. **ST ALBANS CITY AND DISTRICT COUNCIL LOCAL PLAN CALL FOR  
SITES CONSULTATION (JAN/FEB 2018)**  
[Forward Plan Ref: A005/18]  
  
Report of the Director of Resources  
  
**Local Members:** John Hale, Colney Heath and Marshalswick;  
David Williams, Harpenden North East; Annie Brewster, Harpenden Rural;  
Teresa Heritage, Harpenden South West; Dreda Gordon, London Colney;  
Chris White, St Albans Central; Anthony Rowlands, St Albans East;  
Charlotte Hogg, St Albans North; Sandy Walkington, St Alban's South;  
Sue Featherstone, St Stephen's

- 12. TO CONSIDER THE FUTURE OF RURAL ESTATE LAND AT BALDOCK**  
[Forward Plan Ref: A009/18]

Report of the Director of Resources

**Local Members:** Steve Jarvis, Royston West and Rural  
Michael Muir, Baldock and Letchworth East

- 13. WHEATSHEAF FARM, HIGH CANONS, BOREHAMWOOD – TO CONSIDER THE FUTURE OF THE FARMHOUSE AND FARM BUILDINGS**  
[Forward Plan Ref: A007/18]

**Local Members:** Morris Bright, Potters Bar West & Shenley

- 14. LAND AT FOXGROVE PATH, SOUTH OXHEY – TO CONSIDER THE FUTURE OF THE LAND**  
[Forward Plan Ref: A008/18]

Report of the Director of Resources

**Local Members:** Joan King, South Oxhey & Eastbury

- 15. ADDITIONAL SCHOOL PLACES - INFORMATION ABOUT THE NEXT PRIMARY EXPANSION PROGRAMME; APPROVALS TO THE NEXT SECONDARY EXPANSION PROGRAMME (IN ST. ALBANS; STEVENAGE AND FOR HATFIELD); ADDITIONAL ACCOMMODATION SCHEMES; S106 FUNDS; AND FOR PROJECTS IN BISHOPS STORTFORD.**  
[Forward Plan Ref: A004/18]

Report of the Director of Children's Services

**Local Members:** Stephen Boulton (Hatfield Rural), Eric Buckmaster (Sawbridgeworth), Ken Crofton (Hertford Rural), Susie Gordon (Hatfield East), John Hale (Colney Heath & Marshalswick), Michael Hearn (Shepall), Charlotte Hogg (St. Albans North), Tina Howard (Hemel Hempstead South East), Graham McAndrew (Bishop's Stortford Rural), Robin Parker (Chells), Nigel Quinton (Handside & Peartree), Anthony Rowlands (St. Albans East), Colin Woodward (Bishop's Stortford West), Sandy Walkington (St. Albans South), John Wyllie (Bishop's Stortford East), Paul Zukowskyj (Hatfield South)

## **PART II ('CLOSED') AGENDA EXCLUSION OF PRESS AND PUBLIC**

Part II business has been notified and the procedures set out in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 have been complied with. The Chairman will move:-

*“That under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item/s of business on the grounds that it/they involve/s the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the said Act and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”*

If you require further information about this agenda please contact Deborah Jeffery, Democratic and Statutory Services on telephone no. (01992) 555563 or email [deborah.jeffery@hertfordshire.gov.uk](mailto:deborah.jeffery@hertfordshire.gov.uk)

Agenda documents are also available on the internet at <https://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings.aspx>

### **1. WHEATSHEAF FARM, HIGH CANONS, BOREHAMWOOD – TO CONSIDER THE FUTURE OF THE FARMHOUSE AND FARM BUILDINGS**

[Forward Plan Ref: A007/18]

Report of the Director of Resources

**Local Members:** Morris Bright, Potters Bar West & Shenley

### **2. LAND AT FOXGROVE PATH, SOUTH OXHEY – TO CONSIDER THE FUTURE OF THE LAND**

[Forward Plan Ref: A008/18]

Report of the Director of Resources

**Local Members:** Joan King, South Oxhey & Eastbury

### **3. ADDITIONAL SCHOOL PLACES - INFORMATION ABOUT THE NEXT PRIMARY EXPANSION PROGRAMME; APPROVALS TO THE NEXT SECONDARY EXPANSION PROGRAMME (IN ST. ALBANS; STEVENAGE AND FOR HATFIELD); ADDITIONAL ACCOMMODATION SCHEMES; S106 FUNDS; AND FOR PROJECTS IN BISHOPS STORTFORD**

[Forward Plan Ref: A004/18]

Report of the Director of Children's Services

**Local Members:** Stephen Boulton (Hatfield Rural), Eric Buckmaster (Sawbridgeworth), Ken Crofton (Hertford Rural), Susie Gordon (Hatfield East), John Hale (Colney Heath & Marshalswick), Michael Hearn

(Shepall), Charlotte Hogg (St. Albans North), Tina Howard (Hemel Hempstead South East), Graham McAndrew (Bishop's Stortford Rural), Robin Parker (Chells), Nigel Quinton (Handside & Peartree), Anthony Rowlands (St. Albans East), Colin Woodward (Bishop's Stortford West), Sandy Walkington (St. Albans South), John Wyllie (Bishop's Stortford East), Paul Zukowskyj (Hatfield South)

**KATHRYN PETTITT  
CHIEF LEGAL OFFICER**

# Minutes



To: All Members of the Cabinet,  
Chief Executive, Chief Officers

From: Legal, Democratic & Statutory Services  
Ask for: Deborah Jeffery  
Ext: 25563

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## **CABINET 22 JANUARY 2018**

### **ATTENDANCE**

#### **MEMBERS OF THE CABINET**

D A Ashley, T L F Douris, T C Heritage, T W Hone, R M Roberts, R Sangster, J D Williams  
(Leader of the Council), C B Wyatt-Lowe

#### Other Members in Attendance

J Billing, C Woodward

Upon consideration of the agenda for the Cabinet meeting on 22 January 2018 as  
circulated, copy annexed, conclusions were reached and are recorded below:

*Note: Interests declared by Members of the Cabinet in relation to the matters on  
which conclusions were reached at this meeting are recorded at item 4  
below.*

### **PART I ('OPEN') BUSINESS**

#### **1. MINUTES**

- 1.1 The Minutes of the Cabinet meeting held on 18 December 2017 were  
confirmed as a correct record and signed by the Chairman.

#### **2. QUESTIONS FROM MEMBERS OF THE COUNCIL TO EXECUTIVE MEMBERS**

- 2.1 There were no questions from Members of the Council to Executive Members.

#### **CHAIRMAN'S INITIALS**

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**3. PUBLIC PETITIONS**

3.1 There were no public petitions.

**4. INTEGRATED PLAN 2018/19 - 2021/22**

Disclosable Interests

4.1 It was noted that all Members who had a disclosable pecuniary interest arising from an allowance from the County Council, another local authority in Hertfordshire, or a body to whom they had been appointed by the County Council, had received a dispensation to allow them to participate in debate and vote on the Integrated Plan.

4.2 All Members had been granted a dispensation to participate in debate and vote in any business of the County Council relating to setting the council tax or precept when they would otherwise be prevented from doing so in consequence of having a beneficial interest in land which is within the administrative area of Hertfordshire or a licence (alone or jointly) to occupy such land.

4.3 D A Ashley has declared a Disclosable Pecuniary Interest in item 4 as he receives an allowance from the Lee Valley Regional Park Authority; the dispensation referred to in the first paragraph above applies to this interest.

4.4 The following Member has declared Declarable Interests under the County Council's Code of Conduct for Members:-

4.5 D A Ashley – as he is Chairman of Hitchin Educational Foundation, a charity which derives part of its income from leasing a property to the County Council; and a board member of Groundwork which derives part of its income from the County Council.

**4(i) PUBLIC ENGAGEMENT ON THE 2018/19 – 2021/22 INTEGRATED PLAN**

[Forward Plan Ref: A062/17]

Decision

4.6 Cabinet noted the results of the public engagement activity undertaken and took this into account when considering the proposed Integrated Plan for 2018/19 – 2021/22.

Reasons for the decision

4.7 The County Council has a good track record of consulting and engaging with

residents using a wide variety of methods. Ongoing dialogue concerning the financial issues the Council faces continues to be promoted through channels such as Herts Horizons, the Council website, and through stakeholder and user groups.

- 4.8 Specific service-related proposals which affect the integrated plan are each subject to their own individual consultations, the outcomes of which are reported to Cabinet separately at the appropriate time.
- 4.9 Alongside this consultation activity, the County Council has engaged widely with service users and partners to help shape its future spending and service plans.
- 4.10 Cabinet noted the results of the public engagement activity undertaken; Cabinet Panels will be invited to consider these results when reviewing the Integrated Plan proposals at their forthcoming meetings.

**Any alternative options considered and rejected**

None.

- 4(ii). **INTEGRATED PLAN 2018/19 - 2021/22 (incorporating the Strategic Direction and Financial Consequences and the Treasury Management Strategy)**  
[Forward Plan Ref: A061/17]

**Decision**

- 4.11 Cabinet:
  - (i) agreed the proposed Integrated Plan, including the revenue budget and capital programmes for 2018/19 – 2021/22 be presented for review by Service Cabinet Panels, Overview & Scrutiny Committee, and Resources and Performance Cabinet Panel, prior to the next Cabinet meeting on 19 February 2018.
  - (ii) approved the release of schools budget data/information to the Department for Education (DfE), and delegated authority to the Director of Resources to make any consequential amendments arising from current uncertainties.

**Reasons for the decision**

- 4.12 As set out Above.
- 4.13 The report considered by Cabinet introduces the Integrated Plan (IP) which brings together the financial impact of service plans and the available funding to resource these, over the next four years. These plans have been set in the context of the difficult challenges that the council faces, including the

increasing demand for services from the growing and ageing population in Hertfordshire and increasing complexity of needs of existing service users, for example within social care related services; and further reductions in grant funding expected over the IP period.

- 4.14 Cabinet approved the plans, proposals and options to address pressures and savings requirements for 2018/19 -2021/22 for review by service Cabinet Panels, Overview and Scrutiny Committee, and Resources, Property and the Economy Cabinet Panel; the views and recommendations of these meetings will be considered by Cabinet at its meeting on 19 February 2018.
- 4.15 Cabinet has also approved the proposed schools revenue budget for 2018/19, which the Council is required to approve for release to meet the statutory deadline of the Department for Education. Cabinet also noted that the Director of Resources may make any minor consequential amendments arising from current uncertainties.

**Any alternative options considered and rejected**

None.

**5. HARPENDEN SECONDARY SCHOOL – AUTHORITY TO ENTER INTO THE DEVELOPMENT AGREEMENT AND LEASE**  
[Forward Plan Ref: A084/17]

- 5.1 The report refers to a plan of the site, attached at Appendix A. The red and blue edging on the plan shows the area of land on which the school will be built and its associated playing fields laid out.

**Decision**

- 5.2 Cabinet agreed that:
- i. the County Council enters into a Development Agreement for a new Secondary School in Harpenden with the Secretary of State for Education and the Secretary of State for Housing, Communities and Local Government;
  - ii. the County Council enters into a lease of the new Secondary School in Harpenden with the Secretary of State for Housing, Communities and Local Government; and
  - iii. the Director of Resources, in consultation with the Leader of the Council (as Executive Member for Resources, Property & the Economy portfolio), be authorised to finalise the Development Agreement and Lease referred to in i and ii above and to arrange the appropriate execution of the documents by the Chief Legal Officer.

**Reasons for the decision**

- 5.3 Cabinet previously approved the acquisition of freehold land at Harpenden as a site for a new secondary school in September 2013, with the site being acquired on 25 August 2017. The planning applications and the suite of legal documentation required to deliver the development on the County Council’s land are in the final stages. Upon review of the previous Cabinet approvals it has been identified that there is no explicit authorisation to enter into the Development Agreement and Lease.
- 5.4 The Development Agreement will permit the construction of the school, once planning permission is secured. The lease allows the Harpenden Secondary Education Trust to occupy the buildings once the project is complete.
- 5.5 In reaching its decision, Cabinet considered the above, together with the terms of the Development Agreement and lease and the financial, legal and risk management implications.

**Any alternative options considered and rejected**

None.

**6. CROXLEY GREEN SECONDARY SCHOOL – AUTHORITY TO ENTER INTO THE DEVELOPMENT AGREEMENT AND OCCUPATION LEASE**  
[Forward Plan Ref: A085/17]

**Decision**

- 6.1 Cabinet agreed that:
  - i. the County Council enters into a Development Agreement for a new Secondary School in Croxley Green with the Secretary of State for Education and the Secretary of State for Housing, Communities and Local Government;
  - ii. the County Council enters into a Lease of the new Secondary School in Croxley Green with the Secretary of State for Housing, Communities and Local Government; and
  - iii. the Director of Resources, in consultation with the Leader of the Council (as responsible for the Resources, Property & the Economy portfolio) be authorised to finalise the Development Agreement and Lease referred to in i and ii above and to arrange the appropriate execution of the documents by the Chief Legal Officer.

**Reasons for the decision**

- 6.2 Cabinet previously approved the acquisition of leasehold land at Croxley Green in September 2013 and the conditional land purchase contract completed in

April 2017. The planning applications and the suite of legal documentation required to deliver the development on the County Council's land are in the final stages. Upon review of the previous Cabinet approvals it has been identified that there is no explicit authorisation to enter into the Development Agreement and Lease.

The Development Agreement will permit the construction of the school, once planning permission is secured. The lease allows the Danes Educational Trust to occupy the buildings once the project is complete.

- 6.3 In reaching its decision, Cabinet considered the above, together with the terms of the Development Agreement and lease; and the financial, legal and risk management implications.

**Any alternative options considered and rejected**

None.

**7. HERTFORDSHIRE SKILLS STRATEGY TO 2020**  
[Forward Plan Ref: A060/17]

**Decision**

- 7.1 Cabinet agreed the Hertfordshire Skills Strategy, attached at Appendix A to the Report.

**Reasons for the decision**

- 7.2 This is an updated version of the Skills Strategy for Hertfordshire, which aims to increase and develop the county's workforce to ensure it can support a strong economy within which businesses can thrive, whilst enabling all residents of Hertfordshire to fulfil their own individual potential and share in Hertfordshire's prosperity. Partner organisations across Hertfordshire such as the District and Borough Councils and training providers will be encouraged to refer to this strategy and reflect it in their individual planning, knowing that we will be working towards the same strategic outcomes.
- 7.3 In reaching its decision, Cabinet considered the above, together with the financial implications; equality implications; and the recommendations of the Resources, Property and the Economy Cabinet Panel.

**8. CHANGES TO CHARGING ARRANGEMENTS FOR COMMUNITY BASED ADULT SOCIAL CARE**  
[Forward Plan Ref: A068/17]

**Decision**

- 8.1 Cabinet agreed the following changes to the Council's policy charges for non-residential (community based) adult social care services be made, to take

effect from 15 April 2018:

- i) to include the Higher Rate of Attendance Allowance and Disability Living Allowance ONLY where people receive care to meet night time needs, when determining how much they can afford to pay towards their cost of care;
- ii) for people receiving 'double-handed care', to charge based on the cost of both care workers providing the service, rather than only one as at present – to their maximum assessed contribution;
- iii) to change the charging base for people in flexi-care accommodation:
  - For people in the 'low needs' band to three hours per week
  - For people in the 'medium needs' band to 8.5 hours per week
  - For people in the 'high needs' band to fifteen hours per week
- iv) to charge a weekly fee of £3.25 for users of telecare services provided by Serco who do not receive any other social care services;
- v) To charge £2 per journey or £4 per day for transportation to and from day care;

8.2 The revised charging policy (which incorporates the changes referred to in 8.1) annexed as Appendix B to the report be adopted and the Director of Adult Care Services in consultation with the Executive Member for Adult Care and Health being authorised to make any minor amendments necessary to give effect to Cabinet's decisions and to ensure consistency throughout the document.

8.3 Having noted the feedback provided within the consultation, to review the arrangements for Disability Related Expenditure (DRE) to ensure that there is clarity and consistency in relation to the allowances made for this expenditure, the Director of Adult Care Services be requested:

- (i) to contact the people who, based on current information held about their financial situation, are estimated to be required to pay significantly more through the changes to the policy, to explain the changes, ensure they understand the personal implications and offer them a financial reassessment;
- (ii) to undertake on-going monitoring for people cancelling their care services because of increases in the amounts they are asked to contribute, and provide an update to the Adult Care & Health Cabinet Panel in due course.

### **Reasons for the decision**

8.4 The Council last reviewed its policy for charging for non-residential (community

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**CHAIRMAN'S  
INITIALS**

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based) adult social care services in 2010. Since then the national charging framework has been updated by The Care Act 2014, The Care and Support (Charging and Assessment of Resources) Regulations 2014 and The Care and Support Statutory Guidance. In addition, a number of anomalies have been identified by officers in respect of how charging is applied; it is therefore timely to revisit the Council's arrangements. There is also sustained pressure on funding for Adult Social Care.

8.5 The Council wishes to continue to provide a wide range of services to as many people as possible and to collect a fair contribution towards them. A review of the Council's current charging policy was conducted by officers and a number of possible amendments were identified. A formal consultation exercise was undertaken over a twelve week period from October to December 2017. Every service user who has had a financial assessment and currently receives a non-residential care service from Adult Social Care was contacted in order to seek their views.

8.6 In reaching its decision, Cabinet considered the above, together with the responses received to the consultations, attached at Appendix A to the Report; the financial implications; the equalities implications; the fact that the financial assessment process which forms part of the Care Act Guidance ensures that an individual will only be asked to pay a contribution if they can afford to do so; the supplementary report on final responses received during the consultation, attached at Appendix D to the Report; and the recommendations of the Adult Care and Health Cabinet Panel.

**KATHRYN PETTITT**  
**CHIEF LEGAL OFFICER**

**CHAIRMAN** \_\_\_\_\_

**HERTFORDSHIRE COUNTY COUNCIL**

**CABINET  
MONDAY, 19 FEBRUARY 2018 AT 2.00PM**

**COUNTY COUNCIL  
TUESDAY, 20 FEBRUARY 2018 AT 10.00AM**

Cabinet  
Agenda Item No.

**4i**

County Council  
Agenda Item No.

**5A(i)**

**COMMENTS AND CONCLUSIONS OF THE COUNCIL'S CABINET PANELS ON  
THE INTEGRATED PLAN 2018/19 – 2021/22**

Report of the Director of Resources

Author: Deborah Jeffery, Assistant Democratic Services Manager  
(Tel: 01992 555563)

Executive Member: David Williams, Leader of the Council (as responsible for  
Resources, Property & the Economy)

**1. Purpose of the report**

1.1 To inform Members of the comments and conclusions of the County Council's Cabinet Panels on the draft Integrated Plan 2018/19 – 2021/22.

**2. Summary and Background**

- 2.1.1 As part of the Integrated Planning Process each of the County Council's service Cabinet Panels met during late January and early February 2018 to consider the integrated plan 2018/19 – 2021/22.
- 2.1.2 At its meeting on 14 February 2017, the Resources, Property & the Economy Cabinet Panel will consider the Integrated Plan for 2017/18 – 2019/20, the comments of the service Cabinet Panels, and the report of the Overview and Scrutiny Committee on its scrutiny of the IP proposals (the Committee's report is attached as item 4(ii) of the Cabinet agenda / item 5A(i) of the Council agenda).
- 2.1.3 The relevant extracts from the minutes of the service cabinet panels' meetings, together with their conclusions, are attached as Appendix 1 to this report. The relevant extract from the minutes of the Resources, Property & the Economy Cabinet Panel meeting on 14 February, including its conclusions, is attached as Appendix 2 to the report (*to follow*).



### **3. Recommendation**

- 3.1.1 That the report be noted and that the comments and conclusions of the Council's Cabinet Panels be taken into account by Cabinet and County Council in their consideration of the Integrated Plan 2018/19 – 2021/22.
- 3.1.2 Cabinet's recommendations to Council will be considered by County Council on 20 February 2018.

### **4. Financial Implications**

- 4.1 The financial implications of the Integrated Plan proposals are as set out in the report at item 4(iii) of the Cabinet agenda and item 5A(i) of the Council agenda.

### **Background Information**

Minutes of:-

- Adult Care & Health Cabinet Panel, January 2018
- Highways Cabinet Panel, January 2018
- Public Health, Prevention & Performance Cabinet Panel, February 2018
- Environment, Planning & Transport Cabinet Panel, February 2018
- Education, Libraries & Localism Cabinet Panel, February 2018
- Children's Services Cabinet Panel, February 2018
- Community Safety & Waste Management Cabinet Panel, February 2018
- Resources, Property & the Economy Cabinet Panel, February 2018

## **INTEGRATED PLANNING PROCESS 2018/19 - 2021/22: COMMENTS FROM SERVICE CABINET PANELS**

### **1. Adult Care and Health Cabinet Panel (30 January 2018)**

Members were presented with a brief overview of the full structure and detail of the council's Integrated Plan for 2018/19 -2021/2 (IP Plan) before discussing the detail of the section pertaining to Adult Care & Health.

The panel's attention was initially drawn to Part A of the IP Plan where a corporate summary highlighted the announcement from central government in their March 2017 budget of the allocation Additional Improved Better Care Fund monies (Point 1.12), and the risk associated with a court judgement in relation to Liabilities to Sleep Duties (Point 3.3). It was noted that both of these points were relevant and had been integral to the considerations and calculations made regarding the Adult Care & Health budget.

The Adults Care Services portfolio in Part B of the IP Plan was then considered by Members. It was noted that in terms of priorities, Adult Care Services had outlined four strategic area priorities for the forthcoming year.

It was noted that in terms of priorities, Adult Care Services had outlined four strategic area priorities for the forthcoming year, as outlined on page 21 of the report.

The pressures and challenges facing the department as detailed on page 22 of the report, were also outlined, with particular emphasis being placed on the market workforce pressures currently being experienced.

In response to a Member challenge as to why improving rates of delayed transfers of care from hospital had been identified as a risk, as detailed in the summary on page 19 of the IP report, it was explained that this was a risk partly due to the fact that the funding that had been received from the improved Better Care Fund, which had been largely directed towards hospital discharge and prevention of admission solutions, was provided in three individual, annually reducing payments over each of the three year span of the current programme, with only £5.8m due to be provided in 2019/20, compared to £13m when the funding had been first provided in 2016/17. Additionally it was noted that there was a further risk as it was currently unclear as to if and how future funding would be provided beyond 2019/20.

Members noted the key projects and programmes scheduled to be delivered by the department as outlined on page 24 of the report.

In response to a Member question it was confirmed that the savings achieved by reducing residential care placements would be offset by the expenditure on additional costs e.g. of homecare. It was confirmed that the savings from residential

care placements had been calculated based on the equation that each person who received homecare rather than residential care would receive an average of 16 hours of care per week. In response to a Member question, it was noted that this average had increased annually in line with the increasing complexity of the needs of residents.

Confirmation was received that 'extra care' and 'flexi care' were the same service, with flexi care being the term most commonly used within Hertfordshire.

During Member discussion it was noted that the Net Revenue Budget detailed on page 20 of the IP report was calculated based on a range of different factors including changing funding streams and changes in legislation, but predominantly it was based on increased demand and the yearly increase in demography. Member's attention was drawn to page 33 of the IP report which provided further detail on the key budget movements for the department.

Members received assurance that although the budget had been calculated on current demand, demography and legislation, there would be continued monitoring of any changes within these areas, and any significant impact that were to occur as a result of any change it would be responded to as appropriate.

By way of illustration of how legislation would affect the future budget, Members were advised that it was predicted that government policy on increasing the National Minimum Living Wage would end in 2020/21, which would mean that this would no longer be a budgetary pressure that would need to be taken into consideration.

It was also noted that the department recognised that government had yet to formally produce any legislation on the future funding of Adult Social Care, which would also potentially have an impact on future budget planning.

In relation to how the department has reviewed its effectiveness/value for money in delivering service outcomes, as outlined on page 29 of the report, Members were pleased to note that since the report had been published Hertfordshire Adult Care Services had now moved from 84th to 79th in the recently published 2016/17 Adult Social Care Outcomes Framework Measures.

Members noted the key risks in delivering the projects as outlined on page 31 of the report, and discussed in more detail the issues related to workforce pressures as briefly mentioned earlier in the meeting.

Members heard that 30,000 people work in Adult Social Care in Hertfordshire and annually approximately 1,000 per year leave the sector for alternative employment. In addition, an additional 1,000 posts must be recruited in order to meet the increasing demographic demand.

It was noted that the department had been very proactive in promoting recruitment and had explored a number of solutions to secure staff including a recruitment campaign, rebranding the job title, increasing and protecting the salaries of care workers, and recruiting trainee care cadets to fill vacancies, but there was still a gap

in recruitment.

In response to a Member question as to whether there could be consideration of promoting a career in social care in schools, it was agreed that this could be explored. It was noted that local colleges currently run courses, which are sometimes under subscribed. It was agreed that as the care profession was vocational rather than academic, it would not be appropriate to pursue the promotion of care work with the University of Hertfordshire.

Member observations on the cost of travel for care workers, and considerations around the age and gender appropriateness of care workers were noted.

Members were notified that a more detailed paper on the workforce strategy and pressures being experienced by the department would be presented to a future meeting of the Adult Care and Health Cabinet Panel.

The Capital Programme outlined on page 37 of the report was noted by the Panel. Members received clarification that EPH Provision as detailed on the Capital Programme stood for Elderly Person's Home provision.

During further discussion the risk regarding the proposal to submit an Invest to Transform Bid was noted and it was established that robust strategies would be in place should the bid be unsuccessful.

A Member observation that further integration work with the NHS should be considered when planning for future budgets was acknowledged by the panel. Members received assurance that ongoing discussions and meetings were taking place to achieve this.

**Conclusion:**

The Panel provided comment to Cabinet on the proposal relating to the Integrated Plan in respect of the Adult Care and Health Portfolio. The Panel also identified any issues that it felt that the Cabinet should consider in finalising the Integrated Plan proposals. These are outlined in the preceding text.

**2. Highways Cabinet Panel (31 January 2018)**

The Cabinet Panel received a report on the draft Integrated Plan (IP) in relation to the Highways Service, for comment and identification of any issues members felt that Cabinet should consider in finalising the Integrated Plan proposals.

Agenda Item 4(i) of the Cabinet Integrated Plan 2016/17 – 2019/20 was presented to Cabinet on 22 January 2018 and set out the actions the County Council had taken to

engage and consult primarily with the public, in particular raising awareness of the financial pressures faced by the County Council. The results of the consultations were summarised within the related report and appendices.

Members' attention was drawn to an error in Agenda Item 4(ii) of the Cabinet Integrated Plan 2018/19 – 2021/2022 where a reduction in Driver Training income (of £250k pa) had incorrectly been included in the Environment, Planning and Transport portfolio pages (p115, 116 and p122) instead of the Highways portfolio movement. Members were asked to include this item in their consideration of the IP proposals; amended versions of the incorrect pages, i.e. 129,130,138 and 139, for the Highways portfolio were tabled and can be viewed at [Highways Cabinet Panel - 31 January 2018 – Item 5: Appendix B-pages 129 -130 and Appendix C-pages 138-139](#).<sup>1</sup>

The following issues were discussed in relation to the report to Cabinet of 22 January 2018, agenda item 4(ii): Integrated Plan 2018/19 -2021/22:

Re page 14 of 17, members highlighted the potentially misleading title of an item in Table v in relation to the Highways Locality Budget (HLB). It was agreed that the description would be adjusted.

Officers clarified that the £500,000 'Income' figure referred to in 'Analysis of Revenue Budget by Objective Areas', page 140; related to income from third parties as a result of accidents causing damage to the highway.

Re page 141, Members welcomed the New Capital Bid of £5m in 2018-19 and £8m in each of the following four years for carriage maintenance. It was clarified that in Hertfordshire's working model the percentage of A, B & C roads requiring improvement was 3-6%, and that the extra funding would be used to reduce, potentially by half, the 15-16% of unclassified roads currently requiring improvement. If approved, the funding would not be equally spread between divisions but would focus on those unclassified roads most in need of improvement as identified by technical analysis of the road system.

The new funding stream would be delivered by the Integrated Works Programme (IWP) and a separate schedule issued to identify which unclassified roads would be involved, enabling members to ensure their HLB commitments did not duplicate work covered by the programme. To aid with this Assistant Highway Managers would check which roads were on the additional IWP and consult with the Local Member.

In relation to Revised Capital Bids – Annual Programmes (page 142) it was clarified that 'traffic signals replacement' also covered pedestrian crossings. Further to this, as there was already a programme of traffic signal refurbishment the additional funding would be directed to junctions.

Officers clarified that the revenue element of HLB not specifically mentioned in the 'Analysis of Budget by Objective Areas' on page 140 was included in the Traffic Management & Safety line.

In relation to Key Budget movements 'Reduced Street Lighting Scouting Frequency' (page 139), officers clarified that conversion of street lights to LED and in particular the introduction of a Central Management System (CMS) meant that scouting was unnecessary after conversion. However funds remained for this purpose and some scouting would continue for bollards and signage. It was highlighted that some street lights remained out after scouting due to UK Power Networks (UKPN) issues and were out of the control of the Council. Officers clarified that approximately £100,000 per year was spent on scouting of illuminated assets.

During discussion of the impact of the growth agenda on the highways, officers highlighted that the agenda to encourage modal shift already existed and, although the Local Transport Plan (LTP4) gave it greater emphasis, the approach to growth was changing and could result in greater pressure on the highways. The impact would be discussed with members as it was modelled.

During debate on the need to improve the Council's funding response to medium sized development applications, members who served as both county council and district/borough councillors were encouraged to become involved with the campaign of the Executive Member for Environment, Planning and Transport (EPT) to ensure that the uplift in land values generated suitable levels of funding for Councils, as the consequence of development had impacts beyond the sites being developed. Emphasis was placed on highlighting to the District and Borough Councils that they were recovering insufficient funds to meet the costs of delivering the required infrastructure.

Furthermore, to enable the Council to bid for infrastructure funding via government funding streams for infrastructure issued at random and at short notice, the Executive Members for EPT and Highways had required the preparation of impact assessments for varying sizes of development. This would also provide the District and Borough Councils with the information on how much they needed to raise from planning consents to support infrastructure.

Emphasis was placed on ensuring that the Council's Development and Management Team put the right information on planning applications and that the District and Borough Councils incorporated this in the planning conditions or as an informative.

In relation to the projected reduction of £250,000 in Driver Training income in 2018/19 officers clarified that the surplus income from Speed Awareness Courses for drivers in lieu of points and fines was applied to road safety. Data suggested that the decrease in the number of individuals attending the course and concomitant decrease in this income stream would continue into the next year. Some counties were observing a similar decline in the throughput whilst others were not and the police were assisting in understanding the reasons behind this.

Members heard that recent press reports on the number of unfilled potholes in Hertfordshire were likely not informed by the same database as the County Council's and as a result at variance. Strategic proactivity on potholes centred on the Asset Management approach to maintain the roads in best condition and stop them from deteriorating within the funding available and, as part of this, the proposed additional

funding for unclassified roads would significantly reduce the number of potholes. The performance indicator of 'Carriageway Defects Reported by the Public and Attended Within the Prescribed Response Time', showed a 100% achieved rate in September 2017 which, alongside the Council's high repudiation rate for insurance claims relating to highway defects, further substantiated the service's high levels of performance in dealing with potholes within the intervention criteria. It was clarified that highway faults below the intervention criteria were not classified as potholes. Further to this, members' intervention in bringing the increased size of potholes previously categorised as below intervention level to the Highways Service's attention was constructive in getting them filled. On the need to ensure the quality of pothole repairs, comment was passed that in some cases, those now being undertaken appeared to last longer than the surrounding road.

During discussion of the need to widen the A1M between Welwyn and Stevenage to deal with the fact that it did not function appropriately between junctions 6 and 8 for large parts of the working day, officers highlighted that it was not appropriate for the County Council to fund works on another agencies' networks. However, Hertfordshire had lobbied Highways England (HE), via the Managed Motorways Scheme, to widen this stretch of road and had been advised that work would start in the 2019/20 calendar year.

Following concerns around the need for additional funding from HE for improvements to affected junctions to assist local traffic flows, members heard that the Strategy Document under development included A1M junctions 3 and 4. It would also establish the ability of the Highways Service to develop schemes to take advantage of any government funding and Local Enterprise Partnership monies that became available. To member observations that in the past feeder junctions had been funded by HE, officers commented that HE had recently taken a more enlightened approach to highway improvements and were taking complimentary measures to support associated junctions

**Conclusions:**

- 1.The panel commented as above to Cabinet on the proposals in the Integrated Plan in respect of Highways;
- 2.The panel identified issues as above that it felt Cabinet should consider in finalising the Integrated Plan proposals.

### 3. Public Health, Prevention and Performance (2 February 2018)

The panel received a report which highlighted the areas of the Integrated Plan relating to Public Health, Prevention and Performance for members consideration and comment. The following issues were discussed in relation to the report to Cabinet of 22 January 2018, agenda item 4(ii): Integrated Plan 2018/19 -2021/22.

Members heard that the 2.5% reduction in the Public Health grant from September 2017 and rising to 7.5% by 2019/20 had been known and accounted for when preparing the proposed budget. Attention was drawn to PH's small capital budget of £725m, the key revenue pressures, savings proposals and capital schemes (page 152) and the service's strategy to work to maintain services and outcomes.

Officers clarified that, despite the proposal for 'Reduction in funding offered to district councils' (page 157: Key Budget Movements 2018/19-2021/22), the service was investigating ways of continuing to contribute financially to working with district councils which were well placed to provide particular PH agendas including weight management and physical activity. Member input to this issue was encouraged. Following observations from the Peer Challenge and PH's strengths in influencing across and between, and that partnership working and greater integration were the way forward, Members requested the full written report to the LGA Peer Challenge on Public Health.

Officers clarified that although Mental Health (MH) was not a mandated service for PH, to prevent a reduction in support for MH issues it was being written into children's centre, school nurses and health visitor service specifications currently being recommissioned by the County Council. The relevant MH staff budgets had been protected as had the staff budgets for school pastoral networks.

In terms of key risks in delivering projects and programmes for the PH portfolio and the risk of losing experienced PH staff, members heard that the performance monitor would now track vacancy rates and the use of agency staff.

#### **Conclusions:**

1. The Panel commented to Cabinet on the proposals relating to the Integrated Plan in respect of Public Health, Prevention and Performance.
2. The Panel identified any issues that it felt that the Cabinet should consider in finalising the Integrated Plan proposals.
3. Panel supported the Public Health Integrated Plan proposals.



#### 4. Environment, Planning & Transport Cabinet Panel (5 February 2018)

The Panel was invited to comment and identify any issues on the areas of the Integrated plan which related to Environment, Planning and Transport.

Members were informed that following on from the Public Engagement on the Integrated Plan (IP) that 56% of responses said they would rather see an increase to council tax and 32% a reduction in services. The percentage of respondents that supported a reduction in expenditure on Environment and Planning was 42% lower than in previous years, whilst 21% supported a reduction in Highways and Transportation a slight increase on last year, but lower than the previous two.

Members noted that pressures added £325 in 2018/19 rising to £700,000 in 2021/22. This was mainly the 'Responding to Growth' item. Members' attention was drawn to the item of £3.491m on page 185 of the IP pack under the heading for Infrastructure and Investment, a substantial part of which was for the development of major infrastructure and sustainable transport schemes. It was further noted that savings of £515,000 had been identified for 2018/19 rising to £726,000 in 2021/22.

A concern was raised in relation to the merging of the Countryside Management Service (CMS) and the Rights of Way teams and the impact on the service when the team are reconvened. Members agreed that the work of both teams were valued and both provided a good service. Members were informed the £150k savings would be over the course of 2 years, it was noted that teams did have overlapping functions. The savings would be generated through a natural reduction of one person, thinning of the management structure and by taking over diversion orders from the district and borough councils which would generate income. The aim was that the merging of the two teams would be an improvement to the service. Members hoped that improvements to bridle ways could also be included.

A member questioned whether some of the infrastructure fund could be used to support a passing loop on the Abbey Line. It was noted that the rules for accessing the funds had not yet been agreed and that a bid to support an Abbey Line passing loop would need to be considered against the criteria once set.

Following a question from a Member in relation to the Savercard, the Chairman clarified that the proposal to raise the price of the Savercard ticket was not linked or contingent in any way on the efficiency savings expected from the wider concessionary fare scheme.

The Executive Member noted that the additional income from increasing the price of Savercards was relatively small and suggested the Panel recommended to Cabinet that, if further savings had been identified through the budget process, that Cabinet defer the increase to the Savercard. The Panel supported the Chairman's suggestion to Cabinet.

A Member queried what would happen to the budgeted £72m Capital money over the next three years if it was not used for the Metropolitan Line Extension. In response the Panel noted that the money was not predominately the County

Council's money and it was money that would have been received through the LEP and third party contributions. The Panel were informed that a certain amount of Capital money had already been committed. Members agreed the infrastructure fund for sustainable planning and the new team were welcome and there was an opportunity for Members to put forward schemes for consideration.

**Conclusions:**

That the Panel:

1. supported the Integrated Plan Proposals in relation to Environment, Planning & Transport
2. recommended to Cabinet that Cabinet consider deferring the increase in the price of the Saver card if other efficiencies have been identified through the budget process
3. also identified any issues that it felt that the Cabinet should consider in finalising the Integrated Plan proposals. These are outlined in the preceding text'

**5. Education, Libraries and Localism Cabinet Panel - Schools (6 February 2018)**

The Cabinet Panel considered a report which highlighted the areas of the Integrated Plan which related to Education, Libraries and Localism (Schools) in order for Members to provide comment.

Members noted that the schools budget remained challenging although additional funding of around 1.4% from the Dedicated Schools Grant was welcomed. A total reduction of 1.1% was anticipated for the schools budget.

In response to a Member question in relation to the figures on inflation detailed at 4.4 of the report, it was advised that just over an additional £21 million was required to meet inflation costs however £10.3 million would be available after taking account of other budget pressures and savings, leaving approximately £10.9 million of inflation costs unfunded, which was equal to around 1.1% of the mainstream schools budget.

**Conclusion:**

The Cabinet Panel recommended the proposals relating to the Integrated Plan in respect of Education, Libraries and Localism (Schools) to Cabinet.

**6. Education, Libraries and Localism Cabinet Panel – Non Schools (6 February 2018)**

The Cabinet Panel considered a further report which highlighted the areas of the Integrated Plan that related to Education, Libraries and Localism (Non Schools) in order for Members to provide comment.

Members acknowledged that there was around a £2 million reduction in budget due to the cessation of the Education Services Grant. It was proposed that this reduction was met by seeking de-delegated funding from maintained schools to assist with school improvement. In addition, proposals were underway to consider funding options for Hertfordshire Music Service. It was noted that Hertfordshire Music Service had a budget of £500,000 for 2017/18, which was proposed to reduce to £200,000 for 2018/19.

The implications of the Integrated Plan for Libraries were discussed. Members acknowledged the options being considered for the service to save £500,000. It was noted that the recommendations for an Alternative Library Model, were due to be presented to the Cabinet Panel in April 2018. Members acknowledged the New Capital Bid for the replacement of Library self-service Kiosks. It was noted that some Kiosks were 9-10 years old and required replacing.

Members noted that Special Education Needs Home to School Transport remained an ongoing pressure for this budget, with a current overspend acknowledged. It was noted that services were at a statutory level and the importance of the service recognised.

**Conclusion:**

The Cabinet Panel recommended the proposals relating to the Integrated Plan in respect of Education, Libraries and Localism (Schools) to Cabinet.

**7. Children’s Services Cabinet Panel (7 February 2018)**

M A Watkin – by virtue of his wife being employed as a part-time teacher in the music service in Hertfordshire. He has been granted a dispensation by the Standards Committee to participate, debate and vote in business in which this Disclosable Pecuniary Interest is mentioned provided that the business to be considered does not directly affect his financial position or that of his wife; which he considered it did not.

The Panel was invited to comment and identify any issues on the areas of the Integrated plan which related to Children’s Services.

The Labour Opposition Member requested that his comments that, he was against the budget cuts to YC Hertfordshire and the Children’s Centres, be recorded in the minutes.

**Conclusion:**

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The Panel provided comment to Cabinet on the proposal relating to the Integrated Plan in respect of the Children's Services Portfolio. The Panel also identified any issues that it felt that the Cabinet should consider in finalising the Integrated Plan proposals.

## **8. Community Safety & Waste Management Cabinet Panel (8 February 2018)**

Notification of a Declarable Interest: PV Mason declared that he was a member of the Ratty's Lane Action Group. No vote was undertaken on the agenda item and Cllr Mason was permitted to participate in the debate.

Prior to the report being discussed, the Chairman made the following announcement:

'All Members who have a disclosable pecuniary interest arising from an allowance from the County Council, another local authority in Hertfordshire, or a body to whom they have been appointed by the County Council, have received a dispensation to allow them to participate in debate and vote on the Integrated Plan.

All Members have been granted a dispensation to participate in debate and vote in any business of the County Council relating to setting the council tax or precept when they would otherwise be prevented from doing so in consequence of having a beneficial interest in land which is within the administrative area of Hertfordshire or a licence (alone or jointly) to occupy such land.'

Members were reminded that the Overview & Scrutiny Committee had undertaken a full day session looking at the Integrated Plan on 24 January 2018 where Executive Members and officers had answered questions from scrutiny groups. A report containing observations and recommendations from the scrutiny groups was considered by the Overview and Scrutiny Committee on 1 February 2018.

It was explained that the Integrated Plan (IP) would be considered by Cabinet on 19 February before being finalised at County Council on 20 February 2018.

It was further explained to the Panel that the purpose of the report for panel was for Members of the Panel comment on the IP in relation Community Safety & Waste Management and to identify any issues that it felt the Cabinet should consider in finalising the Integrated Plan proposals.

Member's attention was firstly drawn to the shorter of the two reports (document 4(i)) which set out the actions that the council has carried out to engage and consult with the public and partners.

Members noted that on page 5 of the report, which detailed the responses to a public questionnaire, that in a choice between service reductions and further council tax increases, 56% of respondents said that they would rather see an increase in council tax and 32% a reduction in services. It was noted that the graph at the top of page 4 illustrated that the percentage of respondents supporting a reduction in expenditure on

disposing of the council's waste was 26% (a reduction on the 28% last year and the 33% and 39% in previous years) while those supporting a reduction in expenditure on community protection was 17% (a reduction on the 22% last year and the 26% and 27% in previous years).

Members were then invited to consider the proposed Integrated Plan for Community Safety & Waste Management detailed on page 63 and 64 of the main report (document 4ii). It was noted that this contained the following elements; Key Priorities (pages 65 & 66); Key Pressures and Challenges (pages 66 to 70); Key Projects and Programmes (pages 70 to 72); Key Savings (page 72); how the departments have reviewed effectiveness and value for money (pages 73 to 75); and Risks in delivering projects (page 76).

The Panel noted the changes to the revenue budget were set out on pages 77 and 78. It was explained to Members that Service Specific Inflation was calculated to add £400,000 per year; Pressures add £2m in 2018/19 rising to £4m in 2021/22; while ongoing savings of £1.4m have been identified increasing to just under £2m in 2018/19. The total budgets for the services that make up the portfolio (page 80) totalling £78.8m in 2018/19 rising to £81.5m in 2021/22 and the capital programme Pages (81-87) for Community Safety & Waste Management to £30.5m over the four years of the plan were also noted by Members.

Members discussed the potential impact on the budget plans of the notification of a call in by the Secretary of State regarding the proposed development of an Energy Recovery Facility (ERF) at Ratty's Lane Hoddesdon, by Veolia (ES) Hertfordshire Limited. The panel noted that the Secretary of State's decision would add many months of delay to the project, but that, within the current IP period there are no immediate budget implications.

In answer to a question of what plans are in place if the ERF is not granted planning permission the Panel received assurance that arrangements had been secured for disposing of residual waste until March 2021 and contingency plans had already been considered. It was noted that the lack of a long term in county treatment solution would most likely mean out of county disposal routes would be necessary contrary to the proximity principle for disposing of waste close to where it's generated. It was agreed that the concerns of the Panel should be highlighted to Cabinet when making its final decisions in relation to the budget.

Members also raised concerns regarding the potential impact on the budget plans presented by the final decision not yet being announced by the Home Secretary regarding the potential transfer of governance of Hertfordshire Fire & Rescue Service from Hertfordshire County Council to the Office of the Police & Crime Commissioner for Hertfordshire.

The panel were advised that a number of other local authorities were also experiencing delay in the decision regarding the transfer of governance within their own authorities, and as a result, discussions had taken place with the Local Government Association with a view to making a joint representation to the Home Office to outline the impact the delay in the decision being made was having on effective future planning.

Members agreed that risk to the budget plan regarding the delay in decision by the Home Secretary regarding the transfer of governance of Hertfordshire Fire & Rescue Service from Hertfordshire County Council to the Office of the Police & Crime Commissioner for Hertfordshire should also be brought to the attention of Cabinet when making its final decisions in relation to the budget.

**Conclusion:**

The Panel provided comment to Cabinet on the proposal relating to the Integrated Plan in respect of the Community Safety & Waste Management Portfolio. The Panel also identified any issues that it felt that the Cabinet should consider in finalising the Integrated Plan proposals. These are outlined in the preceding text.

TO FOLLOW

**HERTFORDSHIRE COUNTY COUNCIL**

**CABINET  
MONDAY, 19 FEBRUARY 2018 AT 2:00PM**

**COUNTY COUNCIL  
TUESDAY, 20 FEBRUARY 2018 AT 10.00AM**

Cabinet  
Agenda Item  
No

**4(ii)**

County Council  
Agenda Item  
No

**5A(ii)**

**SCRUTINY OF THE INTEGRATED PLAN 2018/19 – 2021/22: REPORT OF THE  
OVERVIEW & SCRUTINY COMMITTEE**

Report of the Director of Resources

Authors: Natalie Rotherham, Scrutiny Officer (Tel: 01992 555300)  
Michelle Diprose, Democratic Services Officer (Tel: 01992 555566)

**1. Purpose of report**

- 1.1 To inform Cabinet and County Council of the recommendations made by the Overview and Scrutiny Committee as a result of the Integrated Plan 2018/19 – 2021/22 scrutiny held 24 January and 1 February 2018.

**2. Summary and Background**

- 2.1 The Committee's scrutiny of the Integrated Plan 2018/19 – 2021/22 was conducted over two days. On 24 January 2018 members of the Committee, and other participating County Councillors, gathered evidence on the Authority's Integrated Plan proposals. It concluded on 1 February 2018, when it agreed its recommendations to Cabinet. These are set out in section 3 of the report below.

**3. Recommendations**

That Cabinet gives consideration to the IP recommendations to ensure a balanced budget is achieved for 2018/19 and beyond.

That the Council agrees:-

1. That the Council proactively engages with contractors to monitor contracts and contractor resilience; further, that risks that impact on the Authority, including staff shortages are identified; and contingency planning is sufficient to achieve IP proposals;
2. To prioritise working with district/borough councils to develop a more collaborative, co-ordinated and mutually beneficial approach to infrastructure planning for the medium and long term (e.g. waste disposal, a highways structure capable of accommodating driverless cars);



3. To work with the district/boroughs to develop more holistic services, in reference to the remodelling of YC Herts;
4. To revisit and further develop the workforce strategy for both specialist job roles (e.g. planners, educational psychologists, mental health nurses and CAMHS support) and hard to recruit/retain posts (e.g. paid carers) via in-house training and apprenticeship programmes;
5. To progress and resolve the issues relating to capability, capacity and skills that impact on delivering quality and appropriate solutions related to the digital strategy;
6. That the Highways savings identified will be realised; and that Highways will work with contractors to identify any additional savings during 2018/19.

#### **4. Financial Implications**

- 4.1 The financial implications are as set out in the IP papers and as per the recommendations detailed at section 3 of this report.

#### **5. Equalities Impact Assessment (EqIA)**

- 5.1 When considering proposals placed before Members it is important that they are fully aware of, and have themselves rigorously considered the equalities implications of the decision that they are taking.
- 5.2 Rigorous consideration will ensure that proper appreciation of any potential impact of that decision on the County Council's statutory obligations under the Public Sector Equality Duty. As a minimum this requires decision makers to read and carefully consider the content of any Equalities Impact Assessment (EqIA) produced by officers.
- 5.3 The Equality Act 2010 requires the Council when exercising its functions to have due regard to the need to (a) eliminate discrimination, harassment, victimisation and other conduct prohibited under the Act; (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it. The protected characteristics under the Equality Act 2010 are age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief, sex and sexual orientation.
- 5.4 An Equality Impact Assessment (EqIA) has been undertaken on the draft Integrated Plan proposals 2018/19 – 2021/22 and this is included within the Integrated Plan proposals also being considered at this meeting.

#### **Background Information**

Reports & Minutes of the Overview & Scrutiny Committee meetings held in [November 2017<sup>i</sup>](#) and [December 2017<sup>ii</sup>](#)

## Integrated Plan Document Pack

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i

<https://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/692/Committee/6/Default.aspx>

ii

<https://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/693/Committee/6/Default.aspx>

**HERTFORDSHIRE COUNTY COUNCIL**

**CABINET  
MONDAY, 19 FEBRUARY 2018 AT 2.00 PM**

**COUNTY COUNCIL  
TUESDAY, 20 FEBRUARY 2018 AT 10.00 AM**

<u>Cabinet Agenda Item No.</u> <b>4(iii)</b>
<u>County Council Agenda Item No.</u> <b>5A(iii)</b>

**INTEGRATED PLAN 2018/19 - 2021/22  
(incorporating the Strategic Direction and Financial Consequences and the  
Treasury Management Strategy)**

Report of Chief Financial Officer

Author:

Owen Mapley, Director of Resources 01992 555601  
Lindsey McLeod, Head of Accountancy 01992 556431

Executive Member: David Williams, Leader of the Council (as responsible for  
Resources, Property & the Economy portfolio)

**1. Purpose of report**

1.1 To propose the Integrated Plan for 2018/19 – 2021/22 for the Council. The Integrated Plan (IP) comprises:

- An overview of the proposed revenue budget and capital programme, including incorporating a review of the budget estimates and adequacy of reserves (Part A);
- Strategic Direction and Financial Consequences, by portfolio (Part B);
- the Treasury Management Strategy (Part C);
- the Capital, Asset Management and Investment Strategy (Part D);
- the Insurance and Risk Strategy (Part E)
- an Equalities Impact Assessment (Part F); and
- other technical information and finance summaries (Part G).

1.2 These proposals should be considered in the light of the feedback on the draft Integrated Plan from Cabinet Panels and the Overview & Scrutiny Committee (items 4(i) and 4(ii) of the Cabinet agenda / items 5(i) and 5(ii) of the Council agenda) and the Public Engagement and Consultation report (item 4(i) on the 22 January 2018 Cabinet agenda).

1.3 The final determination will be by the County Council on 20 February 2018.

## 2. Summary and Background

- 2.1 The Integrated Plan (IP) brings together the financial impact of service plans and the available funding to resource these, over the next four years. These plans have been set in the context of the difficult challenges that the council faces, including:
- Increasing demand for services from our growing and ageing population and increasing complexity of needs of existing service users, for example within social care related services; and
  - Further reductions in grant funding expected over the IP period.
- 2.2 The Integrated Plan has been extended to 2021/22, to enable forward planning to deliver the necessary service change to maintain a balanced budget. However, while funding to 2019/20 falls within the Government's four year settlement agreement, subsequent years will depend on future changes to local authority financing, along with the Government's wider economic strategy. The IP includes core funding in line with the four year settlement: a £22 million reduction in Revenue Support Grant (RSG) compared with 2017/18, to £22.6m; and a further reduction to £1.89 million by 2019/20.
- 2.3 The Provisional Settlement for 2018/19, announced in December, confirmed these core funding reductions to 2019/20. Other grant reductions, including New Homes Bonus and the cessation of Education Services Grant, have also been confirmed.
- 2.4 In the Provisional Settlement, the Secretary of State announced an increase in the council tax referendum threshold, allowing local authorities to increase general council tax in 2018/19 by up to 3% before triggering a referendum. The 2017/18 IP had assumed an increase in general council tax of 1.99% per year, along with raising the permitted 3% additional Adult Social Care precept in 2018/19.
- 2.5 Given the budget pressures and ongoing savings gap, the IP proposes to take up the additional 1% increase in general Council Tax, to give an increase of 2.99% for 2018/19 and 2019/20 (the Government have indicated their intention to retain the higher threshold for 2019/20, although this is not guaranteed).
- 2.6 From 2016/17, the Government has allowed social care authorities to raise a precept equal to 8% of council tax income, over the period to 2019/20. The Council has raised a 2% precept in 2016/17 and 3% in 2017/18. Given the continued demographic and cost pressures (e.g. living wage) on social care, the IP proposes to raise the remaining 3% in 2018/19. This will deliver an additional £16.7m income to help meet adult social care pressures.
- 2.7 This report provides an update on changes in available funding notified since January Cabinet, including details of the Final Local Government Finance Settlement and final council tax and business rates information that has recently been provided by the ten District and Borough Councils in Hertfordshire. It sets out proposals for use of both this funding and of other budgets that, whilst included in the draft IP published in January, were flagged

as provisional pending confirmation of the then outstanding details of the final funding settlement.

- 2.8 This report also summarises key decisions on the financing of the capital programme and related budgets, and provides detail on the use of capital receipts and reserves to support this expenditure.
- 2.9 The Director of Resources has reviewed the level of general reserves and has confirmed his view that the current level of 4% of the Net Revenue Budget is appropriate. The specific reserves maintained by the Council have also been reviewed and adjusted to reflect changed circumstances.
- 2.10 Details of changes to the revenue budget since January are given in section 4, and the summary position (assuming recommendations are agreed) is shown in Appendices 1 to 3.

### **3 Recommendations**

Cabinet is recommended to:

- (a) approve the changes to the Integrated Plan [Parts A to D] as set out in section 4.7 of this report; noting that amendments to the budget may be required once any outstanding grants have been announced by the Government; and
- (b) recommend to the County Council that the Integrated Plan for 2018/19 - 2021/22 (as amended above) be adopted, and specifically that:

*In respect of all Parts:*

- (i) the Director of Resources, in consultation with the Leader of the Council (as Executive Member for Resources, Property & the Economy portfolio), be authorised to make any necessary amendments to ensure the final plan is in line with decisions taken by the County Council before publication;

*In respect of Parts A & B:*

- (ii) a Revenue Budget of £844.793m and a Council Tax Requirement of £582.977m be agreed as per the updated Revenue Budget Statements included at Appendix 1 to 3 of the report.
- (iii) a Band D Council Tax of £1,224.67 plus a Band D Social Care precept of £95.79 be agreed for the County Council in 2018/19, and that the amount of tax calculated for all bands be as follows:

Band	Band 'D' Multiplier	2017/18 Council Tax	2018/19 Council Tax (2.99%+3.00%)		
		Total	General Expenditure	Adult Social Care Precept	Total
A	6/9	£830.55	£816.46	£63.85	£880.31
B	7/9	£968.98	£952.51	£74.51	£1,027.02
C	8/9	£1,107.40	£1,088.60	£85.14	£1,173.74
<b>D</b>	<b>1</b>	<b>£1,245.83</b>	<b>£1,224.67</b>	<b>£95.79</b>	<b>£1,320.46</b>
E	11/9	£1,522.68	£1,496.83	£117.07	£1,613.90
F	13/9	£1,799.53	£1,768.96	£138.37	£1,907.33
G	15/9	£2,076.38	£2,041.13	£159.64	£2,200.77
H	18/9	£2,491.66	£2,449.34	£191.58	£2,640.92

- (iv) the precept amount of £582,977,081.91 be required from the district and borough councils as follows:

District	Precept Amount £
Borough of Broxbourne	45,740,074.17
Dacorum Borough Council	74,927,654.06
East Hertfordshire District Council	78,703,113.29
Hertsmere Borough Council	53,736,978.00
North Hertfordshire District Council	64,859,014.51
St Albans District Council	81,388,004.61
Stevenage Borough Council	35,729,666.91
Three Rivers District Council	50,499,276.10
Watford Borough Council	42,774,849.19
Welwyn Hatfield Council	54,618,451.07
<b>TOTAL</b>	<b>582,977,081.91</b>

- (v) a capital programme totalling £819.883m for the period 2018/19 to 2021/22 be agreed and financed as set out in the Integrated Plan Part A tables 4a and 4b (p16):
- (vi) the Director of Resources, in consultation with the Leader of the Council (as Executive Member for Resources, Property and the Economy portfolio) and the Executive Members for the relevant service, be authorised to vary the capital programme during the year to include additional schemes that are wholly funded by grants or third party contributions and to vary existing schemes to match any changes in funding from grants or third party contributions;

- (vii) the schools budget be agreed at the level of the Dedicated Schools Grant (DSG) plus use of carry forward DSG (this is currently estimated at £944m less deductions in respect of academies and post 16 high needs places), and that the Director of Resources in consultation with the Director of Children's Services, the relevant Executive Members and the Schools Forum, be authorised to amend the schools budget to match any changes to the Dedicated Schools Grant and the planned approach to balancing the schools budget in future years of the Plan;
- (viii) the Director of Resources, in consultation with the Leader of the Council (as Executive Member for Resources, Property & the Economy portfolio) and the relevant service Executive Member and Chief Officer, be authorised to determine the allocation of Adult Social Care Support Grant to budgets within Adult Care Services; and the use of any other non-ringfenced grants not yet allocated to services;
- (ix) the Director of Resources in consultation with the Leader of the Council (as Executive Member for Resources, Property & the Economy portfolio), the Executive Member for Environment, Planning and Transport, the Executive Member for Highways and the Director of Environment, be authorised to determine the allocation of budget from the £2m Infrastructure, Investment & Sustainable Transport Fund;
- (x) that, consistent with the approval in the 2017/18 IP of the transfer of one off savings from the revised Minimum Revenue Provision policy into the Investment Reserve set aside to support the capital financing, borrowing and investment plans, the £6.4m that will be realised from this policy in 2018/19 be transferred to the Investment Reserve, as outlined in paragraph 4.18;
- (xi) the Chief Executive, in consultation with the Leader of the Council, be authorised to issue the Council Tax Information in accordance with demand notice regulations;
- (xii) that, in the light of the requirement for delivery of further savings in future years, Chief Officers be commissioned to work with Executive Members and their Cabinet Panels to develop options at the earliest possible opportunity for the delivery of substantial additional savings;

*In respect of Part C:*

- (xiii) the Minimum Revenue Provision policy and capital expenditure prudential indicators be approved (IP Part C, Section 2); and
- (xiv) the Treasury Management Strategy, including the Borrowing, Lending and Financial Derivative policies, the introduction of the new financial instruments and the treasury management prudential indicators be approved (IP Part C, Sections 4-8).

## **4 Integrated Plan 2018/19 – 2021/22**

### **Revenue Budget**

- 4.1 The Final Local Government Finance Settlement for 2018/19 was announced on 6th February. This confirmed the overall funding indicated in the Provisional Settlement, with a small (£0.133m p.a.) decrease in Business Rates top up grant, following the revision of some tax base figures for the impact of April 2017 revaluations.
- 4.2 The Final Settlement also included some additional funding through a one year extension of the Adult Social Care Support Grant that was provided as one off funding in 2017/18. Hertfordshire's allocation for 2018/19 is £2.584m. The Ministry of Housing, Communities and Local Government (MHCLG) have stated that this is to be used to build on progress in supporting sustainable social care markets. The draft IP identified a risk for Sleep In duty payments, following a legal judgement that these should be set at an average rate that meets the conditions of the National Living Wage (Part 2 p12). Since January, a significant element of this risk has crystallised and is now expected to add a £1.5m p.a. cost pressure. It is proposed that this be a first call on the additional funding. Given the late announcement of this grant, it is proposed that the £2.584m grant is initially held centrally and will be allocated to Adult Care Services under delegated powers.
- 4.3 Since the report to January Cabinet, Districts have provided forecasts for Council Tax Base and Collection Fund balances for 2018/19 onwards. There has been growth in the Council Tax base (including some improvement in collection rates), and increased one-off surpluses on collection. Latest figures show an additional £1.011m of ongoing income from Council Tax and the Social Care Precept, above previous assumptions: forecast growth had been increased from 0.8% to 1%, based on information available in November. The Council Tax Collection Fund forecast shows an additional one-off amount of £4.698m income in 2018/19, compared with the previous estimates.
- 4.4 In January, business rates income had been assumed at MHCLG's assessed baseline level, and in line with 2017/18 estimates. Actual income for 2018/19 will reflect any local growth or reduction against baseline. Figures provided by Districts at the end of January show estimated income for 2018/19 of £48.665m, £0.828m higher than baseline. Districts are also forecasting an improved position on the Business Rates Collection Fund: a deficit of £1.5m had been assumed in the draft IP, but the latest figures show an overall surplus of £0.918m, providing a one off increase of £2.418m. There has also been some movement in S31 grants that compensate for business rates changes introduced in previous Autumn Statements, along with the change from RPI to CPI: these grants have increased by £2.138m from previous assumptions for 2018/19.
- 4.5 A number of ringfenced and non-ringfenced grants have been confirmed. Where grants are given for specific service areas, but have non ringfenced conditions, they are held centrally and released under delegated powers, once detailed plans for this spend are agreed. £0.160m new funding for Supported



Internships has been announced and will be taken to central reserve until spending plans are confirmed.

- 4.6 The net impact of funding changes since the draft IP approved by Cabinet in January is an increase in ongoing revenue funding of £1.835m per annum, plus one-off income totalling £9.254m from collection fund balances and S31 grants relating to Business Rates; and £2.584m from the extended Adult Social Care Support Grant. These are shown in Table 1 below:

**Table 1: Changes to Revenue Funding from January IP**

	2018/19 £m	2019/20 £m	2020/21 £m	2021/22 £m
Tax Base Growth – additional council tax and related social care precept	1.011	1.011	1.011	1.011
NNDR income growth above baseline	0.824	0.824	0.824	0.824
<b>Additional Core Revenue Funding</b>	<b>1.835</b>	<b>1.835</b>	<b>1.835</b>	<b>1.835</b>
<b>Plus One Offs and additional service specific grants:</b>				
Council Tax Collection Fund balance from previous years	4.698			
Business Rates Collection Fund balance – move to surplus	2.418			
Business Rates – S31 grant	2.138			
Adult Social Care Support Grant	2.584			
<b>Additional One Off income</b>	<b>11.838</b>			
<b>Total Additional Funding</b>	<b>13.673</b>	<b>1.835</b>	<b>1.835</b>	<b>1.835</b>

- 4.7 It is proposed that this additional funding be allocated as set out in Table 2 below:

**Table 2: Use of Additional Funding and Provisional Budgets, 2018/19**

	£m
<b>Adult Social Care</b> Additional ASC Support Grant will be used to help support local care markets, including funding the additional costs of paying Sleep In duties	2.584
<b>Invest to Transform Fund (ITT)</b> A major bid for Adult Social Care transformation is being considered (£4.9m over four years, elsewhere on this agenda). If approved, and no new money is added to ITT, the balance on ITT will fall to £10.66m by end of 2021/22. This is before any other new bids. Given the extent of budget gaps still outstanding, the wide range of uncertainties and risks that affect our funding after 2019/20 and the extent of change still expected in the future (eg responses to Adult Social Care green paper; new local government funding model; ongoing technological and digital change; continued demographic increases etc) retaining specific funding to support ongoing	4.789

	<b>£m</b>
transformation is essential.	
<b>Transition Fund</b> Creation of a new transition fund, ahead of the implementation of a new local government financing model, to be released between 2019/20 and 2021/22, to contribute to the closure of remaining savings gap in those years whilst continuing to minimise the requirement for front line service policy changes	6.300
<b>Total</b>	<b>13.673</b>

In addition to these proposals for the allocation of new ongoing and one-off funding, the draft IP included £3.491m of one off Infrastructure and Investment funding which was proposed for use in a number of ways including the development of major infrastructure and sustainable transport projects, service transformation, and to meet other requirements including the need to replenish the Insurance Fund. The exact use of this budget was to be confirmed, once further information on any additional funding was known. The final IP proposes allocating £1m of this budget to replenish the Insurance Fund and £2m to an Infrastructure and Investment Fund, to support the newly created Growth & Infrastructure team's work on developing proposals related to infrastructure and sustainable transport investments. The balance of £0.491m, less £0.048m minor movements in other budgets, is proposed for allocation to the Invest to Transform Fund, to help meet future projects. This, with the allocation above, would give a total contribution of £5.232m in 2018/19.

- 4.8 The draft IP also included a £2m increase in general contingency for 2018/19, which was also flagged as requiring confirmation once final funding levels were known. This has been included unchanged in the proposed IP, bringing the 2018/19 contingency budget to £6.022m. This is comparable to 2017/18 (£6.3m) and is an increase from the £4m provided in previous years and at present assumed for 2019/20 onwards.
- 4.9 For 2019/20 onwards, the additional ongoing funding of £1.835m is proposed to reduce the outstanding budget savings gap for those years. Even with these changes, this remains challenging: the savings gap is £6.253m in 2019/20 rising to £27.860m by 2021/22.
- 4.10 It is proposed that any further movements in general funding be taken to / from contingency, under delegated powers; and any movements in service specific grants are taken to reserves and applied under delegated powers.
- 4.11 If required, decisions to meet any shortfall in income, or to use any additional funds, will be brought to members during 2018/19, for approval by Cabinet in accordance with financial regulations.
- 4.12 To reflect the changes above an updated Summary Budget Movement Statement (Table 1 - IP Part A page 7), Funding Statement (Table 2 – IP Part A page 8) and Service Revenue Budget Statement (Table 3 - IP Part G page 301) have been included in Appendix 1, 2 and 3 of this report respectively.

- 4.13 The IP Pack will be amended for the above changes and for the following items that had not been reported in the correct Portfolio at January:
- Budget pressure, Driver Training income £0.2m – move from Environment, Planning and Transport to Highways portfolio
  - Savings in Libraries - £0.5m pa from 2019/20, and Hertfordshire Archives and Local Studies (HALS) - £0.05m from 2021/22: move from Resources, Property and the Economy to Education, Libraries and Localism portfolio.
- 4.14 The Director of Resources reviewed the robustness of the budget and adequacy of reserves in the draft IP (Part A p14-15); following the Final Settlement and other latest information, he is content that the statutory requirements are met. £1.2m of specific reserves have been identified as no longer required for their original purpose, and will be released to support the 2018/19 budget.

### **Capital Programme**

- 4.15 The Capital Programme is unchanged from that presented to January Cabinet. Recommendations in this report include delegated powers to allow the programme to be varied in year for any schemes met by external funding.
- 4.16 The funding of the Capital Programme includes the use of £10m capital receipts p.a., to reduce the need to borrow and hence to reduce the revenue costs of capital. These receipts will be used to fund short life assets, where capital financing costs charged to revenue are especially high in the medium term (as the repayment of principal borrowed has to be charged over the life of the asset).
- 4.17 The Spend to Achieve Capital Receipts fund is used to meet expenditure that helps generate or optimise future capital receipts. In previous years the fund has been replenished from capital receipts received, and it is proposed that up to £4.5m of capital receipts received in 2018/19 be transferred to this fund, to meet expected spend in year. The amount will be determined once bids are approved and timing of spend confirmed. Bids for spend above £150,000 are approved by Cabinet, and below this level by the Director of Resources in consultation with the Leader of the Council (as Executive Member for Resources, Property and the Economy portfolio).
- 4.18 While a number of sites are being taken forward for disposal, timing of receipts depends on a number of external factors, and there is some risk that insufficient receipts will be received in 2018/19 to fund the planned £10m capital programme funding and to provide the necessary replenishment to the Spend to Achieve fund. The 2017/18 IP approved the creation of an Investment Reserve using one off savings from the change in capital financing MRP policy. £6.3m savings were approved to be transferred in 2017/18 and a further £6.4m savings will be available in 2018/19. Rather than increase borrowing, it is proposed that any shortfall in Capital Programme or Spend to Achieve funding be met from this Reserve, the final decision to be taken at end 2018/19, when other capital financing information is available. The Reserve may also be used to substitute for planned borrowing, providing important

flexibility to help manage potential interest rate risks related to the borrowing necessary to support the planned capital programme.

## **5 Treasury Management (Part D)**

- 5.1 The draft Treasury Management Strategy (Part C) was been prepared as required by statutory guidance, and with regard to changes introduced in the new Prudential Code for Capital Finance in Local Authorities and the Treasury Management Code of Practice, both published by CIPFA in late December 2017. At the time of writing, guidance notes on the new Codes, including details of new Treasury Management indicators, are continuing to be published: MHCLG guidance on Local Authority Investments was published on 6th February. The Treasury Management Strategy will be reviewed in the light of all guidance, once available, and should any changes be required these will be brought to Council for approval during 2018/19. The proposed Treasury Management Strategy is therefore unchanged from January, apart from updating references to the timing of guidance. This approach is as recommended by the Council's treasury advisers.

## **6 Equality Implications**

- 6.1 When considering proposals placed before Members it is important that they are fully aware of, and have themselves rigorously considered the equalities implications of the decision that they are taking.
- 6.2 Rigorous consideration will ensure that proper appreciation of any potential impact of that decision on the County Council's statutory obligations under the Public Sector Equality Duty. As a minimum this requires decision makers to read and carefully consider the content of any Equalities Impact Assessment (EqIA) produced by officers.
- 6.3 The Equality Act 2010 requires the Council when exercising its functions to have due regard to the need to (a) eliminate discrimination, harassment, victimisation and other conduct prohibited under the Act; (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it. The protected characteristics under the Equality Act 2010 are age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief, sex and sexual orientation.
- 6.4 The Integrated Plan (Part F) includes information on the Council's commitment to equality and potential equality implications.
- 6.5 As part of the consideration of these issues Members should have regard to the mitigation measures proposed in the equality impact assessments which are intended to minimise the impact on any service user who may be adversely affected by the proposals.
- 6.6 There are no equality implications associated with the Treasury Management Strategy (Part C).

- 6.7 In addition to the need for Members to have due regard to the Public Sector Duty under the Equality Act 2010, they also need to be aware that the County Council when making decisions is under a general duty of Best Value to make arrangements to secure continuous improvement in the way in which its functions are exercised having regard to a combination of economy, efficiency and effectiveness.
- 6.8 Individual Departments will be making further decisions on how to take forward the budget proposals approved by Members. This will be done having considered the Public Sector Equality Duty, the Best Value Duty and having consulted as appropriate.
- 6.9 If after taking all relevant considerations into account Members conclude the proposals regarding the budget are not appropriate, officers can be requested to re-visit the budget.

### Background information

- Draft Integrated Plan 2018/19 to 2021/22, Cabinet 22 January 2018, Agenda Item 4(ii)
- Provisional Local Authority Finance Settlement for 2018/19:  
<https://www.gov.uk/government/collections/provisional-local-government-finance-settlement-england-2018-to-2019>
- Final Local Authority Finance Settlement for 2018/19:  
<https://www.gov.uk/government/collections/final-local-government-finance-settlement-england-2018-to-2019>
- Integrated Planning Process 2018/19 - 2021/22:
  - Comments from Service Cabinet Panels at their meetings held between 30 January and 14 February 2018
  - Scrutiny of the Integrated Plan Proposals 2018/19 - 2021/22, Overview and Scrutiny Committee, 24 January and 1 February 2018

**Table 1: Summary Budget Movement Statement (2018/19 – 2021/22***{Replaces TABLE 1: Summary Budget Movement Statement - IP Part A page 6}*

2017/18 £m		2018/19 £m	2019/20 £m	2020/21 £m	2021/22 £m
<b>822.182</b>	<b>Original Budget</b>	<b>816.974</b>	<b>816.974</b>	<b>816.974</b>	<b>816.974</b>
(2.542)	Technical Adjustments	(2.992)	(7.646)	(9.161)	(9.161)
4.834	Inflation	8.141	24.809	41.343	58.206
<b>824.474</b>	<b>Base Budget</b>	<b>822.123</b>	<b>834.137</b>	<b>849.156</b>	<b>866.019</b>
	<b>Pressures for change:</b>				
(0.250)	Previous Policy Decisions	0.050	-	-	-
19.454	Demography	10.642	21.211	31.929	42.737
5.758	Legislative	6.029	10.491	15.834	16.074
3.577	Capital Financing	1.095	2.868	4.708	6.470
4.961	Other	28.636	20.487	21.495	24.247
<b>33.500</b>	<b>Total Pressures for Change</b>	<b>46.452</b>	<b>55.057</b>	<b>73.966</b>	<b>89.528</b>
<b>857.974</b>	<b>Subtotal</b>	<b>868.575</b>	<b>889.194</b>	<b>923.122</b>	<b>955.547</b>
	<b>Savings:</b>				
(2.461)	Existing efficiencies - ongoing impact	(5.013)	(5.807)	(5.786)	(5.807)
(5.039)	Existing Policy Choice - ongoing impact	(0.563)	(1.157)	(1.862)	(1.912)
(22.663)	New efficiencies	(21.200)	(31.305)	(42.763)	(54.812)
(10.837)	New Policy Choice	(3.306)	(7.237)	(7.728)	(8.953)
-	Further savings required *	(0.000)	(6.253)	(22.106)	(27.860)
<b>(41.000)</b>	<b>Total Savings</b>	<b>(30.082)</b>	<b>(51.759)</b>	<b>(80.245)</b>	<b>(99.344)</b>
-	Transfer to reserve - set up Transition Reserve	6.300	-	-	-
<b>816.974</b>	<b>REVENUE BUDGET (before funding specific to service area)</b>	<b>844.793</b>	<b>837.435</b>	<b>842.877</b>	<b>856.203</b>
	<i>* Savings gap before use of Transition Reserve</i>				
	<b>Savings Gap if Transition Reserve applied equally 2019/20 - 2021/22</b>		<b>(4.153)</b>	<b>(20.006)</b>	<b>(25.760)</b>

**Table 2: Funding Statement (2018/19 – 2019/22)**

Replaces TABLE 2: Summary Budget Movement Statement - IP Part A page 7

2017/18 £m		2018/19 £m	2019/20 £m	2020/21 £m	2021/22 £m
46.394	Business Rates Income	48.665	49.607	50.567	51.545
69.531	Business Rates Top-Up Grant	71.350	73.068	74.828	76.630
44.535	Revenue Support Grant	22.599	1.890	(5.829)	(13.610)
160.459		142.614	124.565	119.565	114.565
	<u>Non-ringfenced Grants:</u>				
3.139	Compensation for impact of changes to Business Rates (S31 grant)	4.937	4.406	4.406	4.406
3.261	Education Services Grant (ESG)	-	-	-	-
5.648	New Homes Bonus	3.474	2.999	2.524	2.049
0.835	SEN Reform	0.605	-	-	-
2.070	Independent Living Fund	2.005	1.944	1.944	1.944
7.849	Transition Grant	-	-	-	-
4.153	Adult Social Care Support Grant	2.584	-	-	-
0.842	School Improvement Grant	-	-	-	-
1.085	Other non-ringfenced grants	1.175	1.020	1.020	1.020
28.883		14.780	10.369	9.894	9.419
	<u>Ringfenced Grants:</u>				
33.659	Public Health Grant	32.798	31.926	31.926	31.926
15.154	Public Health - Health visitors	14.760	14.376	14.376	14.376
2.605	Adult Skills and Community Learning grant	2.744	2.744	2.744	2.744
1.111	Local Authority Bus Subsidy Grant (formally Bus Service Operators Grant)	1.111	1.111	1.111	1.111
1.122	Unaccompanied Asylum Seeking Children Grant (UASC)	1.122	1.122	1.122	1.122
2.467	Troubled Families Grant	1.515	1.515	-	-
1.258	Music Education Grant	1.258	1.258	1.258	1.258
0.815	Youth Justice Good Practice Grant	0.815	0.815	0.815	0.815
58.191		56.123	54.867	53.352	53.352
	<u>Better Care Fund:</u>				
18.949	iBCF - old	24.722	32.904	32.904	32.904
-	iBCF - new	11.656	5.819	-	-
18.949		36.378	38.723	32.904	32.904

<b>2017/18</b>		<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
<b>£m</b>		<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
	<u>Council Tax and Collection Fund Balances:</u>				
518.146	Council Tax	540.686	563.697	581.521	599.891
25.493	Council Tax relating to Adult Social Care Precept (3% 2018/19; 0% 2019/20)	42.291	42.714	43.141	43.572
9.077	Collection Fund Balance - Council Tax	11.002	4.000	4.000	4.000
(2.225)	Collection Fund Balance - Business Rates	0.918	(1.500)	(1.500)	(1.500)
<hr/> 550.492		<hr/> 594.897	<hr/> 608.911	<hr/> 627.162	<hr/> 645.963
<b>816.974</b>	<b>TOTAL</b>	<b>844.793</b>	<b>837.435</b>	<b>842.877</b>	<b>856.203</b>

*Note: Totals may differ to sum of individual items due to roundings*



**Table 3: Service Revenue Budget Statement**  
*Replaces TABLE 3: Summary Budget Movement Statement - IP Part G page 312*

2017/18 Net Budget £'000		Children's Services £'000	Community Protection £'000	Environment £'000	Adult Care Services £000	Public Health £000	Resources £'000	Central Items £'000	Net Budget 2018/19 £'000	Forecast Net Budget 2019/20 £'000	Forecast Net Budget 2020/21 £'000	Forecast Net Budget 2021/22 £'000
822,182	<b>Original Budget</b>	171,895	35,195	107,636	344,396	48,867	72,565	36,420	816,974	816,974	816,974	816,974
-	Restructuring / Internal Transfers	1,163	(11)	-	(1,152)	-	(500)	500	-	-	-	-
(2,542)	Technical Adjustments	(618)	-	-	1,120	(1,255)	-	(2,239)	(2,992)	(7,646)	(9,161)	(9,161)
819,640	<b>Adjusted Budget</b>	172,440	35,184	107,636	344,364	47,612	72,065	34,681	813,982	809,328	807,813	807,813
4,834	Inflation	1,523	40	1,417	(1,127)	-	419	5,869	8,141	24,809	41,343	58,206
824,474	<b>Base Budget</b>	173,963	35,224	109,053	343,237	47,612	72,484	40,550	822,123	834,137	849,156	866,019
(250)	Pressures for Change: <i>Previous Policy Decisions (2017/18 &amp; Prior Years)</i>	-	-	50	-	-	-	-	50	-	-	-
19,454	<i>Demography</i>	1,233	-	64	9,345	-	-	-	10,642	21,211	31,929	42,737
5,758	<i>Legislative Changes</i>	-	-	310	5,730	-	(11)	-	6,029	10,491	15,834	16,074
3,577	<i>Capital Financing</i>							1,095	1,095	1,859	3,563	3,563
4,961	<i>Other Pressures</i>	3,525	-	2,168	13,511	-	1,203	8,229	28,636	21,496	22,640	27,154
33,500	<b>Total Pressures For Change</b>	4,758	-	2,592	28,586	-	1,192	9,324	46,452	55,057	73,966	89,528
857,974	<b>Standstill Budget</b>	178,721	35,224	111,645	371,823	47,612	73,676	49,874	868,575	889,194	923,122	955,547
(41,000)	Savings	(4,027)	(241)	(2,803)	(16,048)	-	(2,734)	(4,229)	(30,082)	(45,506)	(58,139)	(71,484)
	Further savings required								-	(6,253)	(22,106)	(27,860)
	Transfer to reserve - Transition Reserve							6,300	6,300	-	-	-
816,974	<b>REVENUE BUDGET (before funding specifically allocated to service area)</b>	174,694	34,983	108,842	355,775	47,612	70,942	51,945	844,793	837,435	842,877	856,203
(28,327)	Funding specifically allocated to service area	(4,710)	-	(1,111)	(34,395)	-	-	-	(40,216)	(33,268)	(25,934)	(25,934)
788,647	<b>NET REVENUE BUDGET</b>	169,984	34,983	107,731	321,380	47,612	70,942	51,945	804,577	804,167	816,943	830,269
	<b>Add Income from:</b>											
116,233	Sales, Fees & Charges	14,462	1,842	9,964	53,778	37	37,968	-	118,051			
18,307	Partner Contributions	390	586	2,059	15,185	-	2,925	-	21,145			
20,931	Other Ringfenced Grants	8,502	-	110	2,122	-	1,895	-	12,629			
155,471	<b>TOTAL INCOME (excluding dedicated schools grant)</b>	23,354	2,428	12,133	71,085	37	42,788	-	151,825			
28,327	Specific Grants (ringfenced)	4,710	-	1,111	34,395	-	-	-	40,216			
972,445	<b>GROSS BUDGET (excluding schools)</b>	198,048	37,411	120,975	426,860	47,649	113,730	51,945	996,618			
906,041	Dedicated Schools Grant	938,322							938,322			
1,878,486	<b>GROSS BUDGET (including schools)</b>	1,136,370	37,411	120,975	426,860	47,649	113,730	51,945	1,934,940			

## HERTFORDSHIRE COUNTY COUNCIL

### CABINET

MONDAY, 19 FEBRUARY 2018 AT 2.00PM

Agenda Item  
No.

**5**

## SUPPORTING YOUNG PEOPLE IN HERTFORDSHIRE

### Report of the Director of Children's Service

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Executive Member: Teresa Heritage, Children's Services

#### **1. Purpose of report**

- 1.1 To provide Cabinet with details of the continuum of support and opportunities for young people to achieve their aspirations within the County and the role of YC Hertfordshire in promoting the national Social Mobility agenda.

#### **2. Summary**

- 2.1 Hertfordshire County Council's vision for young people is to take every opportunity to promote aspiration within their education, community and future working life. The Government's report on [Social Mobility in Great Britain](#), Social Mobility Commission 2017, clearly states that raising aspirations for disadvantaged young people is key to their future life. In the remodelling of YC Hertfordshire and the services it provides this is a key underlying principle.
- 2.2 The report proposes a targeted approach to address the needs of young people who are challenged in education, their community or home life in order to ensure access to a range of opportunities enjoyed by their peers and a successful transition to adulthood.
- 2.3 The vision of the Local Government Association (LGA) was described in their recent paper [Bright Futures](#), LGA, 2017: "For all young people to enjoy their lives, reach their full potential and make a good transition to adulthood. They should be able to achieve their ambitions, develop positive relationships and make worthwhile contributions to their communities." The remodelled Service will align with this strategy and its 6 principles: youth-led; inclusivity, equality and diversity; respect; quality, safety and well-being; empowerment; and positivity.
- 2.4 In order to deliver this vision and the clear priorities of the County Council, the primary purpose of the remodelled Service will be "Enabling Young People to Succeed" through the delivery of targeted prevention and early intervention to

address emerging needs, improve life chances, and reduce escalation to more expensive and intensive services.

2.5 Over the last two years, Children's Services, with partners, has been developing a range of approaches to meet the needs of young people over the age of 11 years, particularly those who face challenges within their home, school and community. YC Hertfordshire has a key part to play in prevention and improving outcomes contributing to the County's vision and priorities for young people and the [Families First Continuum of Need & Support](#). The main areas of focus of the Service will include:

- Education, skills and progression to employment and independence.
- Physical, sexual and mental health - achieving emotional well-being, resilience and reducing the risk of self-harm.
- Diversion from crime, reducing gang association, youth violence, child sexual exploitation and supporting the out of court disposals process.
- Project work with young people in their communities and to address specific issues or challenges faced by them.
- The voice of the young person and co-production.
- Integration within the Families First Prevention & Early Help Multi-Agency Model.
- Strong links with partners, including the voluntary sector and district / borough councils, to coordinate and enhance the wider local youth offer.

2.6 An [initial paper](#) was presented to Children's Services Panel on 2 November 2017. The Panel supported the proposal to remodel services in line with the County Councils and Children's Services priorities and the need to make savings of 10% in 2018/19 and a further 10% in 2019/20. Cabinet approved this decision on [13 November 2017](#). This second paper follows a consultation with key stakeholders and provides further information on the plans to remodel the service.

2.7 Findings from the consultation with key stakeholders including young people were positive and consistent, providing strong support from partners to working together and the importance of targeted prevention, early intervention and the focus on vulnerable young people both 1 to 1 and group settings.

2.8 The consultation response reflects the progress YC Hertfordshire has made since 2011 in providing a greater focus on those who need the most support. The Service will now intensify this focus on young people who do not make adequate progress to improve their life chances by addressing emerging challenges and sustaining change.

### **3. Recommendation/s**

3.1 1. The Children's Services Cabinet Panel considered a report on this item of business at its meeting on 7 February 2018. The Panel commented upon the content of the report and noted that the proposal seeks to:

- a) Develop further the focus of YC Hertfordshire, on targeted prevention and early intervention with young people primarily aged 11-25 who face particular challenges, by delivering services within the areas described in the report.

This will include work with individuals, their families and opportunities for informal education and learning within a group work setting.

- b) Increase the ability of YC Hertfordshire, working with partners including district and borough councils, to be flexible and innovative in addressing emerging needs such as the recent increase in gang association, youth violence, crime, child sexual exploitation and its impact on Hertfordshire young people.
- c) Undertake further work with stakeholders, specifically listening to young people's voices, to develop the offer building on the initial feedback from partners and young people regarding areas for development and Service strengths.

2. The Panel recommended to Cabinet that Cabinet approves the proposed integrated approach by YC Hertfordshire to supporting young people in line with the Council's and Children's Services priorities.

#### **4. Consultation on the YC Hertfordshire Service Review**

4.1 In developing the proposals for the remodelled Service, a brief initial consultation was undertaken during a two week period in November 2017. Questions were asked of key stakeholders and partners and responded to by email or face to face discussion. Different questions were put to young people who responded either on an individual or group basis. The partners consulted with included:

- Young People
- Families First Implementation Groups and their partner agencies
- District and Borough 11-19 Youth Strategy Groups
- Community Safety Partnerships
- Hertfordshire LEP
- Schools
- Pro-Action
- Herts Carers and Parents Forum
- Children's Services.

4.2 It was encouraging to see common themes emerging across all partners and stakeholders from the Consultation, in particular the strong support for targeted prevention and early intervention, reducing risk and the quality of service provided. These related to both current work and areas for development. A sample of the response to this consultation is contained in Appendix 1.

4.3 Young people identified a number of common strands as outcomes from YC Hertfordshire interventions, particularly self-esteem and emotional wellbeing, decision making and employability. They identified a sustained relationship with a trusted professional as a key part of what should be offered. A sample of the response from young people is contained in Appendix 2.

4.4 The review of the Service was further informed by recent work with Youth Justice and the Police in supporting the challenge of gang association, crime diversion and sustaining non-offending behaviour.

- 4.5 A further stakeholder involvement programme will be undertaken in response to these initial findings to explore and develop the remodelled Service offer and will be detailed in a future report.

## **5 The Local Offer for Young People: YC Hertfordshire's key priorities for Service delivery going forward**

- 5.1 Children's Services is moving towards organising commissioning and delivery of services on a quadrant basis to provide more opportunities for integration and flexibility in meeting local needs. It is proposed that Services for Young People including YC Hertfordshire will be organised on the quadrant model alongside services such as the new commissioned [Family Centre Service](#), 0-25 Together Service for children and young people with SEND and Integrated Services for Learning.
- 5.2 YC Hertfordshire has changed its focus and delivery since the inception of Services for Young People in 2011 and the creation of Targeted Youth Support. YC Hertfordshire and Targeted Youth Support, which includes Youth Justice, are both managed by the same senior management team, and will, under the new arrangements, be increasingly aligned through formal referral / step down processes and regular joint work.
- 5.3 The contribution of YC Hertfordshire to the local offer for young people will, as mentioned previously in this report, be based on the findings of the Social Mobility Report and the principles of the LGA Brighter Futures Report.
- 5.4 To this end the overarching themes that will guide the service offer are described in italics below with examples of recent good practice. These illustrate how the Service currently responds to the needs of targeted groups or individuals and from where it will expand its focus on young people facing particular challenges.

### **Education, skills and progression to employment and independence**

- 5.5 The identification of young people and whether they are not in education, employment or training (NEET) is and will continue to be a priority; the data is regularly reported to the Department for Education and as part of the indicators within the [Hertfordshire Skills Strategy](#) (both the "not known" young people and those that are NEET). This tracking work is undertaken by a variety of means: telephone, use of social media, through partner agencies and through home visits. Those that are identified as NEET are actively engaged in employability programmes to support young people's progression into work.
- 5.6 The Social Mobility in Great Britain report referenced in 2.1 highlighted the critical nature of the smooth transition from school to work and suggested that Local Enterprise Partnerships should work to improve careers support for young people. YC Hertfordshire provides careers guidance to young people who are NEET or at risk of becoming so and through a traded offer to schools and colleges. It will continue to offer this and through a partnership with Hertfordshire Local Enterprise Partnership (LEP) will develop a framework to promote the skills wanted by employers and also deliver the Careers and Enterprise Company programme facilitating collaboration between employers and schools.

- 5.7 Involvement in the National Citizen Service programme provides the opportunity for young people to be part of a group with their peers and thus open to different influences, to learn new skills and to prepare them for independence and employment. This group experience is recognised nationally as the model to improve integration, break barriers and increase resilience as highlighted by Cabinet Office when designing the National Citizen Service specifically for 16/17 year olds.
- 5.8 Developing the self-sufficiency, employability and independent living skills of care leavers up to the age of 25 through 1 to 1 and group work, including peer support. Due to legislative changes there is significant potential for increased demand from this group.

*The opportunity provided by YC Hertfordshire having positive links with employers enables a more holistic and innovative approach when working with some of our most vulnerable young people. A specific project for care leavers offering a bespoke work experience placement and specific careers guidance support has engaged with 57 young people since April, 21 have become work ready and 9 moved into a work outcome. (Examples of current practice are in italics throughout this section.)*

- 5.9 Support for young people with Learning Difficulties and Disabilities (LDD) will be provided through preparing for adulthood transition plans as part of the Education, Health and Care Plan process; support to young people moving between provision, a leaving care service for young people with learning disabilities and a supported employment service.

*A young man with a diagnosis of Asperger's Syndrome; he presented as a very capable and intelligent young man but was acutely aware of how much impact his condition had on his social interaction and was reluctant to recognise any ability he had to be fully independent. The YC Hertfordshire adviser first built a trusting relationship, increasing his confidence to accept a temporary paid job; this role was perfect for him as it enabled him to prove to himself that he could hold down a full time job, could work in a team and could 'fit in' with others – in his own words "they treat me like I'm normal". However the contract ended and he became withdrawn and despondent. The worker persisted and found additional work and volunteer placements. One of these became a permanent paid post and a possible future career.*

### **Integration within the Families First Prevention & Early Help Multi-Agency Model**

- 5.10 The Service will now further integrate its delivery within Children's Service to provide both case work and group work, engaging with young people on a voluntary basis. Work will flow from Targeted Youth Support and from active engagement in Families First Triage Panels. Additionally the Service will co-work cases with other practitioners in Children's Services where it can add value and help achieve identified outcomes.
- 5.11 In order to deliver the integrated approach to those that need support the most, YC Hertfordshire will deliver case work; targeted and preventative youth work projects and programmes; information, advice, guidance and work related learning in

schools, colleges and communities; and through one to one and group work in buildings, on the streets and through residential work.

- 5.12 Through one to one's, group work, projects, programmes, service access points, schools, colleges and online, YC Hertfordshire will seek to engage those young people who need its services the most and deliver in a variety of flexible and responsive ways. Always looking to intervene early through voluntary engagement, to maximise life changes and reduce escalation to more expensive services.

*The initial referral came to YC Hertfordshire from Targeted Youth Support as the school had reported risky behaviour such as the young person filming herself in cars driven at high speed and posting these on You Tube. The YC Hertfordshire Youth Worker established a very positive relationship with the young person and once trust was established additional information was disclosed including details of extreme tension and mental health issues at home. There was a risk of the family trying to place the young person into local authority care as they felt they could no longer cope with her extremely disruptive behaviour and regular missing episodes. At the Team around the Family meeting, the father said his daughter had formed two positive relationships with professionals, one of which was the YC Hertfordshire Youth Worker and he specifically asked if she could continue to work with her.*

*The YC Hertfordshire Youth Worker took the lead on one to one work directly with the young person with Targeted Youth Support predominately working with the family to keep the young person at home. The Youth Worker focused on Healthy Relationships (Child Sexual Exploitation) and dangerous risk taking behaviour reduction, using the youth outcomes star as an engagement and outcomes measurement tool.*

### **Project work with young people in their communities and to address specific issues or challenges faced by them**

- 5.13 YC Hertfordshire will provide projects for identified vulnerable groups of young people where there is clear evidence of need e.g. for those with learning disabilities, Lesbian, Gay, Bisexual, Transsexual, Questioning (LGBTQ), young carers, young parents, young people looked after and care leavers, to address their needs and support their personal and social development in an informal education setting. Targeted Youth Support, Families First, wider Children's Services practitioners and other workers from partner organisations will refer young people; families and young people themselves will also be able to refer. Projects will be time limited and resources reallocated as and when needs have been met.

*A young parent who is also a care leaver was referred to the Plus One programme. Like many of the young parents they had previously struggled in group settings but this had been exacerbated for this participant through changes in location and schools whilst she was in care. During the programme they overcame anxieties and fears, becoming a significant support to other parents and applying their learning to improve the outcomes and future prospects for themselves and their child. Their portfolio of learning was of an exceptionally high standard and with the support of Youth Workers and Personal Advisers she arranged child care and is now completing an access to further education course at her local college.*

- 5.14 The Service will operate from fewer sites but will maximise use of the main young people's hub site in each district and borough. The Service will retain physical access points through its One Stop Shops. YC Hertfordshire will look to utilise other organisations and other County Council services premises, where necessary, for time limited project work.
- 5.15 All projects will be for a fixed period of time, established to address specific needs and subject to regular review to ensure outcomes have been achieved. Young people will be engaged through both self and professional referrals, each will have an action plan to identify need and the youth outcome star process will be used to evidence progression.

**Physical, sexual and mental health - achieving emotional well-being, resilience and reducing the risk of self-harm**

- 5.16 The continuing development of work in this area links closely with Hertfordshire's Child and Adolescent Mental Health Strategy and Transformation Programme. All work will aim to address identified need at the earliest opportunity. Ensuring opportunities for young people to raise issues of concern early and before they escalate to a crisis point therefore aligning with the early help agenda. This will be facilitated by self-referral through local hubs, access points, telephone, the web or social media.

*YC Hertfordshire obtained funding from Health Education England, for young volunteers to be recruited and trained. They provide support to their peers waiting in the emergency department in the Lister and Watford hospitals on Friday and Saturday evenings as well as signposting them to projects and programmes. Youth Workers are present to support and monitor the young volunteers and work directly with the young people and their families.*

*Encouraging young people to talk about their mental health was the focus of the first Mental Health Conference held as a joint venture between YC Hertfordshire and Sandringham School in St Albans in 2017. Over 300 young people, parents and professionals attended and heard inspirational talks by mental health experts, ambassadors and those who have experienced first-hand the impact that mental health issues can have on young people and their families. There was a special focus on promoting mental health among young men and managing stress, anxiety and body image issues. Participants had an opportunity to attend workshops dealing with practical strategies on managing stress, motivation, depression and suicide prevention.*

- 5.17 Individual support and group work as a step down from intensive intervention will seek to address issues and stop re-escalation. Additionally, workers will proactively broker young people into identified projects and programmes to meet their wider personal and social development needs and the goals of their action plan.
- 5.18 YC Hertfordshire will directly deliver preventative programmes, also offering them as part of a traded service, to address a range of issues including: healthy relationships, sexual health, mental health, emotional wellbeing and resilience, digital citizenship, staying safe online, independent living skills, alcohol and substance awareness and personal safety.



*The Youth Health Champions programme is a programme delivered by YC Hertfordshire. The training is aimed at students with an interest in health issues who also want to help others, in particular their peers, to develop a healthier lifestyle. Evaluations have shown the course to be an effective means of equipping young people to cascade information about health and local services to their peers. After 38 hours of guided learning, young people deliver health messages to their peers via assemblies, films and workshops. 90 young people have completed the course from 8 schools so far with more planned.*

*Structuring a programme to ensure the integration of the early intervention agenda has been a feature of provision. As part of the National Citizen Service delivery which aims to improve outcomes in teamwork, communication and leadership; a "Positive steps for mental health" session is delivered to young people that participate in the course. Just fewer than 1000 young people completed this in 2017.*

### **Diversion from crime, reducing gang association, youth violence, child sexual exploitation and supporting the out of court disposals process**

- 5.19 The Service will deliver case work and issue based programmes for young people who have similarly presenting issues e.g. young people who are NEET (Not in Education, Employment or Training) who are at risk of offending, who are at risk of Child Sexual Exploitation (CSE) involvement in gangs, youth violence, etc. Projects will be fixed term and resources reallocated as needs are met.
- 5.20 These targeted prevention and early intervention projects will provide positive and safe environments for young people to be challenged, supported, developed and encouraged to address negative, destructive and life chance limiting behaviour.

*The group work programmes that YC Hertfordshire has developed and rolled out countywide enable young people to be able to recognise and develop healthy relationships thereby being less vulnerable to exploitation. YC Hertfordshire is working with young people in schools and community groups to raise awareness of child exploitation; giving them the support they need to make informed, safe choices and to have appropriate, healthy and safe relationships. Taking the time to build relationships with young people is essential for Youth Workers to give the support for as long as it's needed and use innovative tools and activities to help young people explore their relationships.*

### **Strong links with partners, including the voluntary sector and district / borough councils to coordinate and enhance the wider local youth offer.**

- 5.21 The Service will work closely with partners in borough / district councils, particularly through the Community Safety Partnerships, and by leading the 11-19 Youth Strategy Groups where partners, including the voluntary sector, will work together to provide a comprehensive local offer of informal education and positive activities for young people. YC Hertfordshire will help identify funding opportunities to enhance delivery by one or more organisation. Through these partnership forums the Service will work strategically, locally and across county, identifying developing trends and issues and responding accordingly.

*The Service recently worked with a borough council and the local police as part of a*  
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*joined up approach to divert young people from risky and anti-social behaviour over Halloween. During October Youth Workers explored with young people the wider impact of anti-social behaviour on local communities and the consequences to young people's safety and their future opportunities by engaging in such behaviour. Thirty eight young people were engaged in one programme from across the borough, many of them known to the police for previous incidents. The Police identified a 37% decrease in antisocial behaviour and 73% decrease in criminal damage from the same period in 2016. YC Hertfordshire will be working with the 11-19 Youth Strategy Group on how this joint working can be improved further in 2018.*

- 5.22 The Service will support small, local, voluntary run youth provision aimed at engaging local children / young people in positive activities. It will offer advice and support on safe practice, training and funding applications.

*Recent partnership working includes the identification of £10,000 funding through a Community Safety Partnership to deliver 'Prevent' workshops in schools. The success of this work has led to potential further joint bids to address Child Sexual Exploitation, gang involvement and youth violence.*

### **The Voice of the Young Person and Co-Production**

- 5.23 YC Hertfordshire will prioritise co-production with young people. The Service will do this through support to district and borough based local youth councils, the Youth Parliament, Herts1125 County Youth Forum, Children in Care Council, Who Not What – the County lesbian, gay, bisexual and transgender (LGBTQ) Strategic Group and through training and supporting Young Commissioners (to support the work of Children's Service's commissioning strands).
- 5.24 The Service will offer social action and volunteering opportunities through the delivery of the National Citizen Service, Duke of Edinburgh's Award (Department of Education) and other local opportunities.

### **Location of Services**

- 5.25 The Service will engage with young people where it is most effective to do so, including in County Council provision, venues owned or managed by partners e.g. districts and boroughs, the voluntary sector, the private sector, schools and colleges. The County Council will aim to provide a young people's hub in each district and borough whilst recognising geography may dictate a different approach is required. The Service will look to use street based work and co-locate with other services to make best use of County Council assets.
- 5.26 YC Hertfordshire will lead on the development of Hudnall Park, near Hemel Hempstead, offering a broad outdoor education curriculum and residential opportunities including elements of the National Citizens Service (NCS) (programme).

## 6. Outcomes Monitoring Framework and Measures of Success

- 6.1 The remodelled service will develop a range of outcome measures that along with outputs will clearly monitor progress in achieving objectives. These will build on national statutory key performance indicators and local indicators. They will provide an essential contribution to wider success measures for early intervention through the Families First and the Hertfordshire Skills Strategy. The outcome measures will also reflect the delivery of key partnerships e.g. the National Citizen Service with the NCS Trust and the Careers and Enterprise programme with Hertfordshire LEP.
- 6.2 The most important success measures for the new service will include the number of young people with identifiable risk factors receiving a service; the number of young people completing an agreed plan and / or programme and the number of young people sustaining progress. Data held by YC Hertfordshire currently records 3400 young people aged between 11 and 17 as vulnerable for a variety of factors such as being a child looked after, an offender or in receipt of free school meals; however, this data does not include those from a number of at risk groups such as those on the edge of care, going missing, NEET, areas of deprivation or gang association. All outputs and outcomes can be mapped to vulnerable groups or risk factors, thus ensuring delivery has been targeted appropriately. An expanded list of potential outputs and outcomes is contained in Appendix 3.
- 6.3 Examples of how this works in practice are detailed below:
- 6.3.1 The National Citizen Service (NCS); [the Department for Digital Culture Media and Sport expectation](#) is that NCS is embedded in all areas and that there is an increase in the number of young people from all backgrounds and circumstances taking part in the programme. Last year in Hertfordshire 100 young people who were Children Looked After (CLA) or with an Education, Health and Care Plan participated and demonstrated progress. YC Hertfordshire is contracted through the NCS Trust to deliver the NCS: YC Hertfordshire aims to recruit vulnerable young people that meet the age criteria of 16 or 17 years old whilst the NCS Trust will recruit more generically through schools.
- 6.3.2 The [Hertfordshire Skills Strategy](#) objective of “developing our future workforce” also reflects the Social Mobility Report referenced in 2.1. Key indicators within this are to:
- increase the percentage of young people (16 and 17 years old) opting to stay in education and training from 97.9% in 2017 to 98.3% in 2020;
  - decrease the lost contact and NEET 3 month average for 16 and 17 year olds from 3.39% (December 2016 - February 2017) to 3.0% in 2020;
  - increase the number of young people (16 – 18 years) who start an apprenticeship pathway from 1955 in 2016 to 2255 in 2020.

This is delivered through identification of those who are NEET or a referral from Targeted Youth Support or Families First. Direct contact with a young person is made to build the initial relationship and enable their motivation to participate in an employability programme or a work experience placement and sustain an Education Employment or Training outcome.

- 6.3.3 Evidence of progression as demonstrated through the Youth Outcome Star: data from this assessment tool measures personal and social development, communication skills, aspiration and hopes, wellbeing and self-esteem, decision making with regard to taking risks, education, work and training. In 2016, of 1,166 young people completing a “Youth Outcome Star” with YC Hertfordshire, 82% demonstrated positive change in personal development and 42% for improvement in wellbeing.
- 6.4 The Service would expect to contribute to wider Children’s Services inspection and achieve any relevant external accreditation essential for service delivery. This includes meeting the [Matrix Standard](#) for the provision of information, advice and guidance. An annual Continuous Improvement Check is required to meet the Matrix Standard and the conclusion from this year’s assessment was that “Hertfordshire is an exemplar authority in this area and continues to raise the bar for others to follow and is to be commended for its innovation and enterprise.”

## **7. Financial Implications**

- 7.1 Children’s Services has worked to ensure that the delivery of services described in this paper, to the young people who need the most support to achieve their aspirations, can be delivered within the revised financial envelope described in the Hertfordshire County Council Integrated Plan. The delivery of savings required is not without challenge. However, these will be delivered over a two year period and the impact will be monitored closely.
- 7.2. In order to achieve the savings of 10% for 2018/19 and a further 10% for 2019/20, there will be a reduction of the staffing complement which is where 88% of expenditure occurs. There will therefore be a change management and consultation process with staff beginning in January 2018.
- 7.3 The Service will be restructured from 5 to 4 area teams within Services for Young People and aligned with the 0-25 Together Service, Integrated Services for Learning and Family Centre model.
- 7.5 With this revised resource, delivery will be targeted where the need is identified against the priorities as described. Some existing work is likely to end but services will remain flexible and responsive to emerging needs. The service will continue to trade as appropriate, or gain external funding where this enhances and supports the priorities of Children’s Services and the County Council.

## **8. Equalities Implications**

- 8.1 When considering proposals placed before Members it is important that they are fully aware of, and have themselves rigorously considered the equality implications of the decision that they are making.
- 8.2 Rigorous consideration will ensure that proper appreciation of any potential impact of that decision on the County Council’s statutory obligations under the Public Sector Equality Duty. As a minimum this requires decision makers to read and carefully consider the content of any Equalities Impact Assessment (EQiA) produced by officers.

- 8.3 The Equality Act 2010 requires the County Council when exercising its functions to have due regard to the need to (a) eliminate discrimination, harassment, victimisation and other conduct prohibited under the Act; (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it. The protected characteristics under the Equality Act 2010 are age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief, sex and sexual orientation.
- 8.4 An EQIA is attached at Appendix 4, to ensure that members are fully aware of any equality issues arising from the proposals. Consideration has been given to the likely impact of the proposal, and current assessments conclude that it is not anticipated that people with protected characteristics will be affected disproportionately. There will be more focus on disadvantaged groups who are most in need of support. This EQIA will be monitored and amendments made to the Action Plan as required during the implementation process.

**A sample of consultation response from stakeholders and partners is below.**

The number and source of responses received were as follows:

- Families First partner agencies - 27
- Borough / District 11-19 Youth Strategy and / or Community Safety Partners - 26
- Schools - 8 mainstream and 2 Special Schools
- Colleges - 2
- Parents - 93

**What does YC Hertfordshire do well?**

- Second to none both for preventative work and careers guidance.
- Well-being and mental health: addressing needs where thresholds are not met for specialist services.
- Engaging with young people who are hard to reach and /or socially isolated.
- Healthy relationships, sexual health, reducing pregnancy.
- Reducing anti-social behaviour, particularly in working with Community Safety Partnerships and Police.
- Reducing risk-taking behaviour and increasing self-esteem.
- Targeted groups are a particular strength.
- Challenging the behaviour, outlook and ideas of young people and reducing the effects of negative peer pressure.
- Accessibility, timing and location of provision including detached (street work).
- Reduction in NEET, developing employability skills.
- Sustained support to embed progression.
- Supported work experience.
- A person centred approach with both the young person and their carer / parent
- Relationship building, empathy and patience to secure the best outcome for the young person.
- The flexible approach to our cohort and the determination of practitioners not to give up.
- A safe environment where young people feel they belong.
- Youth democracy and young people affecting their services.
- Vulnerable groups including LGBTQ, learning disabilities, care leavers, CLA, young offenders and from localities with greater deprivation.
- Accurate and accessible information, advice and guidance.
- Diversionary programmes developed in partnership.
- Supporting young people with multiple barriers into employment and to independent living.
- Securing additional funding to deliver a wider offer.
- Working in partnership to achieve outcomes.
- Engaging in Families First implementation.
- Responding flexibly, quickly and “thinking outside the box”.
- Resilience, tenacity and continuity of engagement.
- A pro-active role with SEND students, family liaison and ameliorating family stress at transition.
- The positive impact of support on challenging students through career guidance and preventative programmes.
- Prevention, early help, following up actions.

### **How and where does YC Hertfordshire make a difference?**

- Reducing risk taking behaviour and increasing self- esteem.
- Holistic approach to getting young people into positive outcomes.
- Reduction in their involvement of young people in substance misuse and anti-social behaviour.
- Building a relationship and a careful bit of work to support a young person make a significant difference.
- Timely follow up and reporting back of triage cases.
- Reduction in numbers of young people needing continued step up intervention.
- The trust that the young people have with YC Hertfordshire staff.
- Targeted support to vulnerable young people.
- Offering sessions around healthy relationships and domestic violence and acceptable behaviour in relationships.
- Sexual health advice and screening, health prevention.
- Reducing NEET levels.
- Detailed and comprehensive targeted support for vulnerable students.
- Supporting vulnerable young people continue in education or training once they leave compulsory school.
- Vital role in terms of progression planning with the young person's aspiration considered at all times including increased independence skills and development of employability skills.

### **How can impact be evidenced?**

- Tools relating to mental health assessment.
- Outcome star.
- Through the Team around the Family and Families First assessment process.
- NEET data.
- Reduced offending.
- Reduction in family breakdown.
- School attendance.
- Social Evaluation toolkit to assess the impact of social investment.
- Feedback from young people.
- Destination data.
- The additional funding secured to target those most disadvantaged or disengaged with the mainstream provision

### **What do you see as the gaps, priorities and issues for young people that are currently not being addressed by any organisation?**

- Work to address increasing gang association, violence and related issues.
- Support to the delivery of "Behaviour Injunctions" for anti-social behaviour.
- Peer support for mental health issues.
- Prevention around drugs and alcohol.
- Prevention around emotional wellbeing/mental health.
- Addressing issues / risks associated with social media.
- Supporting Families First where appropriate addressing issues with the family.
- Improving school attendance.
- Engaging with young people excluded from school whilst they wait for an alternative school place.
- Mentoring.

- The 11 to 13 age group and sustained progression beyond 18.
- How to fill gaps where traded services are not bought in by schools.
- More provision for specific disabilities e.g. autism.
- More diversionary programmes during school holiday periods including personal development, specialist provision and work experience.
- Homelessness amongst 16/17 year olds.
- Progression of young people who have been electively home educated.
- Care leavers returning after the age of 21 for a service from the County Council.
- Progression of young people with LD into outcomes after education.
- Promoting your work with vulnerable groups.
- Young people being at risk in relation to issues including CSE, abusive relationships and internet safety.
- Detached youth work with risk taking groups.
- A greater emphasis on collaboration between key stakeholders (supporting transition from education to employment).

#### **How can YC Hertfordshire contribute to your strategic objectives?**

- How we can work together more effectively to reach young people who are vulnerable and difficult to reach.
- Sexual Health / Teenage Parents - partnership working.
- A clear referral pathway and have a really good understanding of what you can and can't do and whether this is just in some areas or across Herts.
- They already do, by regular attendance at our Triage and Action & Impact panels! (Families First).
- Initiating / completing Family First assessments as appropriate, being a Keyworker for appropriate cases.
- Alleviate challenges faced in engaging young people often experiencing historical disruptive education and moves in area and families (fostering).
- Provide support/intervention to the early help cases that Targeted Youth Support cannot take on.
- Share information.
- Skills development for young people (work readiness), tackling childhood obesity, emotional wellbeing.
- A key partner in addressing that transition from education to employment (a key theme in the County Skills Strategy) and hope we can see more collaborative working i.e. the skills framework for young people, not just between YC Hertfordshire and Herts LEP, but also with the many legitimate players within this space.





**A sample of consultation responses from young people is below.**

The number of responses received from young people - 97

Responses were received from young people aged 13-17 in a variety of settings including both group and 1 to 1 environments.

**What has changed following the work you have done with YC Hertfordshire?**

- Feeling better about myself
- I became a stronger person and believe in myself. My self-esteem rose and I felt good in social groups.
- I know I have support, more aware of what support was available,
- I felt better about my identity (non-binary)
- Whenever I have any problems I know that staff at YC will listen and point me in the right direction
- Now I feel more confident and sociable and helped my communication skills for future.
- I won a national award and now have a full time job.
- I had advice about college and I found the right course for me right now.
- I had more of an idea of what I can do with my life
- Supported me to ignore negative choices. Told me about different choices.
- A lot of confidence and achievement and felt good about this – proud of myself.
- I've grown as a person in confidence asking for support that is okay.
- I acknowledged my actions and I dealt with my problem calmly. Without YC Hertfordshire I would have not dealt with it properly and would have gotten myself into more issues without them
- Attendance at school went up and I have had more confidence with getting into school and getting better grades.
- I've become brighter but I could have been happier but it's a working progress.
- Taught me to get into less arguments with teachers – fewer detentions.
- Yes I changed my decisions and I felt more confident doing this
- Nothing has changed but I am trying to take in the fact that they are trying to help with this situation and I am getting there.
- I have been more cautious over my diet for example I have lowered my energy drink intake and I have been eating healthier.
- Smoke less
- I felt stuck before and felt nothing was ever going to get better
- It's good to know there are other young people like me.
- My Mum, school and family members have said how different I am, I feel good.
- Stopped getting in trouble with the Police.
- I gained confidence in work and received an apprenticeship.
- I could cook
- I made better choices
- It made me a better person because I let my feelings out
- I felt less anxious and more comfortable with my situation
- I feel safe here
- I started to behave and looked at my education better

<b>What else can YC Hertfordshire do to help you feel safe?</b>
<ul style="list-style-type: none"> <li>• Work more closely with college</li> <li>• Projects that discuss self-esteem and providing opportunities to talk about it in a natural way with staff and others.</li> <li>• Have a stall at my school more often</li> <li>• Always include safety into the programmes at youth sessions</li> </ul>
<b>What else can YC Hertfordshire do to raise your aspirations?</b>
<ul style="list-style-type: none"> <li>• Showing examples and techniques to improve my personal statement and CV alongside how college supports me.</li> <li>• I am no longer the age to attend but I know that the One Stop Shop is there for me.</li> <li>• With projects like NCS it gave me more confidence. I would do something like this again.</li> <li>• Giving advice on jobs, school and college.</li> </ul>
<b>What else can YC Hertfordshire do to help you to feel happy?</b>
<ul style="list-style-type: none"> <li>• More motivated activities, session available when college / teens available</li> <li>• Don't force us to get into a project we don't want to do.</li> <li>• I am happy now without YC Hertfordshire but know where to go</li> </ul>
<b>What else can YC Hertfordshire do to help you be Independent?</b>
<ul style="list-style-type: none"> <li>• Support with doing things on my own.</li> <li>• Setting goals and working on tasks with staff help</li> <li>• Life skills</li> <li>• Help me get a job.</li> <li>• Sort out benefits and work.</li> <li>• Help me get ID and a bank card and help me with managing money</li> </ul>
<b>What else can YC Hertfordshire do to help you to be healthier?</b>
<ul style="list-style-type: none"> <li>• Peer awareness and healthy eating and living.</li> <li>• Youth Council could do awareness of how to live healthy lifestyle awareness</li> <li>• Play more sport or exercise classes</li> <li>• Quitting smoking</li> </ul>
<b>What else can YC Hertfordshire do to help you to be more resilient?</b>
<ul style="list-style-type: none"> <li>• Maybe give us more confidence.</li> </ul>
<b>Any Other comments?</b>
<ul style="list-style-type: none"> <li>• YC Hertfordshire do not give up on anyone. You push through over three months, you see a young person grow.</li> </ul>

**Outputs and Outcomes**

Below is a list illustrating further detail of potential and /or current outputs and outcomes for the remodelled service

- The number of young people receiving an intervention (this will be less than currently due to an increased focus on case work and intensive targeted group work).
- The number of young people receiving sexual health programmes and services.
- The number of cases led and supported as part of Families First arrangements.
- The number of step down cases.
- The number and percentage of young people from identified vulnerable groups including CLA, NEET, LGBTQ, and LDD receiving an intervention.
- The number of young people from the areas of greatest deprivation receiving an intervention.
- The number of young people participating in a specific programme to reduce risk e.g. healthy relationships (CSE).
- The number of young people with an Education Health Care Plan (EHCP) receiving an 'All About Me' transition plan.
- The number of young people known at risk of criminal behaviour including gang association receiving an intervention.
- The number of Care Leavers with a significant learning disability who have an up to date pathway plan.
- The number of young people being worked with through the out of court disposal process delivered.
- Evidence of impact of young people's commissioners and other examples of them affecting their services.
- The number of young people engaging in nationally recognised programmes such as the National Citizen Service and the number of those who are from vulnerable and other targeted groups.

## Outcomes

NEET and in learning measures:

- % of young people in education or training post year 11
- % of young people aged 16 or 17 known to the Local Authority
- % of young people who are NEET
- % of young people from specific vulnerable groups or areas of deprivation who are NEET
- Re-engagement from NEET to EET.

The Youth Outcome Star:

This is part of the family of Outcome Stars used by Families First; data from this assessment and measurement tool will measure:

- Personal and social development
- Communication skills
- Aspiration and hopes
- Wellbeing and self-esteem
- Decision making with regard to taking risks
- Education, work and training.

Young People's Feedback

- % saying they have learnt through their experience
- % saying they have improved their ability to express themselves, listen to others and cope with conflict
- % identifying an increase in confidence
- % who can identify their next steps
- % who are clearer about the actions they need to achieve their goals
- % identifying increased resilience

Accreditation

- Number of completers of recognised accreditation e.g.
  - City and Guilds Employability
  - First aid
  - Food Hygiene

**STEP 1: Responsibility and involvement**

<b>Title of proposal/ project/strategy/ procurement/policy</b>	Supporting Young People in Hertfordshire: developing a new approach	<b>Head of Service or Business Manager</b>	Andy Manson
<b>Names of those involved in completing the EqIA:</b>	Katherine Fitzpatrick Barbara Rumble Linda Woodhouse Cheralyn Haines Matthew Peirce	<b>Lead officer contact details:</b>	Peter Hosier (01992 555406)
<b>Date completed:</b>	December 2017	<b>Review date:</b>	N/A

**STEP 2: Objectives of proposal and scope of assessment – what do you want to achieve?**

<p><b>Proposal objectives:</b>                  –what you want to achieve                  –intended outcomes                  –purpose and need</p>	<p>In response to budget pressures and a review of the current service, to remodel YC Hertfordshire (YCH) to ensure that there is a continuum of support and opportunities for young people enabling them to achieve their aspirations within the County and consolidate YCH role in promoting the national Social Mobility agenda.</p> <p>The aim of the remodelling is to develop and strengthen the service’s targeted approach to addressing the needs of young people who are challenged in education, their community or home life in order to ensure access to a range of opportunities enjoyed by their peers and a successful transition to adulthood.</p> <p>The restructure proposals have been developed through reviewing existing roles, resources and processes to ensure they are fit for purpose and deliver an efficient service going forward.</p>
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<p><b><u>Stakeholders:</u></b>  Who will be affected:  the public, partners, staff,  service users, local Member  etc</p>	<p>Young people aged 13-19 plus those up to their 25<sup>th</sup> birthday from the following vulnerable groups:</p> <ul style="list-style-type: none"> <li>- Young people with learning disabilities</li> <li>- Young people leaving care</li> <li>- LGBTQ young people</li> </ul> <p>Staff</p> <p>Partners:</p> <ul style="list-style-type: none"> <li>- Families First Implementation Groups and their partner agencies</li> <li>- District and Borough 11-25 Youth Strategy Groups</li> <li>- Community Safety Partnerships</li> <li>- Hertfordshire LEP</li> <li>- Pro-Action H</li> <li>- Herts Carers and Parents Forum (LDD)</li> <li>- Children's Services.</li> </ul>
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### STEP 3: Available data and monitoring information

Relevant equality information	What the data tell us about equalities
<b>User group profile data</b>	Below is the current profile of young people who access YCH services in the last 12 months. This information is based on the data recorded on the YCH management information database (CCIS).

In the last year 27,079 young people accessed YCH services. Of those accessing youth YC services 1.8% were under the age of 13, 75.6% were aged 13-17, 17.9% were aged 18-19 and 4.7 were aged 20-24. The % of young men accessing services was slightly higher than young women, 55.2% versus 44.8%, respectively.

The ethnicity profile of the young people was:

	Number of Young People accessing YCH services*	% of Young People	Ethnicity profile of those aged 10-19 living in Herts*
<b>White: Total</b>	<b>21497</b>	<b>79.4%</b>	<b>84.7%</b>
White British	19720	72.8%	80.7%
White Irish	198	0.7%	0.6%
Gypsy/Roma/Traveller	141	0.5%	0.2%
Other White Background	1438	5.3%	3.3%
<b>Mixed : Total</b>	<b>1598</b>	<b>5.9%</b>	<b>5.5%</b>
Mixed White & Black Caribbean	561	2.1%	2.7%
Mixed White & Black African	209	0.8%	0.7%
Mixed White & Asian	314	1.2%	1.4%
Other Mixed background	514	1.9%	0.7%
<b>Asian/Asian British: Total</b>	<b>1735</b>	<b>6.4%</b>	<b>5.5%</b>
Indian descent	496	1.8%	1.4%
Pakistani descent	526	1.9%	0.6%
Bangladeshi	204	0.8%	0.8%
Chinese descent	97	0.4%	0.7%
Other Asian background	412	1.5%	1.9%
<b>Black/African/Caribbean/Black British : Total</b>	<b>1070</b>	<b>4.0%</b>	<b>4.0%</b>
Black African	647	2.4%	2.8%
Black Caribbean	287	1.1%	0.7%
Other Black background	136	0.5%	0.4%
Any Other Ethnic background	242	0.9%	0.4%
I prefer not to say	199	0.7%	
Unknown	738	2.7%	

\*The number of young people accessing YCH services excluding tracking calls.

\*\*Based on 2011 census data.

The % of attendance for minority groups exceeds that of the ethnicity profile based on the



2011 census data.

YCH targets resources to those with the greatest need, who may need additional support in order to navigate the transition to adulthood. The table below indicates the proportion of vulnerable young people recorded on Client Caseload Information System (CCIS) who have accessed YCH provision and services.

	Number of YP*	% of total number of YP	Total number of YP recorded on CCIS (89,325)**	% of YP recorded on CCIS who access YCH services
LD	3178	11.7%	4618	68.8%
Care Leaver	634	2.3%	976	65.0%
CLA	152	0.6%	264	57.6%
Young Carer	143	0.5%	229	62.4%
Young Parent/expecting	167	0.6%	201	83.1%
Free School Meals	578	2.1%	1031	56.1%
LGBTQ	180	0.7%	189	95.2%
Young Traveller	120	0.4%	182	65.9%
Refugee / Asylum Seeker	65	0.2%	182	35.7%
NEET (as at 30 Nov 17)	1066	6.5%	1107	96.3%
Residing in area of Deprivation	7004	42.6%	19166	36.5%
Working with YOT (during the 12 months )	458	2.8%	515	88.9%

\*Number of young people who have been recorded with the stated vulnerability on CCIS. This data is obtained from the school census data which is sent to YCH twice yearly plus new client requests from users. The school census data includes everyone who is attending a Hertfordshire special or maintained school year 7 to 14. It does not include any information from independent schools.

\*\*Number of young people aged 13-19 living in Hertfordshire who are recorded on CCIS.

The above table indicates that YCH has been successful in engaging young people from vulnerable groups and with the greatest need.

As part of the remodelling consultation process, partners were asked what they saw as the gaps, priorities and issues for young people that are currently not being addressed by any organisation. In the main they thought that the gaps and priorities were:

- Addressing specific issues such as child sexual exploitation (CSE), gang related issues including violence and association, mental health and emotional well-being, drugs and alcohol and the risks of social media.
- Supporting services who provide more specialist interventions by delivering preventative and early intervention programmes to reduce the needs for escalation.
- Providing support for young people from vulnerable groups such as LD young people, care leavers, young people at risk of exclusion.
- Promoting sustained progression beyond 18 and for the 11-13.
- Diversionary programmes preventing young people from putting themselves at risk and engaging in anti-social behaviour.

The above priorities are in line with those which have been identified for the remodelled service.

It is anticipated that the remodelling of YCH will have an impact on all staff. As part of this process staff will be re-aligned to one of four teams as opposed to the current structure where they are aligned to districts.

It is envisaged that 529 within YCH will be effected:

Age Group	No of individuals	% of cohort
<25	79	15%
25-34	142	27%
35-44	108	20%
45-55	121	23%
>55	79	15%
<b>Pregnancy</b>		
On maternity leave	1	<0.1%
<b>Caring Roles*</b>		
Caring for a child	121	30%
Caring for an Adult	20	
Caring for both	4	
Caring responsibility unknown	12	
<b>Ethnicity</b>		
BME	123	23%
<b>Disability</b>		
Yes indicator	30	6%
<b>Gender</b>		
Male	160	30%
Female	369	70%

#### STEP 4: Impact Assessment – Service users, communities and partners

Protected characteristic	<u>Potential for differential impact (positive or negative)</u>	What reasonable mitigations can you propose?
<b>Age</b>	<p>Given the remit of the service the remodelling will predominantly impact young people aged 13-17. Any impact is likely to be minimal, as the focus of the service is to target resources at those most vulnerable and with the greatest need. Some younger people may find support more difficult to access if there are changes to the nature of support or where it is provided.</p>	<p>The impact will be mitigated by ensuring that services are targeted to young people who are most vulnerable and those whose outcomes are lower than expected.</p> <p>This will be through exclusive provision for those from vulnerable groups including 1-1 support and the delivery of targeted programmes to identified groups of young people facing similar issues.</p> <p>The service will monitor the age range of those young people who access services and actions taken if issues are identified.</p>
<b>Disability Including Learning Disability</b>	<p>There is unlikely to be a significant impact on young people with this protected characteristic based on the fact that disability has been identified as a key vulnerable group for the service.</p>	<p>YCH will continue to provide exclusive provision and 1-1 support for young people with learning disabilities up to their 25<sup>th</sup> birthday.</p> <p>Young people with learning disabilities will be supported to ensure that they have a robust Education Health and Care Plan.</p>
<b>Race</b>	<p>Data indicates that YCH services are accessible to young people from black &amp; minority ethnic groups (BME) No changes are being proposed that are likely to have a differential impact this.</p>	<p>Where there is data evidencing young people from BME groups have outcomes that are below those expected, YCH will look to provide additional support through, 1 to 1 support and exclusive projects and programmes to address the identified issues.</p> <p>Take up of services by young people from BME groups will be monitored and actions taken if issues are identified.</p>

<b>Gender reassignment</b>	YCH does not have any data regarding this characteristic; however no negative or differential impact has been identified due to this characteristic.	YCH would provide support to young people going through gender reassignment to access projects and programmes and if appropriate through 1-1 support.
<b>Pregnancy and maternity</b>	No negative or differential impact currently identified due to this characteristic.	YCH will continue to deliver 1 to 1 support and exclusive projects and programmes for young parents.
<b>Religion or belief</b>	No data has been collected on religion or belief. However no negative or differential impact is anticipated due to this characteristic. Delivery of the service is across the week including weekends, hence accessible to all young people from all religions and beliefs.	YCH will monitor through feedback from young people and partners; and review if any issues arise.
<b>Sex</b>	No negative or differential impact currently identified due to this characteristic. However this can be monitored against the current proportion of young men versus young women accessing the service.	Currently there is a slightly higher proportion of young men accessing YCH services. In areas where there is a significant difference, single sex projects and programmes will continue to be considered. In addition YCH encourages young women to access STEM (science, technology, engineering and maths) careers.
<b>Sexual orientation</b>	There is unlikely to be a significant impact on young people with this protected characteristic as this characteristic has been identified as a key vulnerable group for the Service.  Resources will therefore continue to be targeted towards LGBTQ young people.	In recognition that LGBTQ young people may require additional support, YCH offers provision for this group of young people up to their 25 <sup>th</sup> birthday.  YCH delivers 1-1 support and exclusive provision for LGBTQ young people. This will continue in the remodelled service.
<b>Marriage &amp; civil partnership</b>	Given the core age group of the service is 13-17, no significant impact is anticipated.	

<b>Carers</b>	<p>There is unlikely to be a significant impact on young people with this protected characteristic, as this characteristic has been identified as a key vulnerable group for the Service.</p> <p>Resources will therefore continue to be targeted towards young people with caring responsibilities.</p>	<p>Where the need has been identified, YCH offers exclusive provision to young carers. In addition young carers can access 1-1 support. This will continue in the remodelled service.</p> <p>Data will be reviewed on a regular basis to ascertain whether additional services are required.</p>
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<b>Opportunity to advance equality of opportunity and/or foster good relations</b>
<p>Through the remodelling of YCH, the service delivery will be prioritised where there is evidence of a clearly defined need. It is recognised that quantity of provision will reduce in order to redirect resources to young people who are at risk, vulnerable and whose life-chances are limited. In the remodelled service, all delivery will be targeted and outcomes will be evidenced through case-studies, outcome stars, action plans and, where appropriate, accreditation.</p> <p>Through the above identified partners, including the 11-19 Youth Strategy Groups, YCH are skilled at gathering intelligence to ensure that resources and delivery are aligned with the service strategy. Delivery will be kept under continual review to ensure that the needs of vulnerable young people are met and there are appropriate resources to support those at risk.</p>

**Impact Assessment – Staff**

<b>Protected characteristic</b>	<b><u>Potential for differential impact (positive or negative)</u></b>	<b>What reasonable mitigation can you propose?</b>
<b>Age</b>	There is a potential that staff may be disadvantaged by not being able to take up the offer of the voluntary redundancy/ early retirement packages due to a large volume of applicants.	The Council will continue to apply a transparent and fair selection process. Voluntary redundancy and early retirement applications will be accepted based on a set of criteria which includes a key consideration on whether the job role is critical to the business.
<b>Disability Including Learning Disability</b>	Disabled staff may need specialist equipment ordered or transferred, should a move to a new team/role be required. Organisation of this and explanations to a new manager may feel uncomfortable in a new team or reporting to a new manager.	<p>Staff can raise any pertinent issues during 1-1's and as part of the consultation process including through FAQ's.</p> <p>The Council will apply a transparent and fair recruitment process and ensure all interview panel members have up to date training around recruitment and selection. For interviews, the Council will make</p>

Protected characteristic	<u>Potential for differential impact</u> (positive or negative)	What reasonable mitigation can you propose?
	<p>Staff with disability requiring a low level of support may find that they need to disclose personal information which they had previously kept private in order to receive the appropriate support.</p>	<p>reasonable adjustments or provide appropriate support to staff as necessary in order to enable them to attend and/or take part in the selection process. Managers will adhere to the County Council's guidance on interview processes.</p> <p>Reasonable adjustments will be made for staff who are successfully recruited to new posts where appropriate.</p> <p>Employees who are under notice of dismissal on the grounds of redundancy with a disability (covered by the Equality Act 2010) and /or are being managed under ill health will be offered any suitable alternative vacancies available in line with both the Ill Health Policy and Organisational Change Policy</p> <p>Staff will also be signposted to the Council's disabled staff network group as appropriate , so they can access an independent support network where required.</p> <p>Staff needing reasonable adjustments being relocated to different buildings will be consulted and appropriate risk assessment put in place (including appropriate parking etc).Where relevant, revised Personal Emergency Evacuation Plans will be put in place.</p>
<b>Race</b>	<p>It is not anticipated that the proposals will affect people disproportionately because of their race.</p>	<p>Managers will ensure compliance with equalities legislation throughout the consultation and application process – staff can raise any pertinent issues during 1-1's and as part of the consultation process including through FAQ's.</p> <p>Staff will also be signposted staff to the Council's BAAS staff network group as appropriate , so they can</p>

Protected characteristic	<u>Potential for differential impact</u> (positive or negative)	What reasonable mitigation can you propose?
		access an independent support network where required.
<b>Gender reassignment</b>	There are no staff known undergoing gender reassignment and staff are invited to share any additional information pertinent to the application that previously they have not disclosed.	Managers will ensure compliance with equalities legislation throughout the consultation and application process – staff can raise any pertinent issues during 1-1's and as part of the consultation process including through FAQ's.  Managers will use the Trans Policy and Guidance.
<b>Pregnancy and maternity</b>	There is a risk that staff who are on maternity/paternity leave or off work on pregnancy related sick leave may not be consulted about their views on proposed changes.  There is currently 1 member of staff on maternity leave.	Ensuring that during the protected period the County Council follow the legal duties around consultation and maternity protection, e.g. ensuring suitable alternatives employment is offered as per the Council's redeployment process.  The manager in question will be reminded of the need to ensure that the member of staff on maternity leave will be sent consultation and review documents to ensure they have access to full information about the process, have the opportunity to attend relevant meetings, and the opportunity to discuss implications to their personal circumstances and have opportunities to engage in the process
<b>Religion or belief</b>	It is not anticipated that the proposals will affect people disproportionately because of their religious beliefs.	Managers will ensure compliance with equalities legislation throughout the consultation and application process – staff can raise any pertinent issues during 1-1's and as part of the consultation process including through FAQ's.
<b>Sex</b>	Employee demographics suggest that more women than men work part time. It is also evidenced that more women have caring responsibilities and need flexible working in order to care for children/adults. These factors may lead to	Managers will ensure compliance with equalities legislation throughout the consultation and application process – staff can raise any pertinent issues during 1-1's and as part of the consultation process including through FAQ's.

Protected characteristic	<a href="#">Potential for differential impact (positive or negative)</a>	What reasonable mitigation can you propose?
	women being disproportionately disadvantaged, should their working patterns be required to change. It is important to note that caring for a child or disabled/unwell person may also affect men.	
<b>Sexual orientation</b>	It is important to acknowledge that it can be hard for LGBT staff during a restructure – staff who have already declared sexual orientation (lesbian or gay) to an existing line manager. They may have concerns about informing another manager, including in a different team which could lead to additional stress and anxiety.	Managers will ensure compliance with equalities legislation throughout the consultation and application process – staff can raise any pertinent issues during 1-1's and as part of the consultation process including through FAQ's.  Staff will also be signposted to the County Council's LGBT staff network group as appropriate , so they can access an independent support network where required.
<b>Marriage &amp; civil partnership</b>	It is not anticipated that the proposals will affect people disproportionately because of their marital status.	
<b>Carers (by association with any of the above)</b>	Some staff affected may have caring responsibilities for children or family members with a disability/illness – for some this may mean they can only maintain caring and work with flexible working arrangements.  Staff with caring responsibilities for children or family members with a disability or illness may be affected should a change of working location be required.  It is also noted that more women have caring responsibilities and need flexible working in order to care for children. These factors may lead to women being disproportionately	The Council will balance requests for flexible working alongside business needs.  Where a change of working location is proposed, consideration will be given to those with caring responsibilities as to their preferences relating to their caring needs.  Staff will also be signposted to the County Council's Carers staff network, so they can access an independent support network where required.  The application process will give people notice where new working patterns are required to assist them making alternative arrangements for childcare/and other caring responsibilities.



Protected characteristic	<a href="#">Potential for differential impact</a> (positive or negative)	What reasonable mitigation can you propose?
	disadvantaged, should their working patterns be required to change. It is important to note that caring for a child or disabled/unwell person may also affect men.	Consideration will be given to parking capacity in new locations for those with caring commitments who may arrive at work later than others.

<b>Opportunity to advance equality of opportunity and/or foster good relations</b>

**STEP 5: Gaps identified**

<p><b>Gaps identified</b> Do you need to collect more data/information or carry out <a href="#">consultation</a>? (A 'How to engage' consultation guide is on <a href="#">Compass</a>). How will you make sure your consultation is accessible to those affected?</p>	<p>Any issues pertinent to staff in relation to personal and equality related matters can be discussed via 1-1s with Heads of Service, or HR during the formal consultation period, and need to be considered as part of the process to finalise new structures. Other staff support networks are also available ie staff internal equality networks.</p> <p>Staff who are off sick (long term) or on maternity leave will be sent the consultation documents and related communications to ensure they are kept informed and up to date on developments and are involved as appropriate.</p> <p>In developing the proposals for the Service, a consultation was carried out during a two week period in November 2017 with key stakeholders and partners including:</p> <ul style="list-style-type: none"> <li>- Young People <ul style="list-style-type: none"> <li>- Families First Implementation Groups and their partner agencies</li> <li>- District and Borough 11-25 Youth Strategy Groups</li> <li>- Community Safety Partnerships</li> <li>- Hertfordshire LEP</li> <li>- Pro-Action</li> <li>- Herts Carers and Parents Forum (LDD)</li> <li>- Children's Services</li> </ul> </li> </ul> <p>Feedback from this consultation has been integrated in the paper "Supporting Young People in Hertfordshire: developing a new approach" which will be presented to Children Service's Cabinet Panel on 7 February 2018.</p>
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**STEP 6: Other impacts-** Consider if your proposal has the potential (positive and negative) to impact on areas such as health and wellbeing, crime and disorder and community relations. There is more information in the guidance.

## STEP 7: Conclusion of your analysis

Select one conclusion of your analysis	Give details
<input type="checkbox"/> <p><b>No equality impacts identified</b></p> <ul style="list-style-type: none"> <li>– No change required to proposal.</li> </ul>	
<input checked="" type="checkbox"/> <p><b>Minimal equality impacts identified</b></p> <ul style="list-style-type: none"> <li>– Adverse impacts have been identified, but have been objectively justified (provided you do not unlawfully discriminate).</li> <li>– Ensure decision makers consider the cumulative effect of how a number of decisions impact on equality.</li> </ul>	<p>The potential for minimal negative impact on people from a number of protected characteristic groups has been identified. However, sufficient mitigations have been proposed, including continuing to target resources to ensure that support is available to vulnerable groups and a commitment to continue to offer exclusive provision and 1-1 support to priority groups where there is an identified need as stipulated in the YCH Strategy.</p>
<input type="checkbox"/> <p><b>Potential equality impacts identified</b></p> <ul style="list-style-type: none"> <li>– Take 'mitigating action' to remove barriers or better advance equality.</li> <li>– Complete the action plan in the next section.</li> </ul>	
<input type="checkbox"/> <p><b>Major equality impacts identified</b></p> <ul style="list-style-type: none"> <li>– Stop and remove the policy</li> <li>– The adverse effects are not justified, cannot be mitigated or show unlawful discrimination.</li> <li>– Ensure decision makers understand the equality impact.</li> </ul>	

## STEP 8: Action plan

Issue or opportunity identified relating to:	Action proposed	Officer Responsible and target date
<ul style="list-style-type: none"> <li>– Mitigation measures</li> <li>– Further research</li> <li>– Consultation proposal</li> <li>– Monitor and review</li> </ul>		
<p>The priority application process will apply throughout the review selection and appointment process as appropriate.</p>	<p>To ensure that all managers appointing staff are clear about the legal/policy requirements around priority applications.</p>	<p>Heads of Service/HR Business Partner</p>
<p>Flexible working arrangements – the review is an opportunity to identify how best we can support flexible working needs and balance this with business needs.</p>	<p>To ensure the final design structure consolidates feedback and is underpinned by opportunities for flexible working/job sharing where appropriate to specific roles, and that meet the business needs.</p>	<p>Heads of Service</p>

<b>Issue or opportunity identified relating to:</b> <ul style="list-style-type: none"> <li>– Mitigation measures</li> <li>– Further research</li> <li>– Consultation proposal</li> <li>– Monitor and review</li> </ul>	<b>Action proposed</b>	<b>Officer Responsible and target date</b>
	As part of the proposed changes to work location, consideration will be given to those with Disability and those who are Carers with regards to accommodating their requests.	
<p>That all interview panel staff have up to date training around recruitment and selection practice.</p> <p>There is a clear and auditable scoring process as part of the application process.</p>	Training to include – <ul style="list-style-type: none"> <li>• Recognition of unconscious bias</li> <li>• Reasonable adjustments provisions for disabled staff</li> <li>• Structured interview questions must be used to ensure candidates are impartially assessed on their ability and competence</li> <li>• Giving fair consideration to applications from people seeking to work flexibly, part time or job share whilst ensuring that the business needs are met.</li> </ul>	Heads of Service
Consultation and feedback opportunities for all staff are considered as part of the review process.	There are a range of options for staff to share their views including opportunities through– <ul style="list-style-type: none"> <li>• 1-1s with managers</li> <li>• FAQ process</li> <li>• Specific e-mail address will be set up to provide feedback</li> </ul>	Project Team
Staff support mechanisms – all staff will be provided access to a range of support networks as identified.	<ul style="list-style-type: none"> <li>• Internal staff equality networks</li> <li>• Support around job applications processes</li> <li>• 1-1 around application processes</li> <li>• Trade Union support (Unison members)</li> <li>• HR support and advice</li> </ul>	
<p><b>For service users</b> To continue to target resources at vulnerable groups, including exclusive provision to meet specific and priority needs.</p>	<ul style="list-style-type: none"> <li>• Continue to offer exclusive provision and 1-1 support to groups including LD young people LGBTQ young people and young carers</li> <li>• To offer exclusive, time bound provision to address specific needs such as CSE, gang culture, mental, physical and emotional wellbeing etc.</li> <li>• Review data on a regular basis to</li> </ul>	Head of Service

<b>Issue or opportunity identified relating to:</b> <ul style="list-style-type: none"> <li>– Mitigation measures</li> <li>– Further research</li> <li>– Consultation proposal</li> <li>– Monitor and review</li> </ul>	<b>Action proposed</b>	<b>Officer Responsible and target date</b>
	identify whether additional services are required.	

<b>This EqlA has been reviewed and signed off by:</b>	
<b>Head of Service or Business Manager:</b>	<b>Date:</b>
<b>Equality Action Group Chair:</b>	<b>Date:</b>

HCC's Diversity Board requires the Equality team to compile a central list of EqlAs so a random sample can be quality assured. Each Equality Action Group is encouraged to keep a forward plan of key service decisions that may require an EqlA, but please can you ensure the Equality team is made aware of any EqlAs completed so we can add them to our list. (email: [equalities@hertfordshire.gov.uk](mailto:equalities@hertfordshire.gov.uk)).

# HERTFORDSHIRE COUNTY COUNCIL

**CABINET**  
**19 FEBRUARY 2018 AT 2.00PM**

Agenda item  
No:

**6**

## **NEW RIVER BRIDGE (ESSEX ROAD, HODDESDON)**

### Report of the Chief Executive and Director of Environment

Author: David Burt, Project Sponsor, Major Projects Group  
(Tel:01992 658177)

Executive Member: Ralph Sangster, Highways

Local Member: Tim Hutchings, (Broxbourne and Hoddesdon South)

#### **1. Purpose of report**

To seek Cabinet's authorisation to proceed with all necessary statutory processes, including applying for Planning Permission, Side Road Orders and Compulsory Purchase Orders to enable delivery of the New River Bridge project at Essex Road, Hoddesdon. To incorporate such scheme alterations resulting from the pre-planning consultation process as deemed necessary.

#### **2. Summary**

##### 2.1 The report includes:

- i) An overview of the need and historic development of the scheme.
- ii) A preferred option for the proposed New River Bridge at Essex Road, Hoddesdon.
- iii) An outline of the issues raised at the recent consultation.

2.2 The report seeks authority to proceed with the statutory processes required to deliver the scheme and to make any necessary changes to the design during the design development.

#### **3. Recommendation**

3.1 The Highways Cabinet Panel considered a report on this item of business at its meeting on 31 January 2018. The Panel recommended that Cabinet authorises:-

- (i) the Chief Executive and Director of Environment, in consultation with the Executive Member for Highways, to proceed with all necessary statutory processes and to take all necessary steps, including the seeking of planning permission and Side Roads

Orders to enable the delivery of the New River Bridge (Essex Road, Hoddesdon); and

- (ii) the Director of Resources , in consultation with the Leader of the Council (as responsible for Resources, Property & the Economy) to acquire the land interests necessary for delivery of the New River Bridge (Essex Road, Hoddesdon) and to make compulsory purchase orders should they be necessary.

#### **4. Scheme Overview and development to date**

- 4.1 Essex Road is the main route that provides access to the principal road network from the Hoddesdon Business Park (“the Business Park”), which is a mix of industrial and warehouse units. The Business Park is a very important income generator in Hertfordshire and plays a significant economic role in the wider region.
- 4.2 The Essex Road Gateway Study, completed in 2016 by Arup for Hertfordshire County Council and Broxbourne Borough Council (BBC), placed the economic value of the Business Park at £0.8 – £1.5M per day (Gross Value Added).
- 4.3 The current problems on this section of Essex Road are:
  - i) It is the only access into the Business Park suitable for Heavy Goods Vehicles (HGVs). A vehicle breakdown on the bridge would cut the area off for hours; an accident which damaged the bridge could close the road for days or weeks.
  - ii) The existing bridge that carries Essex Road over the New River is 60 years old and does not meet modern standards.
  - iii) The road over the bridge is narrow, such that it is difficult for two HGVs to pass.
  - iv) The footway on the bridge is very narrow and there is no provision for cyclists.
- 4.4 Hertfordshire County Council and Broxbourne Borough Council have been working in partnership for a number of years to identify and deliver a solution at this bridge. A study was first commissioned in 2006 which identified the need for an improvement to the infrastructure at this site.
- 4.5 The scheme was subsequently identified within Hertfordshire County Council’s Hertfordshire Infrastructure and Investment Strategy in 2009, as part of a package of infrastructure identified to support growth in the County to 2031 based on emerging spatial plans at that time.
- 4.6 Due to the high value of the scheme and economic climate the scheme was not significantly developed due to resource constraints. During this

period the majority of the land required for the construction of the project was acquired by Broxbourne Borough Council.

- 4.7 In 2013, Broxbourne Borough Council submitted a funding application to the Hertfordshire Local Enterprise Partnership (LEP) to deliver a scheme to improve the existing bridge, however, it was not funded at that time due to the scheme not being sufficiently developed.
- 4.8 Following this, further work was undertaken in partnership between the County Council and Broxbourne Borough Council to identify the correct highways solution and develop a wider planning brief for the Essex Road gateway site. This resulted in the completion of the Essex Road Gateway Study (“the study”) in 2016 and a further technical study in 2017.
- 4.9 The study considered the following design options to resolve the problems on Essex Road:
- i) Do Nothing Option: This would provide additional road signage and high friction surfacing on the approaches to the existing road bridge to warn of the hazard and the narrow lane widths. This would not improve the pedestrian or cycle facilities on Essex Road nor would it address the sub-standard structural elements of the existing road bridge.
  - ii) Online Option: This involves widening and strengthening the existing bridge. This option would cause severe disruption to the operation of the business park during the construction stage and is therefore not considered a deliverable solution given the road is the sole point of access for HGVs.
  - iii) Offline Option: This option includes proposals for a new access road over Woolens Brook and the New River to the south of the existing Essex Road.
- 4.10 Following analysis, the offline option is considered the preferred option as it provides the following benefits:
- i) Improved access to the Business Park.
  - ii) Increased resilience of the transport access to the Business Park to cope with incidents such as collisions, breakdowns and maintenance.
  - iii) Improved provision for pedestrians and cyclists which has both safety benefits as well as facilitating alternatives to car travel.
  - iv) Increased capacity at the A1170 Dinant Link roundabout would make it easier to get from Essex Road onto Dinant Link Road and other routes.
  - v) New bridge and road will be wide enough to allow HGVs to pass each other safely.
  - vi) Majority of the construction work is offline and will be less disruptive to users of Essex Road.

- 4.11 The total estimated cost of the New River bridge scheme is estimated between £5.2m and £7.1m excluding the land value, which is already in the Borough Council's ownership.
- 4.12 The variance in the estimate range is largely due to the engineering complexity of working around the New River and ground conditions. This figure will be refined in the coming year as the design develops.
- 4.13 A revised funding bid was submitted by the County Council to the LEP in 2017. Following additional scheme development, £6.4m was allocated to the County Council for the delivery of this scheme within the LEP's 2016-2021 Growth Deal to support the LEP's Strategic Economic Plan for Hertfordshire.
- 4.14 This LEP funding is supported by National Productivity Investment Funding (NPIF) and S106 funding in the scheme's locality. The upper limit of the cost estimate can be afforded with the existing funds; however, savings will be sought through the design process.
- 4.15 In order to progress a wider integrated land use plan and transport masterplan for the area, the County Council and Broxbourne Borough Council are working in partnership to produce a wider traffic study to consider transportation issues in and around the Business Park to complement the New River Bridge scheme.
- 4.16 The LEP funding currently requires scheme delivery in 2020 and, in order to achieve this timescale, a planning application must be submitted to the planning authority in Spring/Summer 2018.
- 4.17 In preparation for a planning submission, a pre-planning consultation was undertaken for the proposed New River Bridge between 15 November and 18 December 2017.
- 4.18 Key themes have been identified from the consultation and listed below. Where appropriate, consideration has been given to ways in which it is feasible and affordable to refine the design of the scheme to accommodate feedback received.
- 4.19 Key issues raised during the consultation were as follows:
- i) Provision of improved crossing facilities for pedestrians and cyclists at the eastern and western ends of the new access road.**  
Proposed amendment - Further engineering analysis has been undertaken and it is proposed to incorporate signal controlled pedestrian and cycle crossings at both ends of the scheme.
  - ii) Drivers keeping to their lanes when going round the roundabout of Essex Road, Dinant Link Road and Charlton Way.**  
Proposed amendment – A review of signing and lining on the approach to the new link road will be undertaken to provide clear advanced direction signing on approach to the roundabout.



**iii) Concerns regarding long queues exiting Essex Road onto the roundabout.**

Proposed amendment - Currently Essex Road has one lane approaching the roundabout. It is proposed that the new access road will have two lanes approaching the roundabout and a more detailed analysis will now be undertaken to refine the design solution. Whilst this is not expected to remove all queues on Essex Road, initial junction modelling shows that this will significantly reduce queues compared to the existing Essex Road. Detailed information on the transport implications and benefits of the proposed development will be included in a Transport Statement to support the planning application.

**iv) Environmental impact of the new river bridge scheme.**

A full suite of environmental surveys will be undertaken to identify any impacts and required mitigation measures. The results of the above assessments will be provided as part of the supporting documentation for the planning application.

**v) Impacts of construction on the travelling public and local businesses.**

Whilst most of the construction of the scheme is offline, Hertfordshire County Council have now sought early involvement from an experienced contractor in the development of the design to identify suitable construction methods that will reduce impact on the travelling public.

**vi) Traffic congestion on Essex Road caused by the traffic signals at its junction with Pindar Road and Bingley Road.**

This issue will be considered within the wider transport study being jointly commissioned by the County Council and Broxbourne Borough Council, with a view to identifying a solution to the congestion at this junction that complements the New River Bridge scheme.

**vii) The proposed Energy from Waste Facility at Ratty's Lane, Hoddesdon.**

Members of the public expressed a strong view that the delivery of the New River bridge scheme is now being progressed to facilitate the Energy from Waste Facility proposed at Ratty's Lane. The delivery of the New River Bridge scheme is independent of the proposal at Ratty's Lane. This scheme is funded through a combination of LEP and existing funds held from other developments within the area. Whilst the current highways response to the Ratty's Lane planning application does seek funds towards a list of transport improvements in the area, including the New River Bridge, it should be noted that the delivery of the New River Bridge scheme is not identified as a highways requirement of the Ratty's Lane application.

**5 Next Steps**

- 5.1 To maintain the current publicised programme, a planning application will need to be submitted in Spring/Summer 2018. The County Council as planning authority will then undertake a statutory consultation, providing the public (including stakeholders and interested parties) a further opportunity to comment. The application will be determined by the County Council's Development Control Committee.
- 5.2 If planning permission is granted the County Council will then seek to acquire the land required for the delivery of the scheme from Broxbourne Borough Council and Thames Water either by agreement or by Compulsory Purchase Order.
- 5.3 Subject to successful completion of the statutory processes identified above, a procurement process to appoint a Contractor will take place in 2019. Construction could commence in summer 2019 with the scheme operational by the end of 2020.

## 6. Financial Implications

- 6.1 A successful bid was made to the Hertfordshire LEP which allocated £6.4m funding for the delivery of this scheme within their 2016-2021 Growth Deal to support their Strategic Economic Plan. This funding is supported by National Productivity Investment Funding (NPIF) and existing S106 funding in the scheme locality.
- 6.2 The following table sets out the secured and the known potential future funding pot to help deliver complementary transport elements from the emerging masterplan around the business park.
- 6.3 Funding for the £5.2m - £7.1m New River Bridge scheme, which is the key project, will be the first call drawing down from this overall funding pot.

<b>Funding Source</b>	<b>Value</b>
NPIF	£100,000
LEP (Growth Deal 3)	£6,400,000
HCC Highways S106	£451,000
BBC Highways S106	£409,000
<b>Current total funding available</b>	<b>£7,360,000</b>
Potential future S106 receipts	£750,000
<b>Potential future total</b>	<b>£8,110,000</b>

## 7. Equality Impact Assessments (EqIAs)

- 7.1 When considering proposals placed before Members it is important that they are fully aware of, and have themselves rigorously considered the equalities implications of the decision that they are taking.
- 7.2 Rigorous consideration will ensure the proper appreciation of any potential impact of that decision on the County Council's statutory obligations under

the Public Sector Equality Duty. As a minimum this requires decision makers to read and carefully consider the content of any Equalities Impact Assessment (EqIA) produced by officers.

7.3 The Equality Act 2010 requires the Council when exercising its functions to have due regard to the need to:

(a) eliminate discrimination, harassment, victimisation and other conduct prohibited under the Act;

(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;

and

(c) foster good relations between persons who share a relevant, protected characteristic and persons who do not share it.

The protected characteristics under the Equality Act 2010 are age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief, sex and sexual orientation.

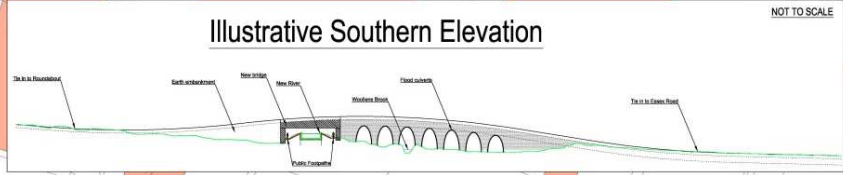
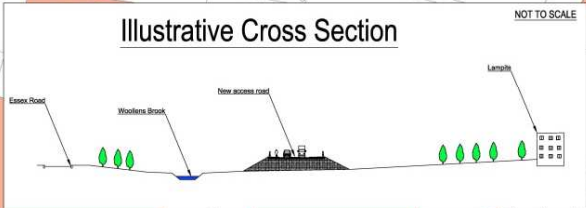
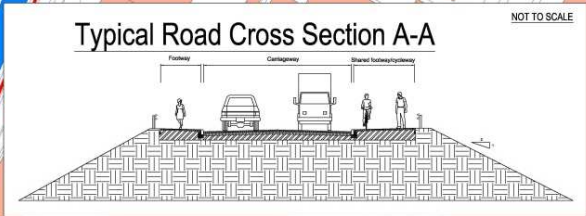
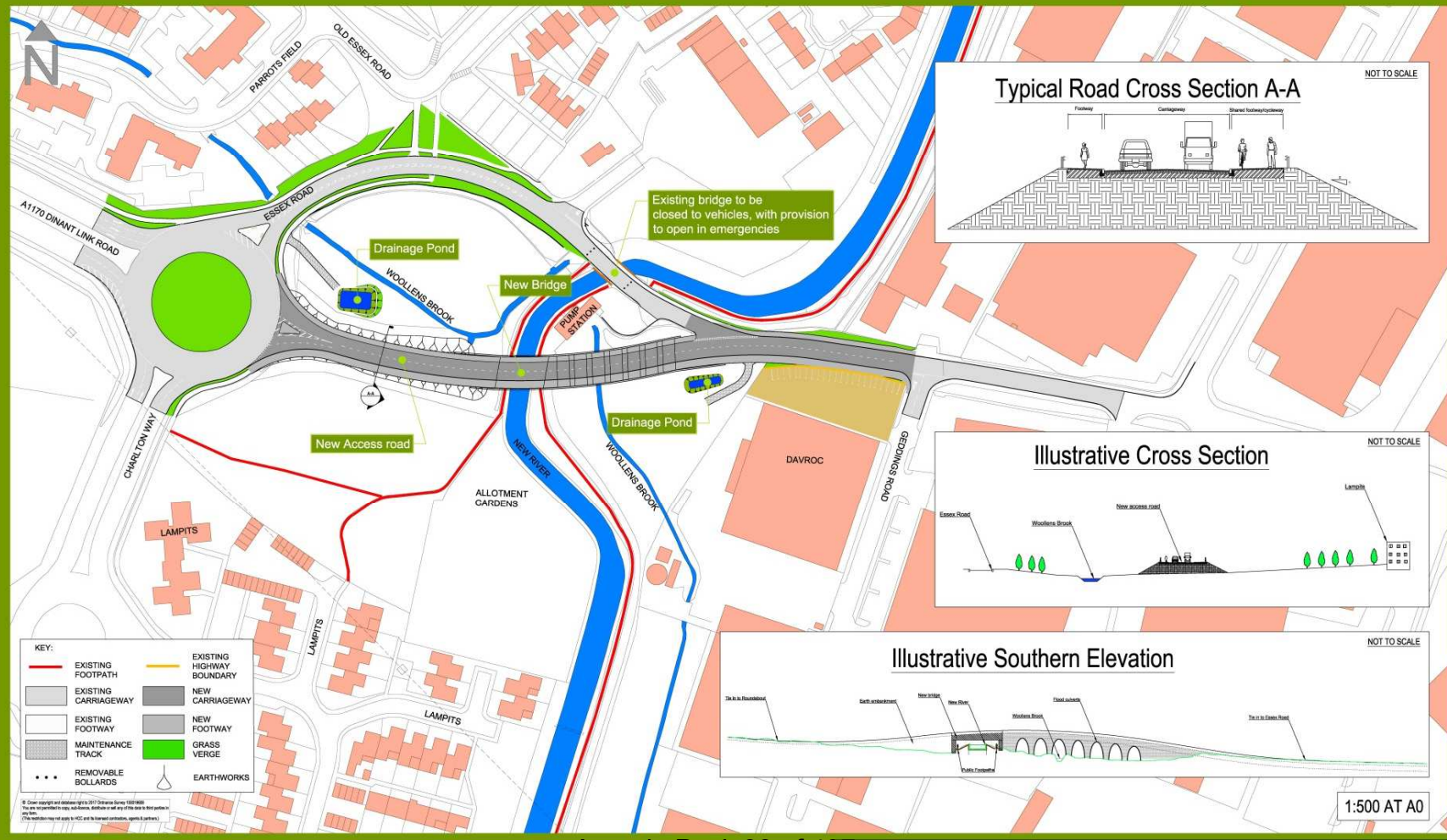
7.4 An EqIA was undertaken for this project and no equalities implications have been identified in relation to this report. The EqIA attached at s Appendix 2.

*Background Information*

<https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/roadworks-and-road-closures/major-roadwork-projects/essex-road-improvements-hoddesdon.aspx>



# NEW RIVER BRIDGE (Essex Road, Hoddesdon)



1:500 AT A0

## Equality Impact Assessment (EqIA)

### STEP 1: Responsibility and involvement

<b>Title of proposal/ project/strategy/ procurement/policy</b>	New River Bridge (Essex Road)	<b>Head of Service or Business Manager</b>	Mike Younghusband
<b>Names of those involved in completing the EqIA:</b>	Nathaniel Smith	<b>Lead officer contact details:</b>	David Burt
<b>Date completed:</b>	8 <sup>th</sup> November 2017	<b>Review date:</b>	November 2018

### STEP 2: Objectives of proposal and scope of assessment – what do you want to achieve?

<p><b>Proposal objectives:</b> – what you want to achieve – intended outcomes – purpose and need</p>	<p>This project involves the provision of a new access road and bridge to replace the existing Essex Road between its junction with the A1170 roundabout and Geddings Road. The scheme when built will improve access and egress to the business for motorists, pedestrians and cyclists.</p> <p>The objectives of the proposed scheme is to:</p> <ul style="list-style-type: none"> <li>• Improve and maintain access to employment at the Essex Road Business Park</li> <li>• Increase the resilience of the transport access to Essex Road to cope with incidents such as collisions, breakdowns and maintenance.</li> <li>• Improve safety for all road users.</li> <li>• Improve the quality and connectivity of provision for pedestrians and cyclists. Encourage alternatives to car travel through improvements to the attractiveness of public transport.</li> <li>• Support the delivery of objectives in the Essex Road Gateway development brief.</li> </ul>
<p><b>Stakeholders:</b> Who will be affected: the public, partners, staff, service users, local Member etc</p>	<ul style="list-style-type: none"> <li>• Broxbourne Borough Council</li> <li>• Local Members</li> <li>• Public using Essex Road</li> <li>• Surrounding residents (Lampits)</li> <li>• Thames Water</li> <li>• Environment Agency</li> <li>• Emergency Services</li> <li>• Statutory undertakers including utilities within proximity of the proposed scheme.</li> </ul>

# Equality Impact Assessment (EqIA)

## STEP 3: Available data and monitoring information

Relevant equality information	What the data tell us about equalities
<p>For example: Community profiles / service user demographics, data and monitoring information (local and national), similar or previous EqIAs, complaints, audits or inspections, local knowledge and consultations.</p>	
<p>Census 2011 - Broxbourne</p>	<ul style="list-style-type: none"> <li>• In the 2011 census the population of Broxbourne was 93,609 and is made up of approximately 52% females and 48% males.</li> <li>• The average age of people in Broxbourne is 39, while the median age is also 39.</li> <li>• 86.8% of people living in Broxbourne were born in England.</li> <li>• 93.9% of people living in Broxbourne speak English. The other top languages spoken are 1.2% Polish, 1.2% Italian, 1.0% Turkish, 0.3% Lithuanian, 0.2% Greek, 0.1% French, 0.1% Spanish, 0.1% Gujarati, 0.1% Romanian.</li> <li>• The religious make up of Broxbourne is 65.0% Christian, 23.4% No religion, 2.4% Muslim, 0.8% Hindu, 0.3% Jewish, 0.3% Buddhist, 0.1% Sikh. 6,508 people did not state a religion. 263 people identified as a Jedi Knight and 11 people said they believe in Heavy Metal.</li> <li>• 47.7% of people are married, 11.2% cohabit with a member of the opposite sex, 0.6% live with a partner of the same sex, 24.8% are single and have never married or been in a registered same sex partnership, 8.3% are separated or divorced. There are 4,647 widowed people living in Broxbourne.</li> <li>• The top occupations listed by people in Broxbourne are Administrative and secretarial 15.1%, Skilled trades 13.7%, Professional 12.1%, Associate professional and technical 12.1%, Managers, directors and senior officials 11.0%, Administrative 10.8%, Elementary 10.4%, Elementary administration and service 9.1%, Caring, leisure and other service 8.7%, Sales and customer service 8.4%.</li> </ul>

## Equality Impact Assessment (EqIA)

### STEP 4: Impact Assessment – Service Users, communities and partners (where relevant)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
<b>Age</b>	<ul style="list-style-type: none"> <li>The scheme once built will improve safety for pedestrians and cyclists accessing the business park.</li> </ul>	<ul style="list-style-type: none"> <li>Beneficial effect, no mitigation required.</li> </ul>
<b>Disability Including Learning Disability</b>	<ul style="list-style-type: none"> <li>Information about upcoming closures and diversions during construction may not be suitable or understandable for all.</li> <li>Diversion of PROW/footpath during the construction process may not be suitable for all.</li> <li>People who are blind or partially sighted may need accessible copies of consultation questionnaires in order to take part in the process.</li> <li>People with physical disabilities will need to be able to access venues in which public consultation meetings are taking place.</li> </ul>	<p>We will:</p> <ul style="list-style-type: none"> <li>Provide information documents in alternative formats if requested.</li> <li>Ensure that all public events take place in venues that are fully accessible for disabled people.</li> <li>Provide multiple ways for people to express their views on the project in writing, online or at public events.</li> <li>Give early notice of any diversion requirements during construction.</li> <li>Asses any diversions for use by those with wheelchairs or similar.</li> </ul>
<b>Race</b>	No negative or differential impacts currently identified for this characteristic.	None Required
<b>Gender reassignment</b>	No negative or differential impacts currently identified for this characteristic.	None Required
<b>Pregnancy and maternity</b>	No negative or differential impacts currently identified for this characteristic.	None Required
<b>Religion or belief</b>	No negative or differential impacts currently identified for this characteristic.	None Required
<b>Sex</b>	No negative or differential impacts currently identified for this characteristic.	None Required
<b>Sexual orientation</b>	No negative or differential impacts currently identified for this characteristic.	None Required
<b>Marriage &amp; civil partnership</b>	No negative or differential impacts currently identified for this characteristic.	None Required



## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
<b>Carers (by association with any of the above)</b>	No negative or differential impacts currently identified for this characteristic.	None Required
<b>Carers and CARE ACT 2014</b>	From April 2015, carers will be entitled to an assessment of their own needs in the same way as those they care for. If the focus of your EqIA relates to care and support, consider carers' new rights and see the <a href="#">Care Act pages</a> on Compass for more guidance	
	Not applicable.	
<b>Opportunity to advance equality of opportunity and/or foster good relations</b>		
<p>A further consultation will be undertaken by the planning authority on the planning application for the scheme.</p> <p>During the construction stage, the appointed Contractor will be expected to continue engaging with the public in line with measures set out in this EQIA.</p>		

### STEP 4a: Impact Assessment – Staff (where relevant)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
<b>Age</b>	N/A	N/A
<b>Disability Including Learning Disability</b>	N/A	N/A
<b>Race</b>	N/A	N/A
<b>Gender reassignment</b>	N/A	N/A
<b>Pregnancy and maternity</b>	N/A	N/A
<b>Religion or belief</b>	N/A	N/A
<b>Sex</b>	N/A	N/A
<b>Sexual orientation</b>	N/A	N/A
<b>Marriage &amp; civil partnership</b>	N/A	N/A
<b>Carers (by association with any of the above)</b>	N/A	N/A

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
<b>Opportunity to advance equality of opportunity and/or foster good relations</b>		
N/A		

### STEP 5: Gaps identified

N/A

### STEP 6: Other impacts

Consider if your proposal has the potential (positive and negative) to impact on areas such as health and wellbeing, crime and disorder and community relations. There is more information in the guidance.

### STEP 7: Conclusion of your analysis

Select one conclusion of your analysis	Give details
<input checked="" type="checkbox"/> <p><b>No equality impacts identified</b></p> <ul style="list-style-type: none"> <li>- No change required to proposal.</li> </ul>	<p>This scheme will improve vehicular, pedestrian and cyclist access to the Hoddesdon business park. The project is not expected to negatively impact any of the protected characteristics.</p>
<input type="checkbox"/> <p><b>Minimal equality impacts identified</b></p> <ul style="list-style-type: none"> <li>- Adverse impacts have been identified, but have been objectively justified (provided you do not unlawfully discriminate).</li> <li>- Ensure decision makers consider the cumulative effect of how a number of decisions impact on equality.</li> </ul>	
<input type="checkbox"/> <p><b>Potential equality impacts identified</b></p> <ul style="list-style-type: none"> <li>- Take 'mitigating action' to remove barriers or better advance equality.</li> <li>- Complete the action plan in the next section.</li> </ul>	
<input type="checkbox"/> <p><b>Major equality impacts identified</b></p> <ul style="list-style-type: none"> <li>- Stop and remove the policy</li> <li>- The adverse effects are not justified, cannot be mitigated or show unlawful discrimination.</li> <li>- Ensure decision makers understand the equality impact.</li> </ul>	

# Equality Impact Assessment (EqIA)

## STEP 8: Action plan

<b>Issue or opportunity identified relating to:</b> <ul style="list-style-type: none"> <li>– Mitigation measures</li> <li>– Further research</li> <li>– Consultation proposal</li> <li>– Monitor and review</li> </ul>	<b>Action proposed</b>	<b>Officer Responsible and target date</b>
Public consultation and communications	Provide information documents in alternative formats if requested.  Ensure that all public events take place in venues that are fully accessible for disabled people.  Provide multiple ways for people to express their views on the project in writing, online or at public events.	Project Manager
During construction some diversion routes may not be suitable for those with mobility impairments.	An audit will be undertaken to gain a better understanding of the profile of users to confirm if any reasonable adjustments are required as the design develops.  Ensure that early notice of any diversion so that affected persons are able to make alternative arrangements if required.  Information relating to diversions will be made available in a variety of formats.	Project manager and Site manager prior to start of works.

**This EqIA has been reviewed and signed off by: Mike Younghusband**

**Head of Highways Operations and Strategies:**

**Date: 10<sup>th</sup> November 2017**

HCC's Diversity Board has asked the Equality team to compile a central list of EqIAs so a random sample can be quality assured. **Please email a copy of this EqIA to the Equality team at [equalities@hertfordshire.gov.uk](mailto:equalities@hertfordshire.gov.uk)**

**HERTFORDSHIRE COUNTY COUNCIL**

**CABINET  
MONDAY 19 FEBRUARY 2018 AT 2.00PM**

Agenda Item  
No.

**7**

**DETERMINATION OF HERTFORDSHIRE COUNTY COUNCIL ADMISSION  
ARRANGEMENTS FOR 2019/20**

*Report of the Director of Children's Services*

Author:- Jayne Abery, Strategy and Policy Manager,  
Admissions & Transport, Tel No: 01992 588785  
Pauline Davis, Head of School Planning

Executive Member:- Terry Douris, Education, Libraries & Localism

Local Member: Ken Crofton, Hertford Rural (in relation to the  
Published Admission Number at Watton-at-Stone  
Primary and Nursery School)

**1. Purpose of report**

1.1 To seek agreement from Cabinet that, following consultation, the County Council's admission arrangements for 2019/20 are amended; and that the publish admission number at Watton-at-Stone Primary & Nursery School is reduced.

**2. Summary**

2.1 The County Council must determine on an annual basis the admission arrangements and published admission number for all community and voluntary schools in Hertfordshire; and the coordinated schemes of admission to all maintained schools and academies in the county.

2.2 A minimum of 6 weeks formal consultation is required. Between 1 October 2017 and 31 January 2018 consultation took place, following Cabinet agreement on 13 November 2017 to consult on amending the County Council's existing admission arrangements for 2019/20.

2.3 Public consultation was undertaken with all relevant consultees, as specified in the School Admissions Code, between 20 November 2017 and 5 January 2018. The consultation document is attached at Appendix F.

2.4 Local Authorities must also consult all community and voluntary controlled schools where it is proposed that Published Admission Number's (PAN's) are maintained or increased. This consultation was

also undertaken between 20 November 2017 and 5 January 2018.

- 2.5 Admission arrangements for 2019/20 must be determined by 28 February 2018.

### **3. Recommendations**

- 3.1 The Education, Libraries & Localism Cabinet Panel considered a report on this item of business at its meeting on 6 February 2018. The Panel recommended to Cabinet that Cabinet agree that:-

- the definition of “nearest school” for use in rule 5 of the County Council’s primary oversubscription criteria is amended, as set out in paragraph 4.8 of the Report;
- reference to the Shared Anti-Fraud Service is added to the definitions section in the cases of fraudulent address verification;
- the published admission number at Watton-at-Stone Primary and Nursery School is reduced to 30;
- the County Council’s admission arrangements and schemes of coordination are unchanged for 2019/20, save as mentioned above.

### **4. Background**

- 4.1 The School Admissions Code requires all admission authorities to consult on their admission arrangements (if there have been no changes) every 7 years. On 13 November 2017, Cabinet agreed that public consultation should be undertaken to amend the County Council’s admission arrangements for 2019/20 as outlined above. Cabinet also agreed that the schemes of coordination and remainder of the admission arrangements should remain the same. The Cabinet paper is available at <http://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/655/Committee/8/Default.aspx>
- 4.2 The County Council is the admission authority for 242 primary, infant and first schools and two secondary schools. When any of these schools are oversubscribed the Council Council’s published admission arrangements (Appendix Ai- Aiii) are used to determine which children should be offered places.
- 4.3 The County Council’s existing admission arrangements work well with, in 2017, nearly 95% of children allocated a ranked primary school and 94% a ranked secondary school. Maintaining existing arrangements, with minor amendments to definitions, will minimise parental anxiety around school places and maximise the benefits of existing knowledge of the allocation process.

- 4.4 There have been 74 responses to the consultation; 57 parents/carers and 11 schools. A full breakdown of consultation responses is attached at Appendix G.

### **The Definition of Nearest School**

- 4.5 Consultation has been undertaken to amend the current definition of “nearest school” for primary schools. This is directly linked to the rapid increase in the number of own admission authority primary schools, especially academies, and aims to increase clarity and transparency for parents.
- 4.6 The current rule 5 states “*Children for whom it is their nearest community or voluntary controlled school or an own admitting school or academy using Hertfordshire county council’s admission rules*”. The rule goes on to clarify that “*A list of schools and academies included in the definition of “nearest” is available in the “definition” section below.*”
- 4.7 This definition requires parents/carers to understand the difference between the different statuses of various schools and also requires annual updating to take into account new academies. Many own admission primary schools in Hertfordshire (including most converter academies) have adopted the County Council’s admission arrangements, including oversubscription criteria and definitions, and therefore their arrangements also need annually updating.
- 4.8 The consultation proposed that the definition of “nearest school” (Appendix Ai) is amended to read “*Children for whom it is their nearest school or academy. All schools, except those schools which admit pupils on the basis of faith, are included.*” All 40 primary academies using the County Council’s admission criteria have also consulted on this change.
- 4.9 Modelling has been undertaken, replicating data from the 2017 primary application round, to assess the impact of this change. The modelling showed minimal impact upon allocation outcomes. Full information is attached at Appendix B
- 4.10 There were 47 responses in favour of this proposal, 16 against and 11 with no opinion. Comments received mainly reflected concerns about the lack of school places in particular areas and parental choice, rather than admission arrangements.

### **Fraudulent Address Notification**

- 4.11 Every year the Admissions service investigates many cases of the use of possible fraudulent addresses on school applications. As both a future deterrent, and to increase the investigative focus in complex cases where address evidence is in dispute, consultation was undertaken on the proposal to make fraud referrals from the Admissions Team to the

Shared Anti-Fraud Service and the County Council's admission arrangements are amended accordingly (Appendix Aiii) to make this clear to parents and carers.

- 4.12 There were 57 responses in favour of this proposal, 0 against with 17 of no opinion.

### **Published Admission Numbers (PANs)**

- 4.13 It is proposed that Published Admission Numbers are retained for all schools (Appendix C) except Watton-at-Stone Primary and Nursery School where a decrease has been consulted upon to ensure the future financial viability stability of the school.
- 4.14 The proposed PAN reduction is supported by the school and school place planning officers. A reduction in the PAN from 34 to 30 places (to 1fe) would allow class organisation in straight year groups, in line with Key Stage 1 legislation (which legally limits infant classes to no more than 30 pupils) which will positively impact on the school's finances, which in turn helps to support teaching and learning.
- 4.15 The current pupil forecast for the 'Watton District North' area, indicates that there will be sufficient places to meet local demand in September 2019 and beyond, and this would continue if the PAN at Watton-at-Stone Primary and Nursery School is reduced. However, the school does attract children from a wider area and the pattern of admissions and subsequent forecasts will adjust over time.
- 4.16 There were 18 responses in favour of this proposal, 3 against and 53 with no opinion (not in the relevant area). There was only one negative comment linked to this proposal that raised concerns about reducing a PAN given the pressure on primary school places. Other comments agreed with the proposal given the positive impact on class size, organisation and finance at the school.

## **5. Financial Implications**

- 5.1 There is no budgetary impact to the County Council. The reduction in PAN at Watton-at Stone Primary School will improve the school's long term financial viability.

## **6. Equalities Implications**

- 6.1 When considering proposals placed before Members it is important that they are fully aware of, and have themselves rigorously considered the Equality Implications of the decision that they are making.
- 6.2 Rigorous consideration will ensure that proper appreciation of any potential impact of that decision on the County Council's statutory obligations under the Public Sector Equality Duty. As a minimum this

requires decision makers to read and carefully consider the content of any Equalities Impact Assessment (EqIA) produced by officers.

- 6.3 The Equality Act 2010 requires the County Council when exercising its functions to have due regard to the need to (a) eliminate discrimination, harassment, victimisation and other conduct prohibited under the Act; (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it. The protected characteristics under the Equality Act 2010 are age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief, sex and sexual orientation.
- 6.4 An EqIA has been undertaken (Appendix D) following the primary modelling and it is highly unlikely that the proposals will have an adverse impact upon any particular group with a protected characteristic. An EqIA outlining the potential impact of the decrease in PAN at Watton-at-Stone Primary and Nursery School is attached at Appendix E.

#### Background Information

*Appendices A – G attached*



## Hertfordshire County Council's oversubscription criteria for community and voluntary controlled, first, infant, primary, junior and middle schools for the school year 2019/20

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs that names their school. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school.

If there are fewer applications than places available at a school all applicants will be admitted. If there are more applications than places available, the criteria outlined below will be used to prioritise applications.

### Oversubscription criteria

**Rule 1: Children looked after** and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order)\*.

### Rule 2: Medical or Social

Children for whom it can be demonstrated that they have a particular medical or social need to go to the school\*.

*A panel of officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.*

**Rule 3: Linked School** (*This rule only applies to pupils who are currently attending an infant school which has a linked junior school<sup>1</sup>.)*

In the case of junior schools, children who attend the linked infant school at the time of their application.

### Rule 4: Sibling

Children who have a sibling on the roll of the school or linked school at the time of application\*. *This applies to reception through to Year 5 in infant, junior and primary schools; and from reception through to Year 3 in first schools; and from Year 5 to Year 7 in middle schools.*

### Rule 5: Nearest School

Children for whom it is their nearest school or academy.  
This includes all schools except those which allocate places on the basis of faith.

### Rule 6: Distance

Children who live nearest to the school.  
*Children not considered under rule 5 will be considered under rule 6.*

These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, a tie break will be used by applying the next rule to those children.

### Tie Break

When there is a need for a tie break where two different addresses are the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random. Every child entered onto the HCC admissions database has an individual random number assigned, between 1 and 1 million, against each preference school. When there is a need for a final tie break the random number is used to allocate the place, with the lowest number given priority.

*\*Please see the 'Explanatory notes and definitions 2019/20 document for a full explanation/definition.*

### **Continuing Interest**

After places have been offered, Hertfordshire County Council will maintain a continuing interest (waiting) list for all community and voluntary controlled schools. A child's position on a CI list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it. The county council will contact parents/carers if a vacancy becomes available and it can be offered to a child. Continuing interest lists will be maintained for every year group until the summer term (date to be confirmed). To retain a CI application after this time, parents must make an In Year application.

### **Fair Access**

Community and voluntary controlled schools will admit children under the Fair Access Protocol before those on continuing interest, and over the Published Admission Number (PAN) if required.

### **<sup>1</sup>Linked infant and junior schools**

The table below shows the community and voluntary controlled infant schools and academies which are “linked” for allocations to junior schools under Rule 3.

<b>Infant school</b>	<b>School type</b>	<b>Town</b>	<b>Linked Junior school</b>	<b>School type</b>
St Mary’s Church of England (VC) Infant School	VC	Baldock	St Mary’s C of E (VC) Junior School	VC
Bushey and Oxhey Infant School	C	Bushey	Bushey Manor Junior School	C
Merry Hill Infant School and Nursery	C	Bushey	Ashfield Junior School	VC
Brookland Infant and Nursery School	C	Cheshunt	Brookland Junior School	C
Malvern Way Infant and Nursery School	C	Croxley	Little Green Junior School	C
Kingsway Infant School	C	Garston	Kingsway Junior School	C
Crabtree Infants’ School	A	Harpenden	Crabtree Junior School	A
The Grove Infant and Nursery School	C	Harpenden	The Grove Junior School	C
Chaulden Infants’ and Nursery School	C	Hemel Hempstead	Chaulden Junior School	A
Hobletts Manor Infants’ and Nursery School	C	Hemel Hempstead	Hobletts Manor Junior School	C
Holtsmere End Infant and Nursery School	C	Hemel Hempstead	Holtsmere End Junior School	C
Highbury Infant School and Nursery	C	Hitchin	Whitehill Junior School	C
Strathmore Infant and Nursery School	C	Hitchin	Wilshere-Dacre Junior School	C
Hillshott Infant School and Nursery	C	Letchworth	Pixmore Junior School	C
Icknield Infant and Nursery School	C	Letchworth	Wilbury Junior School	C
Northfields Infant and Nursery School	C	Letchworth	Grange Junior School	C
St John’s C of E Infant and Nursery School	VC	Radlett	Fair Field Junior School	A
Redbourn Infant and Nursery School	C	Redbourn	Redbourn Junior School	C
Fawbert and Barnard Infants’ School	C	Sawbridgeworth	Reedings Junior School	C
Bernards Heath Infant School	C	St Albans	Bernards Heath Junior School	C
Cunningham Hill Infant School	C	St Albans	Cunningham Hill Junior School	C
Fleetville Infant and Nursery School	A	St Albans	Fleetville Junior School	A
Wheatfields Infants’ and Nursery School	C	St Albans	Wheatfields Junior School	C
Giles Nursery and Infant’s School	C	Stevenage	Giles Junior School	C
Letchmore Infants’ and Nursery School	C	Stevenage	Almond Hill Junior School	C
Woolenwick Infant and Nursery School	C	Stevenage	Woolenwick Junior School	C
Goldfield Infants’ and Nursery School	C	Tring	Bishop Wood C of E Junior School	VA
Kingshill Infant School	C	Ware	St Mary’s (VC) C of E Junior School	VC
Cassiobury Infant and Nursery School	C	Watford	Cassiobury Junior School	C
Chater Infant School	C	Watford	Chater Junior School	C
Nascot Wood Infant and Nursery School	C	Watford	Nascot Wood Junior School	C
Parkgate Infants and Nursery School	C	Watford	Parkgate Junior School	C
Watford Field School Infant & Nursery	C	Watford	Field Junior School	C

*C = Community*

*VC = Voluntary Controlled*

*A = Academy*

*F = Foundation*

*VA = Voluntary Aided*

## Hertfordshire County Council's oversubscription criteria for secondary and upper community coeducational schools for 2019/20

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs that names their school. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school.

If there are fewer applications than places available at a school all applicants will be admitted. If there are more applications than places available, the criteria outlined below will be used to prioritise applications.

### Oversubscription criteria

**Rule 1: Children looked after** and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order)\*.

### Rule 2: Medical or Social

Children for whom it can be demonstrated that they have a particular medical or social need to go to the school\*.

*A panel of officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.*

### Rule 3: Sibling

Children who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age-range of the school\*.

*Note: the 'normal age range' is the designated range for which the school provides, for example Years 7 to 11 in an 11-16 secondary school, Years 7 to 13 in an 11-18 school.*

**Rule 4:** Children who live in the priority area for whom it is their nearest\* Hertfordshire maintained school or academy that is non-faith, co-educational and non-partially selective.

*Note: Non-partially selective means that the school does not offer any places based on academic ability.*

**Rule 5:** Children who live in the priority area who live nearest to the school.

**Rule 6:** Children living outside the priority area on the basis of distance, with those living nearest to the school given priority.

These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children.

### Tie break

When there is a need for a tie break where two different addresses are the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random. Every child entered onto the HCC admissions database has an individual random number assigned, between 1 and 1 million, against each preference school. When there is a need for a final tie break the random number is used to allocate the place, with the lowest number given priority.

\*Please see the 'Explanatory notes and definitions' 2019/20 document for a full explanation/definition.

## Continuing Interest

After places have been offered, Hertfordshire County Council will maintain a continuing interest (waiting) list for all community and voluntary controlled schools. A child's position on a CI list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it. The county council will contact parents/carers if a vacancy becomes available and it can be offered to a child. Continuing interest lists will be maintained for every year group until the summer term (date to be specified and confirmed to parents at the time of allocation). To retain a CI application after this time, parents must make an In Year application.

## Fair Access

Community and voluntary controlled schools will admit children under the Fair Access Protocol before those on continuing interest, and over the Published Admission Number (PAN) if required.

## Priority Areas

The coeducational priority areas in the admission rules are based on the following towns, parishes/unparished areas. These apply to Rules 4 and 5. Academies and foundation schools (agreed or proposed) that will be retaining the county's priority areas as part of their admission arrangements for 2019/20 have been included for information but are marked with an asterisk\*

	Priority Area	Towns/Parishes/Unparished areas	Schools
1	Hitchin	Hexton, Hitchin, Holwell, Ickleford, Langley, Lilley, Offley, Pirton, Preston, St. Ippolyts, Wymondley.	The Priory*
2	Letchworth Garden City	Letchworth.	Fearnhill*, The Highfield*
3	Baldock and surrounding villages	Ashwell, Baldock, Bygrave, Caldecote, Clothall, Edworth, Hinxworth, Newnham, Radwell, Rushden, Sandon, Wallington, Weston.	The Knights Templar*
4	Buntingford, Puckeridge and Royston	Anstey, Ardeley, Aspenden, Barkway, Barley, Braughing, Brent Pelham, Buckland, Buntingford, Cottered, Great Munden, Hornead, Kelshall, Meesden, Nuthampstead, Reed, Royston, Standon, Therfield, Westmill, Wyddial.	The Meridian*
5	Stevenage	Aston, Benington, Datchworth, Graveley, Great Ashby, Knebworth, Stevenage, Walkern.	The Barclay, Barnwell*, Marriotts, The Nobel*, Thomas Alleyne*
6	Hemel Hempstead, Kings Langley, Berkhamstead, Tring, Garston, Watford, Chorleywood and Rickmansworth	Abbots Langley, Aldbury, Berkhamsted, Bovington, Chipperfield, Chorleywood, Croxley Green, Flaunden, Great Gaddesden, Hemel Hempstead, Kings Langley, Little Gaddesden, Maple Cross, Nash Mills, Nettleden with Potten End, Northchurch, Rickmansworth, Sarratt, Tring, Tring Rural, Watford, Wigginton.	Adeyfield*, Ashlyns*, The Astley Cooper*, The Cavendish, The Hemel Hempstead, Longdean*, Kings Langley*, Westfield*
7	Harpenden and St. Albans	Ayot St. Lawrence, Colney Heath, Flamstead, Harpenden, Harpenden Rural, Kimpton, King's Walden, London Colney, Markyate, Redbourn, Ridge, Sandridge, St. Michael, St. Pauls Walden, St. Stephens, St. Albans, Shenley, Wheathampstead.	Beaumont*, Roundwood Park*, Samuel Ryder*, Sir John Lawes*, Katherine Warington

	Priority Area	Towns/Parishes/Unparished areas	Schools
8	<b>Welwyn Garden City, Hatfield, Potters Bar and Brookmans Park</b>	Ayot St. Peter, Codicote, Essendon, Hatfield, North Mymms, Potters Bar, South Mymms, Welwyn Garden City, Welwyn, Woolmer Green.	Monks Walk*, Onslow St. Audreys*, Sir Frederic Osborn*, Stanborough*
9	<b>Ware and Hertford</b>	Bayford, Bengoe Rural, Bramfield, Brickendon Liberty, Great Amwell, Hertford, Hertford Heath, Hertingfordbury, Hunsdon, Little Berkhamsted, Little Munden, Sacombe, Stanstead St. Margarets, Stapleford, Tewin, Thundridge, Ware, Wareside, Watton-at-Stone, Widford.	Chauncy*, Simon Balle*
10	<b>Bishop's Stortford and Sawbridgeworth</b>	Albury, Birchanger, Bishop's Stortford, Eastwick, Elsenham, Furneux Pelham, Gilston, Great Hallingbury, High Wych, Little Hadham, Little Hallingbury, Much Hadham, Sawbridgeworth, Sheering, Stocking Pelham, Thorley.	
11	<b>Borehamwood, Bushey and Watford Rural</b>	Aldenham, Bushey, Elstree, Borehamwood, Watford Rural.	
12	<b>Hoddesdon, Broxbourne, Turnford and Cheshunt</b>	Broxbourne, Cheshunt, Hoddesdon, Nazeing, Northaw & Cuffley, Stanstead Abbots, Waltham Cross.	Robert Barclay*, Haileybury Turnford*, Goffs-Churchgate*

## **Explanatory notes and definitions for the admission arrangements for community and voluntary-controlled schools in Hertfordshire for 2019/20**

The following definitions apply to terms used in the admissions criteria:

### **Rule 1: Children looked after and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order<sup>1</sup> or a special guardianship order<sup>2</sup>)**

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

These children will be prioritised under rule 1.

Highest priority will also be given to children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order.

A “child looked after” is a child who is:

- a) in the care of a local authority, or
- b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under rule 1.<sup>3</sup>

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.

Children who were not “looked after” **immediately** before being adopted, or made the subject of a child arrangement order or special guardianship order, **will not** be prioritised under rule 1. Applications made for these children, with suitable supporting professional evidence, can be considered under rule 2.

#### <sup>1</sup> Child arrangements order

Under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.

#### <sup>2</sup> Special guardianship order

Under 14A of The Children Act 1989, an order appointing one or more individuals to be a child’s special guardian or guardians.

<sup>3</sup> This definition has been amended in accordance with paragraph 1.7 (footnote 17) of the School Admissions Code that came into force on 19 December 2014.

### **Rule 2: Children for whom it can be demonstrated that they have a particular medical or social need to go to the school**

Rule 2 applications will only be considered at the time of the initial application, unless there has been a significant and exceptional change of circumstances within the family since the

initial application was submitted.

All schools in Hertfordshire have experience in dealing with children with diverse social and medical needs. However in a few very exceptional cases, there are reasons why a child has to go to one specific school.

Few applications under Rule 2 are agreed.

All applications are considered individually but a successful application should include the following:

- a. Specific recent professional evidence that justifies why only one school can meet a child's individual needs, and/or
- b. Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child's needs.
- c. If the requested school is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate.
- d. For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at only a specific school essential.

Evidence should make clear why only one school is appropriate.

Applications under Rule 2 can only be considered when supported by a recent letter from a professional involved with the child or family, for example a doctor, psychologist or police officer. The supporting evidence needs to demonstrate why only one named school can meet the social/medical needs of the child.

Applications for children previously "looked after" but not meeting the specific criteria outlined in Rule 1, may be made under this rule.

Further details on the Rule 2 process can be found in the [Rule 2 protocol](#).

### **Definition of sibling**

For applications to schools using Hertfordshire County Council's admission criteria, a sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after<sup>1</sup> and in every case living permanently<sup>2</sup> in a placement within the home as part of the family household from Monday to Friday at the time of this application.

A sibling must be on the roll of the named school at the time the younger child starts or have been offered and accepted a place.

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

<sup>1</sup> Children previously looked after are those children adopted or with a special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014.

<sup>2</sup> A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.



### **Multiple births**

Hertfordshire County Council (HCC), as the admission authority will admit over the school's published admission number when a single twin/multiple birth child is allocated the last place at a school. Where we are not the admitting authority we would request the school take in the subsequent child(ren) in line with the school's own admission arrangements.

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### **Home address**

The address provided must be the child's current permanent address at the time of application. 'At the time of application' means the closing date for applications. "Permanent" means that the child has lived at that address for at least a year and/or the family own the property or have a tenancy agreement for a minimum of 12 months.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one which the child lives at for the majority of the time. If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child's main residence.

If a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested.

If a child's residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

If two different applications are received for the same child from the same address, e.g. containing different preferences, the application from the parent in receipt of child benefit will be processed if the applications cannot be reconciled.

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### **Fraudulent applications**

Hertfordshire County Council will do as much as possible to prevent applications being made from fraudulent addresses, including referring cases to the Shared Anti-Fraud service for further investigation as necessary.

Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. Hertfordshire County Council will take action in the following circumstances:

- When a child's application address does not match the address of that child at their current school;
- When a child lives at a different address to the applicant;
- When the applicant does not have parental responsibility;
- When a family move shortly after the closing date of applications when one or more of the following applies:
  - The family has moved to a property from which their application was less likely to be successful;

- o The family has returned to an existing property;
  - o The family lived in rented accommodation for a short period of time (anything less than a year) over the application period;
  - o Official/public records show an alternative address at the time of the application
- When a child starts at the allocated school and their address is different from the address used at the time of application.

Parents/carers will need to show that they have relinquished residency ties with their previous property and they, and their child(ren) are permanently residing at the address given on the application form.

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### **Home to school distance measurement for purposes of admissions**

A 'straight line' distance measurement is used in all home to school distance measurements for community and VC schools in Hertfordshire. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

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### **Definition of "nearest school" for secondary/upper admissions**

For coeducational community schools, the "nearest school" definition for rule 4 is "the nearest Hertfordshire maintained school or academy that is non-faith, co-educational, and non-partially selective.

*Note – non-partially selective means that the school does not offer any places based on academic ability.*

Coeducational schools/academies which select partially on ability are:

- Dame Alice Owen's School
- Parmiter's School
- Queens' School
- Rickmansworth School
- St Clement Danes School

For all coeducational community schools this definition applies to rule 4.

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### **Definition of "nearest school" for primary/junior/middle admissions**

The definition of "nearest school" includes all schools and academies (regardless of status) unless that school or academy prioritises applications and allocates places on the basis of faith.

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### **Applications from children\* from overseas**

All children of compulsory school age (5 to 16 years) in England have a right of access to education. However, where a child is in England for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

An application for a school place will only be accepted for such children currently overseas if, for In Year applications, proof is provided that the child will be resident in Hertfordshire within two weeks. In Year allocations are made on the assumption that the child will accept the school place and be on roll within that timescale.

For the Primary and Secondary transfer processes, applications will not normally be accepted from, nor places allocated to, an overseas address. The exception to this (for both In Year and transfer processes) is for children of UK service personnel and crown servants (and from military families who are residents of countries with a Memorandum of Understanding with the UK). In these cases HCC will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a HCC Unit postal address or quartering area address, for consideration of the application against oversubscription criteria

Applications will also be considered, and places offered in advance for these families, if the application is accompanied by an official letter that declares a relocation date but does not provide a quartering or unit address because the family will be residing in private accommodation. In these cases, if the family does not already have a permanent private address in Hertfordshire, the military base or alternative "work" address in Hertfordshire will be used for allocation purposes. If the family already has an established alternative private address, that address will be used for admission purposes.

HCC will also consider accepting applications from children\* whose family can evidence intent to return to and/or permanently reside in Hertfordshire prior to the start of the new academic year. These applications, if accepted, will be processed from the overseas address until sufficient evidence is received to show the child is permanently resident in Hertfordshire. Evidence must be submitted at the time of application.

Evidence submitted after the date for late applications (4 December 2018 for secondary transfer and 1 February 2019 for the Under 11s process) cannot be taken into account before National Allocation Day. Decisions on these applications will be made by a panel of senior officers and communicated with parents within 6 weeks of the closing date for applications.

If an applicant owns a property in Hertfordshire but is not living in it, perhaps because they are working abroad at the time of application, the Hertfordshire address will **not** be accepted for the purposes of admission until the child is resident at that address.

Other children, than those mentioned above, from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are permanently resident in Hertfordshire. Proof of residency such as an endorsed passport or entry visa will be required with the application, in addition to proof of Hertfordshire address, for example a council tax bill or 12 month rental agreement.

\*Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), or have a UK passport describing them as a British citizen or British subject with the right of abode or are European Economic Area nationals normally have unrestricted entry to the UK.

## Age of Admission and Deferral of Places

Hertfordshire County Council's policy is that children born on and between 1 September 2014 and 31 August 2015\* would normally commence primary school in Reception in the academic year beginning in September 2019. All Hertfordshire infant, first and primary schools provide for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday. If a parent wants a full-time place for their child from September (at the school at which a place has been offered) then they are entitled to that full-time place.

Parents can defer the date their child is admitted to school until later in the same academic year or until the term in which the child reaches compulsory school age. Summer born children are only able to "defer" entry to Reception class until the beginning of the final term of the school year for which the offer was made.

Where parents wish, children can attend part-time until they reach compulsory school age. Any parents wishing to take up a part-time place or deferred entry should contact the individual school(s) to discuss their child's requirements.

### **\*Summer born children (1<sup>st</sup> April – 31<sup>st</sup> August) – Entry to Reception**

Legally, a child does not have to start school until the start of the term following their fifth birthday. Children born between 1 April 2015 and 31 August 2015 are categorised as "summer born" and if parents/carers do not believe that their summer born child is ready to join Reception in 2019 they should contact the home LA, and any own admission authority schools, for guidance before making an application.

Summer born applications that are delayed for a year (for entry in September 2020) will be processed in exactly the same way as all other reception applications received at that time; there is no guarantee that a place will be offered at a child's preferred school.

If parents wish to delay their application for a Reception place they are advised to discuss their child's needs/development with their current early years or nursery provider. If parents wish their child to remain in their existing nursery school or class for a further year (rather than moving into the Reception year group) they must let their current school know before the end of the Spring term in 2019 (before the Easter break).

### **Children Out of Year Group (except applications for reception from summer born)**

Hertfordshire County Council's policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance which states that "in general, children should be educated in their normal age group".

If parents/carers believe their child(ren) should be educated in a different year group they should, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort. DfE guidance makes clear that "it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case".

For community and voluntary controlled schools, the county council as the relevant admission authority, through a panel process, will decide whether the application will be accepted on the basis of the information submitted. The panel make decisions based upon the circumstances of each case including the view of parents, the relevant headteacher(s), the child's social, academic and emotional development and whether the child has been previously educated out of year group. There is no guarantee that an application will be accepted on this basis. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent statutory appeal. Similarly there is no right of appeal for a place in a specific year group at a school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Headteacher and senior leadership of individual schools.

The governing body of schools responsible for their own admissions (academies, voluntary aided and foundation schools) are ultimately responsible for making this decision for applications made to their school.

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### **Nursery Provision**

Some schools have a nursery unit or deliver pre-school nursery education.

The admission arrangements detailed in this document do not apply for those being admitted into any nursery or pre-school provision. The responsibility for admission into nursery provision lies with the governing body of the school which offers such provision.

Parents of children who are admitted to a nursery provision at a school must apply in the normal way for a place at the school if they want their child to transfer to the reception class. Attendance at the nursery or co-located children's centre does not guarantee admission to the school.

## Appendix B

Primary modelling - change to nearest school definition (faith)	Model		Live	
	Number	%	Number	%
Total Hertfordshire applications	14716	-	14716	-
Hertfordshire applicants allocated a ranked school	14187	96.40	14188	96.41
Hertfordshire applicants allocated their first ranked school	12523	88.27	12518	88.23
Hertfordshire applicants allocated their second ranked school	1077	7.59	1084	7.64
Hertfordshire applicants allocated their third ranked school	407	2.87	405	2.85
Hertfordshire applicants allocated their fourth ranked school	180	1.27	181	1.45
Hertfordshire unplaced applicants	529	3.59	528	3.59
Hertfordshire applicants allocated nearest school (ranked only)	7123	50.21	7034	47.80

Hertfordshire applicants allocated a different school - new allocation is a higher preference	8	0.06	(1x Berkhamsted, 1x Cheshunt, 1x Chorleywood, 4x Potters Bar, 1x Stevenage)
Hertfordshire applicants allocated a different school - new allocation is a lower preference	7	0.05	(1x Chorleywood, 1x Northaw & Cuffley, 3x Potters Bar, 1x Stevenage, 1x Tring)
Hertfordshire applicants allocated a different school - left unplaced	5	0.04	(4x Potters Bar, 1x Wiggington)
Hertfordshire applicants allocated a different school - new allocation is closer	10	0.07	(1x Berkhamsted, 1x Cheshunt, 1x Northaw & Cuffley, 6x Potters Bar, 1x Stevenage)
Hertfordshire applicants allocated a different school - new allocation is further away	5	0.04	(2x Chorleywood, 1x Potters Bar, 1x Stevenage, 1x Tring)

Appendix B

<b>Unplaced Applicants - Model VS Live</b>		
<b>Parish</b>	<b>Model</b>	<b>Live</b>
Abbots Langley	6	6
Aldenham	4	4
Aspenden	1	1
Baldock	2	2
Bishops Stortford	4	4
Bovingdon	2	2
Braughing	1	1
Broxbourne / Cheshunt / Hoddesdon / Waltham Cross	43	43
Buntingford	1	1
Bushey	27	27
Chorleywood	2	2
Codicote	3	3
Colney Heath	2	2
Cottered	1	1
Croxley Green	5	5
Eastwick	1	1
Elstree And Borehamwood	11	11
Great Ashby	5	5
Harpenden	13	13
Hatfield	44	44
Hemel Hempstead	38	38
Hertford	6	6
Hitchin	13	13
Kings Langley	5	5
Kings Walden	1	1
Letchworth	27	27
London Colney	1	1
Nash Mills	1	1
North Mymms	6	6
<b>Potters Bar</b>	<b>36</b>	<b>35</b>
Redbourn	1	1
Rickmansworth (part) / Maple Cross	5	5
Royston	5	5
Sandridge	14	14
Sarratt	1	1
Sawbridgeworth	2	2
Shenley	1	1
South Mimms	1	1
St Albans	39	39
Standon	1	1
Stevenage	16	16
<b>Tring</b>	<b>1</b>	<b>2</b>
Ware	1	1
Watford	74	74
Watford Rural	21	21

Welwyn	1	1
Welwyn Garden City	32	32
Wigginton	1	0
<b>Grand Total</b>	<b>529</b>	<b>528</b>



## Appendix C

## Primary School - Proposed Admission Numbers

HCC no	DfE No	School	School Category	Town/village	Determined PAN 2018 including any local agreements (if different)	Proposed PAN 2019	2019 Notes
776	9192000	Abbots Langley	Community	Abbots Langley	60	60	
788	9193410	Divine Saviour Catholic Primary School	Voluntary Aided	Abbots Langley		30	
780	9192147	Tanners Wood JMI	Community	Abbots Langley	60	60	
229	9193303	Albury C of E Primary School	Voluntary Aided	Albury		10	
925	9193000	Aldbury C of E Primary	Voluntary Controlled	Aldbury	15	15	
240	9192223	Anstey First	Community	Anstey	10	10	
192	9193306	Ardeley St Lawrence Primary School	Voluntary Aided	Ardeley St Lawrence		15	
51	9192002	Ashwell Primary	Community	Ashwell	30	30	
193	9193307	ASTON ST MARY'S PRIMARY SCHOOL	Voluntary Aided	Aston		18	
5	9192994	Hartsfield JMI	Community	Baldock	60	60	
4	9193413	St John's Catholic Primary School	Academy	Baldock		30	
3	9193004	St Mary's Infant	Voluntary Controlled	Baldock	60	60	
2	9193005	St Mary's JM	Voluntary Controlled	Baldock	60	60	
52	9193308	BARKWAY V.A. FIRST SCHOOL	Voluntary Aided	Barkway		12	
53	9193006	Barley C of E (VC) First	Voluntary Aided	Barley	15	15	
262	9193007	Bayford (C of E) VC Primary	Voluntary Controlled	Bayford	15	15	
778	9192071	Bedmond Village Primary & Nursery	Academy	Bedmond	30	30	
194	9193009	Benington C of E Primary	Voluntary Controlled	Benington	16	16	
861	9192422	Lime Walk Primary	Community	Benington	30	30	

923	9194144	Bridgewater Primary School	Community	Berkhamsted	60	60	
921	9192326	Greenway Primary and Nursery School	Community	Berkhamsted	30	30	
920	9193402	St Thomas More Catholic School	Voluntary Aided	Berkhamsted		30	
919	9192301	Swing Gate Infant School and Nursery	Community	Berkhamsted	60	60	
922	9194627	The Thomas Coram C of E School	Voluntary Aided	Berkhamsted		120	
917	9193314	Victoria C of E Infant and Nursery School	Voluntary Aided	Berkhamsted		60	
918	9192288	Westfield Primary School and Nursery	Community	Berkhamsted	30	30	
212	9193393	All Saints C. of E. Primary School and Nursery	Voluntary Aided	Bishop's Stortford		30	
216	9192387	Hillmead JMI	Community	Bishop's Stortford	30	30	
200	9192080	Manor Fields Primary	Academy	Bishop's Stortford	60	60	
206	9192009	Northgate Primary	Academy	Bishop's Stortford		60	
219	9192443	Richard Whittington Primary (The)	Community	Bishop's Stortford	45	45	
207	9193318	St Josephs Catholic Primary	Voluntary Aided	Bishop's Stortford		60	<b>Permanent PAN increase to 60 from 2019</b>
208	9193319	St. Michael's C E P School	Voluntary Aided	Bishop's Stortford		30	
227	9193986	Summercroft Primary	Academy	Bishop's Stortford		60	
211	9192242	Thorley Hill Primary	Community	Bishop's Stortford	30	30	
215	9192327	Thorn Grove Primary	Community	Bishop's Stortford	30	30	
209	9193979	Windhill21 Primary	Academy	Bishop's Stortford		60	
615	9192030	Cowley Hill Primary	Community	Borehamwood	60	60	
617	9192155	Kenilworth Primary School	Community	Borehamwood	30	30	
618	9192156	Meryfield Primary School	Community	Borehamwood	60	60	
614	9192224	Monksmead	Community	Borehamwood	30	30	

621	9195202	Parkside Community Primary	Foundation	Borehamwood		60	
620	9192181	Saffron Green Primary	Community	Borehamwood	30	30	
623	9193384	St.Teresa's Catholic Primary School	Voluntary Aided	Borehamwood		30	
613	9192154	Summerswood Primary	Community	Borehamwood	60	60	
616	9192153	Woodlands Primary School	Community	Borehamwood	30	30	
600	9192054	Yavneh Primary School	Free School	Borehamwood		60	
903	9192003	Bovingdon Primary	Academy	Bovingdon		60	
826	9192041	Boxmoor Primary	Community	Boxmoor	30	30	
860	9193409	St Rose's Catholic Infants' School and Nursery	Voluntary Aided	Boxmoor		60	
231	9192011	Jenyns First School	Community	Braughing	21	21	
61	9192064	Breachwood Green JMI	Community	Breachwood Green	15	15	
457	9192444	Mount Pleasant Lane JMI	Community	Bricket Wood	45	45	
574	9195210	Brookmans Park Primary School	Foundation	Brookman's Park		45	
282	9193344	Broxbourne CE Primary School	Voluntary Aided	Broxbourne		30	
232	9193011	Layston C of E First	Voluntary Controlled	Buntingford	30	30	
230	9192386	Millfield First & Nursery School	Community	Buntingford	45 (60)	<b>60</b>	<b>Perm PAN increase in 2019, subject to town planning permission. Will offer 60 places in 2018 via local agreement</b>
675	9193012	Ashfield Junior	Voluntary Controlled	Bushey	60	60	
683	9192360	Bournehall JMI	Community	Bushey	30	30	
736	9192117	Bushey & Oxhey Infant	Community	Bushey	60	60	
677	9192261	Bushey Manor Junior	Community	Bushey	60	60	
679	9192013	Highwood Primary	Community	Bushey	60	60	
680	9195208	Little Reddings Primary School	Academy	Bushey		60	
676	9192014	Merry Hill Infant & Nursery	Community	Bushey	60	60	
682	9193415	SACRED HEART CATHOLIC PRIMARY SCHOOL	Voluntary Aided	Bushey		40	
678	9192012	Bushey Heath Primary	Community	Bushey Heath	30	30	
684	9192372	Hartsbourne Primary	Community	Bushey Heath	30	30	

774	9192131	St Meryl JMI	Community	Carpenders Park	30	30	
372	9192375	Andrew's Lane Primary	Community	Cheshunt	30	30	
363	9192467	Bonneygrove County Primary	Community	Cheshunt	60	60	
366	9192317	Brookland Infant and Nursery	Community	Cheshunt	90	90	
365	9192250	Brookland Junior	Community	Cheshunt	90	90	
360	9192468	Burleigh Primary	Community	Cheshunt	60	60	
348	9192063	Churchfield C of E (VA) Primary School & Nursery	Academy	Cheshunt		45	
359	9193053	Dewhurst St Mary C of E Primary	Voluntary Controlled	Cheshunt	30	30	
367	9192289	Downfield JMI	Community	Cheshunt	60	60	
377	9192424	Fairfields Primary & Nursery	Community	Cheshunt	60	60	
361	9192001	FLAMSTEAD END PRIMARY	Academy	Cheshunt		60	
354	9192997	Millbrook	Community	Cheshunt	30	30	
373	9193423	ST PAUL'S CATHOLIC PRIMARY SCHOOL	Voluntary Aided	Cheshunt		30	
909	9193349	St. Paul's C of E School	Voluntary Aided	Chipperfield		30	
686	9192019	Chorleywood Primary	Community	Chorleywood	30	30	
687	9195201	Christ Church C E School	Academy	Chorleywood		30	
689	9192025	Russell (The)	Community	Chorleywood	30	30	
64	9193358	Cockernhoe CE Primary School	Voluntary Aided	Cockernhoe		15	
54	9193013	Codicote C of E Primary VC	Voluntary Controlled	Codicote	30	30	
454	9192102	Colney Heath JMI	Community	Colney Heath	30	30	
694	9192082	Harvey Road Primary	Community	Croxley Green	30	30	
696	9192083	Little Green Junior	Community	Croxley Green	90	90	
697	9192084	Malvern Way Infant & Nursery	Community	Croxley Green	90	90	
695	9192079	Yorke Mead Primary	Community	Croxley Green	60	60	
568	9195205	Cuffley School	Foundation	Cuffley		60	
319	9193032	Little Munden CE Voluntary Controlled Primary	Voluntary Controlled	Dane End	15	15	
195	9193329	All Saints C E Primary School	Voluntary Aided	Datchworth		30	
504	9193376	St Johns VA CoE Primary School	Voluntary Aided	Digswell		30	

610	9193333	St Nicholas Elstree CE Primary School	Voluntary Aided	Elstree		30	
560	9193015	Essendon C.of E. VC Primary	Voluntary Controlled	Essendon	15	15	
908	9192031	Flamstead	Community	Flamstead	15	15	
237	9193016	Furneux Pelham C of E	Voluntary Controlled	Furneux Pelham	20	20	
905	9192032	Gaddesden Row JMI	Community	Gaddesden Row	8	8	
752	9193981	Alban Wood Primary	Academy	Garston	30	30	
713	9192433	Coates Way JMI and Nursery	Community	Garston	30	30	
758	9192035	Grove Academy (The)	Academy	Garston		90	
755	9192395	Kingsway Infant	Community	Garston	60	60	
734	9192133	Kingsway Junior	Community	Garston	60	60	
748	9195211	ST CATHERINE OF SIENA SCHOOL	Academy	Garston		30	
355	9192263	Goffs Oak Junior Mixed Infants and Nursery School	Community	Goffs Oak	30	30	
374	9192401	Woodside Primary	Community	Goffs Oak	30	30	
196	9193018	Graveley Primary	Voluntary Controlled	Graveley	16	16	
316	9193334	St. John the Baptist School	Voluntary Aided	Great Amwell		30	
157	9192365	Round Diamond Primary	Community	Great Ashby	60	60	
904	9193335	Great Gaddesden Cof E VA Primary School	Voluntary Aided	Great Gaddesden		13	
235	9193347	Hormead C of E (VA) First and Nursery School	Voluntary Aided	Great Hormead		15	
496	9192390	Crabtree Infants'	Academy	Harpenden		60	
495	9192344	Crabtree Junior	Academy	Harpenden		64	
492	9192336	Grove Infant & Nursery (The)	Community	Harpenden	90	90	
491	9192299	Grove Junior (The)	Community	Harpenden	90	90	
500	9192060	Harpenden Academy	Free School	Harpenden		#N/A	#N/A
487	9192437	High Beeches Primary	Community	Harpenden	60	60	
484	9192412	Lea Primary (The)	Community	Harpenden	30	30	
485	9192034	Manland Primary	Community	Harpenden	30	30	
490	9192203	Roundwood Primary	Community	Harpenden	45	45	
488	9192033	Sauncey Wood Primary	Community	Harpenden	30	30	

486	9193336	St Nicholas CE VA Prim School	Voluntary Aided	Harpenden		22	
494	9193401	St. Dominic Catholic Primary School	Voluntary Aided	Harpenden		30	
493	9192457	Wood End School	Community	Harpenden	60	60	
575	9192007	Birchwood Avenue Primary	Community	Hatfield	30	30	
570	9193406	Countess Anne VA C of E Primary School	Academy	Hatfield		30	
581	9193982	De Havilland Primary	Community	Hatfield	60	60	
571	9192039	Green Lanes Primary	Community	Hatfield	60	60	
586	9192004	Hatfield Community Free School	Free School	Hatfield		60	
579	9192225	Howe Dell Primary	Community	Hatfield	60	60	
585	9193989	Oak View Primary & Nursery	Community	Hatfield	60	60	
577	9192391	Ryde (The)	Community	Hatfield	30	30	
582	9193388	ST PHILIP HOWARD CATHOLIC PRIMARY SCHOOL	Voluntary Aided	Hatfield		60	
867	9192426	Aycliffe Drive Primary	Community	Hemel Hempstead	45	45	
832	9192466	Belswains Primary	Community	Hemel Hempstead	30	30	
830	9193991	Broadfield Primary	Community	Hemel Hempstead	60	60	
872	9192448	Brockswood Primary	Community	Hemel Hempstead	30	30	
838	9192210	Chambersbury Primary	Community	Hemel Hempstead	30	30	
840	9192193	Chaulden Infants' and Nursery	Community	Hemel Hempstead	50	50	
827	9192036	Chaulden Junior	Academy	Hemel Hempstead		60	
855	9192274	Gade Valley JMI and Nursery	Community	Hemel Hempstead	30	30	
859	9193990	Galley Hill Primary and Nursery School	Community	Hemel Hempstead	60	60	
825	9192040	George Street Primary	Community	Hemel Hempstead	30	30	
862	9192337	Hammond Academy	Academy	Hemel Hempstead		60	

836	9192469	Hobbs Hill Wood Primary	Community	Hemel Hempstead	60	60	
835	9192184	Hobletts Manor Infant & Nursery	Community	Hemel Hempstead	60	60	
834	9192023	Hobletts Manor Junior	Community	Hemel Hempstead	60	60	
869	9192995	Holtsmere End Infant and Nursery	Community	Hemel Hempstead	60	60	
868	9192427	Holtsmere End Junior	Community	Hemel Hempstead	60	60	
805	9192042	Jupiter Community Free School	Free School	Hemel Hempstead		60	
864	9193987	Maple Grove Primary	Community	Hemel Hempstead	30	30	
844	9192243	Micklem Primary	Community	Hemel Hempstead	30	30	
824	9193302	Nash Mills C of E Primary School	Voluntary Aided	Hemel Hempstead		30	
857	9192293	Pixies Hill JMI	Community	Hemel Hempstead	30	30	
846	9192251	Reddings Primary (The)	Community	Hemel Hempstead	30	30	
833	9192047	South Hill Primary	Community	Hemel Hempstead	60	60	
854	9193391	St Albert the Great Catholic Primary School	Voluntary Aided	Hemel Hempstead		30	
843	9193386	St. Cuthbert Mayne RC Junior	Voluntary Aided	Hemel Hempstead		60	
829	9192045	Tudor JMI & Nursery	Community	Hemel Hempstead	60	60	
828	9192044	Two Waters Primary	Community	Hemel Hempstead	30	30	
863	9193988	Yewtree Primary	Community	Hemel Hempstead	60	60	
249	9192050	Abel Smith	Community	Hertford	30	30	
252	9192462	Bengeo Primary	Community	Hertford	60	60	
254	9193025	Hertford St Andrews Cof E Primary	Voluntary Controlled	Hertford	30	30	
258	9192304	Hollybush Primary	Community	Hertford	30	30	

259	9192362	Mill Mead	Community	Hertford	30	30	
256	9192464	Morgans JMI	Community	Hertford	60	60	
246	9194067	Simon Balle Primary Phase	Academy	Hertford		60	
255	9193341	St Joseph's RC Primary School	Voluntary Aided	Hertford		30	
261	9192414	Wheatcroft Primary	Community	Hertford	45	45	
267	9192072	Hertford Heath JMI	Community	Hertford Heath	30	30	
266	9195203	Hertingfordbury Cowper C of E VA Primary School	Voluntary Aided	Hertingfordbury		30	
56	9192053	Hexton JMI	Community	Hexton	10	10	
320	9193366	Puller Memorial CofE VA Primary School	Voluntary Aided	High Cross (Ware)		15	
234	9193026	High Wych C of E Primary	Voluntary Controlled	High Wych	30	30	
37	9192055	Highbury Infant School & Nursery	Community	Hitchin	60	60	
38	9192057	Highover JMI	Community	Hitchin	60	60	
48	9192415	Mary Exton JMI	Community	Hitchin	30	30	
43	9192026	Oughton Primary and Nursery School	Community	Hitchin	30	30	
45	9193399	Our Lady Catholic Primary School	Academy	Hitchin		30	
42	9192229	Purwell Primary	Community	Hitchin	30	30	
35	9192428	Samuel Lucas JMI	Community	Hitchin	60	60	
41	9193385	St Andrews CofE (VA) Primary School and Nursery	Voluntary Aided	Hitchin		30	
40	9192056	Strathmore Infant and Nursery	Community	Hitchin	60	60	
46	9192287	Whitehill Junior	Community	Hitchin	60	60	
47	9192392	William Ransom Primary (The)	Community	Hitchin	60	60	
55	9192038	Wilshere-Dacre Junior Academy	Academy	Hitchin		60	
294	9192384	Cranbourne Primary	Academy	Hoddesdon		60	
292	9192339	Forres Primary	Community	Hoddesdon	60	60	
297	9192429	Roselands Primary	Academy	Hoddesdon		45	
290	9192452	Sheredes Primary	Community	Hoddesdon	60	60	
285	9193978	St Catherine's VC CE Primary	Voluntary Controlled	Hoddesdon	45 (60)	<b>60</b>	<b>Perm PAN increase in 2019, subject to town planning permission. Will offer 60 places in 2018 via local agreement</b>
289	9193408	St Cross Catholic Primary School	Voluntary Aided	Hoddesdon		30	



287	9193345	St. Augustine's Primary School	Voluntary Aided	Hoddesdon		30	
288	9192314	Westfield Community Primary	Community	Hoddesdon	30	30	
318	9192061	Hunsdon JMI	Community	Hunsdon	15	15	
58	9193030	Ickleford Primary	Voluntary Controlled	Ickleford	30	30	
60	9192062	Kimpton Primary	Community	Kimpton	30	30	
910	9192338	Kings Langley Primary	Community	Kings Langley	60	60	
197	9192066	Knebworth Primary	Community	Knebworth	60	60	
779	9193301	St Paul's CofE Primary School	Voluntary Aided	Langleybury		30	
740	9192407	Leavesden JMI School	Community	Leavesden	30 (60)	60	<b>Perm PAN increase in 2019, subject to town planning permission. Will offer 60 places in 2018 via local agreement</b>
561	9193339	St Johns VA CoE Primary School	Voluntary Aided	Lemsford		15	
7	9192029	Garden City Academy (formerly Radburn Primary)	Academy	Letchworth		30	
21	9192068	Grange JM	Academy	Letchworth	60	60	
17	9192069	Hillshott Infant School & Nursery	Community	Letchworth	60	60	
20	9192165	Icknield Infant and Nursery	Community	Letchworth	90	90	
14	9192416	Lordship Farm Primary	Community	Letchworth	60	60	
22	9192228	Northfields Infant & Nursery	Community	Letchworth	60	60	
23	9193350	Norton St Nicholas School	Voluntary Aided	Letchworth		30	
16	9192300	Pixmore Junior	Community	Letchworth	60	60	
26	9193400	St.Thomas More RC Prim. School	Academy	Letchworth		30	
8	9192442	Stonehill	Community	Letchworth	30	30	
19	9192067	Wilbury Junior	Academy	Letchworth	90	90	
853	9193054	Leverstock Green C of E Primary	Voluntary Controlled	Leverstock Green	30	30	
930	9193352	Little Gaddesden CE Pri School	Voluntary Aided	Little Gaddesden		15	
239	9192073	Little Hadham Primary	Community	Little Hadham	20	20	
567	9195207	Little Heath Primary School	Foundation	Little Heath		30	
72	9192146	Wymondley JMI	Community	Wymondley	15	15	

453	9192166	Bowmansgreen Primary	Community	London Colney	60	60	
452	9192103	London Colney JMI	Community	London Colney	30	30	
467	9193416	St Bernadette Catholic Primary School	Voluntary Aided	London Colney		30	
927	9193373	Long Marston VA C of E Primary School	Voluntary Aided	Long Marston		20	
907	9192074	Markyate Village School & Nursery	Community	Markyate	45	45	
236	9193353	St Andrews Primary School	Voluntary Aided	Much Hadham		30	
562	9193020	Ponsbourne St Mary's C of E VC Primary	Voluntary Controlled	Newgate Street	13	13	
565	9193976	St Marys CofE Primary School	Voluntary Aided	North Mymms		30	
564	9195209	Northaw CE Primary School	Voluntary Aided	Northaw		15	
916	9193315	St. Mary's C of E Primary School	Voluntary Aided	Northchurch		30	
703	9192266	Eastbury Farm JMI & Nursery	Community	Northwood	45	45	
63	9193357	Offley Endowed Primary School	Voluntary Aided	Offley		20	
466	9192252	How Wood Primary	Community	Park Street	30	30	
424	9193364	Park Street CofE Primary Sch	Voluntary Aided	Park Street		30	
65	9192077	Pirton School	Community	Pirton	21	21	
926	9193049	Potten End C of E Primary School	Voluntary Controlled	Potten End	30	30	
655	9192980	Cranborne Primary (The)	Community	Potters Bar	60	60	
661	9192982	Ladbroke JMI	Community	Potters Bar	30	30	
657	9192985	Oakmere Primary	Community	Potters Bar	60	60	
662	9193975	POPE PAUL CATHOLIC PRIMARY SCHOOL	Voluntary Aided	Potters Bar		30	
663	9195206	Wroxham School (The)	Academy	Potters Bar		30	
66	9193034	Preston Primary (VC)	Voluntary Controlled	Preston	15	15	
322	9193039	Roger de Clare C of E (V C) First and Nursery	Voluntary Controlled	Puckeridge	60	60	
321	9193367	St Thomas of Canterbury School	Voluntary Aided	Puckeridge		15	
784	9195212	Fair Field Junior School	Academy	Badlett		60	

792	9193304	Hertsmere Jewish Primary School	Voluntary Aided	Radlett		60	
789	9192378	Newberries Primary	Community	Radlett	30	30	
785	9193003	St John's C of E Infant and Nursery	Voluntary Controlled	Radlett	60	60	
451	9192253	Redbourn Infant	Community	Redbourn	60	60	
450	9192345	Redbourn JM	Community	Redbourn	60	60	
67	9192078	Reed First	Community	Reed	12	12	
707	9192348	Arnett Hills JMI	Community	Rickmansworth	30	30	
706	9192308	Maple Cross JMI	Community	Rickmansworth	30	30	
708	9192379	Rickmansworth Park JMI	Community	Rickmansworth	30	30	
699	9192022	Shepherd JMI and Nursey	Community	Rickmansworth	60	60	
698	9193359	St Mary's CofE. Primary School	Voluntary Aided	Rickmansworth		30	
702	9193360	St Peter's Primary School	Voluntary Aided	Rickmansworth		30	
705	9193398	St. John's Catholic Primary School	Voluntary Aided	Rickmansworth		30	
82	9192331	Icknield Walk First School	Community	Royston	60	60	
86	9192421	Roman Way First	Community	Royston	60	60	
84	9195200	St Mary's RC Primary School	Academy	Royston		30	
85	9192417	Studlands Rise First	Community	Royston	30	30	
83	9192085	Tannery Drift	Community	Royston	60	60	
69	9192105	Sandon JMI	Community	Sandon	14	15	Perm increase in 2019
458	9192106	Sandridge School	Community	Sandridge	30	30	
787	9193037	Sarratt C of E	Voluntary Controlled	Sarratt	26	26	
222	9192107	Fawbert & Barnard Infant's	Community	Sawbridgeworth	60	60	
220	9195416	Leventhorpe Primary Phase	Academy	Sawbridgeworth		0	
221	9192380	Mandeville Primary	Community	Sawbridgeworth	30	30	
224	9192333	Reedings Junior	Community	Sawbridgeworth	60	60	
606	9195213	Clore Shalom School	Voluntary Aided	Shenley		30	
611	9192108	Shenley Primary	Community	Shenley	45	45	
654	9195204	St Giles Primary School	Voluntary Aided	South Mymms		15	
773	9192177	Greenfields JMI & Nursery	Community	South Oxhey	30	30	
770	9192137	Oxhey Wood Primary	Academy	South Oxhey	60	60	

775	9193383	St Josephs Catholic Primary	Voluntary Aided	South Oxhey		30	
772	9192135	Warren Dell Primary	Academy	South Oxhey	30	30	
768	9192178	Woodhall School	Community	South Oxhey	30	30	
223	9193038	Spellbrook Primary	Voluntary Controlled	Spellbrook	15	15	
427	9193361	Abbey CE VA School	Voluntary Aided	St Albans	<b>30</b>	30	
423	9192098	Aboyne Lodge	Community	St Albans	30	30	
411	9192028	Alban City School	Free School	St Albans		60	
417	9192090	Bernards Heath Infant	Community	St Albans	90	90	
416	9192100	Bernards Heath Junior	Community	St Albans	90	90	
418	9192091	Camp Primary and Nursery	Community	St Albans	30	30	
437	9192332	Cunningham Hill Infant	Community	St Albans	60	60	
436	9192280	Cunningham Hill JM	Community	St Albans	60	60	
421	9192094	Fleetville Infant	Academy	St Albans		90	
420	9192093	Fleetville JM	Academy	St Albans		90	
422	9192095	Garden Fields JMI	Community	St Albans	90	90	
455	9193992	Killigrew Primary and Nursery	Community	St Albans	60	60	
429	9192099	Mandeville Primary	Academy	St Albans		60	
438	9192364	Maple School	Community	St Albans	30	30	
431	9192168	Margaret Wix Primary	Community	St Albans	60	60	
434	9192227	Oakwood Primary	Community	St Albans	45	45	
440	9192393	Prae Wood Primary	Community	St Albans	60	60	
412	9194003	Samuel Ryder (primary phase)	Academy	St Albans		60	
462	9192258	Skyswood Primary	Community	St Albans	30	30	
428	9193362	SS Alban & Stephen Catholic Infant School	Voluntary Aided	St Albans		60	
413	9193421	SS Alban and Stephen JM School	Voluntary Aided	St Albans		60	
433	9193389	St Adrians Catholic Primary School	Voluntary Aided	St Albans		30	
465	9193403	St John Fisher Catholic Primary School	Voluntary Aided	St Albans		30	
425	9193363	St Michaels Primary School	Voluntary Aided	St Albans		30	<b>Perm PAN increase to 30 from 2019</b>
426	9192096	St Peter's	Community	St Albans	30	30	
464	9192311	Wheatfields Infants'	Community	St Albans	90	90	
463	9192206	Wheatfields JM	Community	St Albans	90	90	

435	9192219	Windermere JMI	Community	St Albans	30	30	
59	9193348	St Ippolyts CE Primary School	Voluntary Aided	St Ippolyts		20	
323	9193040	St Andrew's C of E (V C) Primary	Voluntary Controlled	Stanstead Abbots	30	30	
268	9193368	Stapleford Primary School	Voluntary Aided	Stapleford		12	
121	9192226	Almond Hill Junior	Community	Stevenage	90	90	
145	9192451	Ashtree Primary	Community	Stevenage	60	60	
127	9192188	Bedwell Primary	Community	Stevenage	45	45	
125	9192169	Broom Barns JMI	Community	Stevenage	30	30	
138	9192235	Camps Hill Community Primary	Academy	Stevenage	60	60	
123	9192110	Fairlands JMI	Academy	Stevenage	90	90	
135	9192005	Featherstone Wood Primary School and Nursery	Community	Stevenage	30	30	
159	9192381	Giles Junior	Community	Stevenage	90	90	
160	9192394	Giles Nursery and Infant's School	Community	Stevenage	90	90	
122	9192109	Letchmore Infants' and Nursery School	Community	Stevenage	90	90	
162	9192465	Leys Primary & Nursery School (The)	Community	Stevenage	75	75	
141	9192008	Lodge Farm Primary	Community	Stevenage	60	60	
137	9193983	Longmeadow Primary	Community	Stevenage	60	60	
155	9192341	Martins Wood Primary	Community	Stevenage	90	90	
150	9192312	Moss Bury Primary School & Nursery	Community	Stevenage	45	45	
132	9192198	Peartree Spring Primary School	Foundation	Stevenage		90	
129	9192024	Roebuck Primary	Academy	Stevenage	60	60	
146	9193984	Shephalbury Park Primary	Community	Stevenage	30	30	
149	9193397	ST MARGARET CLITHEROW ROMAN CATHOLIC PRIMARY SCHOOL	Voluntary Aided	Stevenage		30	
140	9193977	St Vincent de Paul School	Voluntary Aided	Stevenage		60	
120	9193369	STEV ST NICHOLAS CoE Pr School	Voluntary Aided	Stevenage		30	
154	9192353	Trotts Hill Primary and Nursery	Community	Stevenage	30	30	
164	9192406	Woolenwick Infant	Community	Stevenage	60	60	
161	9192405	Woolenwick JM	Community	Stevenage	60	60	

271	9193370	Tewin Cowper Primary School	Voluntary Aided	Tewin		25	
70	9192111	Therfield First	Community	Therfield	11	11	
324	9193041	Thundridge C of E Primary	Voluntary Controlled	Thundridge	15	15	
263	9193008	Tonwell St Mary's C of E Primary	Voluntary Controlled	Tonwell	8	8	
936	9193371	Bishop Wood C of E J School	Voluntary Aided	Tring		60	
940	9192343	Dundale Primary & Nursery	Community	Tring	30	30	
939	9192322	Goldfield Infants' and Nursery	Community	Tring	60	60	
938	9192436	Grove Road Primary	Community	Tring	60	60	
375	9192411	Longlands Primary School & Nursery	Community	Turnford	30	30	
198	9192114	Walkern Primary	Community	Walkern	25	25	
350	9192017	Four Swannes Primary	Community	Waltham Cross	30	30	
358	9192016	Holdbrook Primary	Community	Waltham Cross	30	30	
352	9193326	Holy Trinity School	Voluntary Aided	Waltham Cross		30	
353	9192151	Hurst Drive Primary	Community	Waltham Cross	60	60	
351	9193327	St Josephs Catholic Primary School	Voluntary Aided	Waltham Cross		30	
305	9193394	Christ Church CofE (VA)SCHOOL	Voluntary Aided	Ware		45	
311	9192397	Kingshill Infant	Community	Ware	60	60	
310	9192316	Priors Wood Primary	Community	Ware	30	30	
312	9193424	Sacred Heart Catholic Primary School	Voluntary Aided	Ware		30	
307	9193043	St Catherine's (C of E) Primary	Voluntary Controlled	Ware	60	60	
306	9193042	St Mary's (VC) C of E Junior	Voluntary Controlled	Ware	60	60	
309	9192323	Tower Primary	Community	Ware	30	30	
325	9193045	Wareside C of E Primary	Voluntary Controlled	Wareside	8	8	
715	9192043	Ascot Road Community Free School	Free School	Watford		60	
753	9192020	Beechfield	Community	Watford	60	60	
721	9192385	Bromet Primary	Academy	Watford	40	40	

742	9192354	Cassiobury Infant & Nursery	Community	Watford	90	90	
741	9192132	Cassiobury JM	Community	Watford	90	90	
725	9192116	Central Primary	Community	Watford	60	60	
729	9192122	Chater Infant	Community	Watford	60	60	
728	9192120	Chater Junior	Community	Watford	60	60	
720	9192432	Cherry Tree Primary	Community	Watford	60	60	
730	9192123	Field JM	Community	Watford	60	60	
747	9193985	Holy Rood Catholic Primary School	Voluntary Aided	Watford		60	
749	9192349	Holywell JMI	Community	Watford	90	90	
735	9192130	Knutsford Primary	Community	Watford	60	60	
714	9192049	Lanchester Community Free School	Free School	Watford		60	
722	9192398	Laurance Haines Primary & Nursery (The)	Academy	Watford	60	60	
761	9192991	Nascot Wood Infant & Nursery	Community	Watford	60	60	
756	9192389	Nascot Wood Junior	Community	Watford	60	60	
743	9192115	Orchard Primary (The)	Community	Watford	60	60	
738	9192126	Parkgate Infants & Nursery	Community	Watford	60	60	
737	9192125	Parkgate Junior	Community	Watford	60	60	
754	9192051	St John's C of E Primary School	Free School	Watford		60	
724	9193428	St.Anthony's Catholic Primary School	Voluntary Aided	Watford		60	
731	9192124	Watford Field Infant and Nursery	Community	Watford	60	60	
270	9192139	Watton-at-Stone Primary and Nursery	Community	Watton at stone	34	30	PAN reduction in 2019
506	9192302	Oaklands Primary	Community	Welwyn	30	30	
503	9193419	Welwyn St Mary's School	Voluntary Aided	Welwyn		60	
521	9192454	Applecroft	Academy	Welwyn Garden City		60	
529	9192996	Commonswood	Community	Welwyn Garden City	60	60	
531	9192240	Creswick JMI and Nursery	Community	Welwyn Garden City	60	60	
532	9192237	Harwood Hill JMI & Nursery	Community	Welwyn Garden City	30	30	
528		Herts International Christian School - primary phase	Free School	Welwyn Garden City		#N/A	#N/A

520	9192143	Holwell Primary	Community	Welwyn Garden City	60	60	
539	9193404	Holy Family School	Voluntary Aided	Welwyn Garden City		30	
535	9192283	Homerswood Primary	Community	Welwyn Garden City	30	30	
527	9193382	Our Lady Catholic Primary School	Voluntary Aided	Welwyn Garden City		30	
540	9192356	Panshanger Primary	Community	Welwyn Garden City	30	30	
523	9192140	Peartree Primary	Community	Welwyn Garden City	30	30	
536	9192296	Rowans Primary	Community	Welwyn Garden City	30	30	
541	9192410	Springmead JMI	Community	Welwyn Garden City	60	60	
525	9192027	Swallow Dell Primary	Community	Welwyn Garden City	60	60	
524	9192142	Templewood Primary	Community	Welwyn Garden City	30	30	
543	9192446	Watchlytes	Community	Welwyn Garden City	30	30	
71	9193047	Weston Primary	Voluntary Controlled	Weston	20	20	
468	9192373	Beech Hyde Primary and Nursery	Community	Wheathampstead	30	30	
459	9193379	St Helens Primary School	Voluntary Aided	Wheathampstead		60	
68	9192101	St Paul's Walden Primary	Community	Whitwell	15	15	
326	9192145	Widford School	Community	Widford	8	8	
929	9193380	St Bartholomews C of E School	Voluntary Aided	Wigginton (Tring)		15	
505	9193378	St Michael's Woolmer Green School	Voluntary Aided	Woolmer Green		30	
281	9193029	Wormley Primary	Voluntary Controlled	Wormley	60	60	



No	School	Town/village	School type	Primary/ Secondary
225	Edwinstree C of E Middle	Buntingford	VC	Middle
106	Barclay (The)	Stevenage	Community	Secondary
112	Marriotts	Stevenage	Community	Secondary

Admission Numbers for 2019/20

<b>Determined PAN 2018 including local agreements (if different)</b>	<b>Proposed PAN 2019</b>	<b>2019 Notes</b>
112	112	
196	196	
240	240	

<b>EQIA – Admission Arrangements for 2019/20</b>
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**STEP 1: Responsibility and involvement**

<b>Title of proposal/ project/strategy/ procurement/policy</b>	Hertfordshire County Council Admission Arrangements for 2019/20	<b>Head of Service or Business Manager</b>	Glenda Hardy
<b>Names of those involved in completing the EqIA:</b>	Jayne Abery	<b>Lead officer contact details:</b>	Jayne Abery <a href="mailto:Jayne.Aber@hertfordshire.gov.uk">Jayne.Aber@hertfordshire.gov.uk</a>
<b>Date completed:</b>	16 October 2017	<b>Review date:</b>	30 September 2018

**STEP 2: Objectives of proposal and scope of assessment – what do you want to achieve?**

<b>Proposal objectives:</b> – what you want to achieve – intended outcomes – purpose and need	The County Council must determine the admission arrangements for 2019/20 for all community and voluntary controlled schools in Hertfordshire by 28 February 2017. It is proposed to amend the definition of “nearest school” in the arrangements for community and voluntary controlled schools to enhance parental understanding and minimise the need for change in future years. Also to specifically refer to the use of the Shared Anti- Fraud Service for address investigations.
<b>Stakeholders:</b> Who will be affected: the public, partners, staff, service users, local Member etc	Schools within Hertfordshire Schools outside Hertfordshire and neighbouring LAs Parents/carers Children.

**STEP 3: Available data and monitoring information**

<b>Relevant equality information</b> For example: Community profiles / service user demographics, data and monitoring information (local and national), similar or previous EqIAs, complaints, audits or inspections, local knowledge and consultations.	<b>What the data tell us about equalities</b>
Application and allocation information available in the admissions databases and existing HCC wide and school based equality profiles. Information from complaints & appeals, LGO/OSA decisions and the annual report to the OSA. Equalities information cannot be	Independent scrutiny of the County Council’s admission arrangements by the LGO/OSA & IAPs have not indicated a breach of Equalities legislation.

collected as part of the admissions application process	
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**STEP 4: Impact Assessment – Service Users, communities and partners (where relevant)**

**Admission Arrangements**

<b>Protected characteristic</b>	<b>Potential for differential impact (positive or negative)</b>	<b>What reasonable mitigations can you propose?</b>
<b>Age</b>	<p>It is not anticipated at this stage that the proposals will affect people disproportionately because of the issue of age.</p> <p>The child’s DOB is requested to ascertain the correct year group of admission. Parents can make an application for their child to be educated out of year group if they believe this is appropriate and each case is considered on its own merit in line with DfE guidance which has recently been updated.</p>	<p>The County Council has amended its policy regarding the entry of summer born children to Reception following new guidance from the DfE.</p> <p>Full information on applications for children out of year groups and summer born children is available on the website at <a href="http://www.hertfordshire.gov.uk/admissions">www.hertfordshire.gov.uk/admissions</a></p>
<b>Disability Including Learning Disability</b>	<p>The County Council’s admission arrangements include a rule 2 process whereby any relevant social/medical needs can be raised and considered</p> <p>It is not anticipated that the proposals will affect people disproportionately because of their disability</p> <p>Parents/carers can continue to make a rule 2 application (social or medical need) to attend a specific community or voluntary controlled school.</p> <p>The specialist advisory services</p>	<p>The Rule 2 process will continue to be implemented (Information on Rule 2 can be accessed at <a href="http://www.hertfordshire.gov.uk">www.hertfordshire.gov.uk</a>)</p> <p>A working group of school and officers will propose good practice guidance for schools when setting their own nursery admission arrangements which will include guidance on equalities, including for those with disabilities, to ensure compliance with the Equality Act 2010.</p> <p>Guidance will make clear that a child’s disability cannot be taken</p>

**EQIA – Admission Arrangements for 2019/20**

<b>Protected characteristic</b>	<b>Potential for differential impact (positive or negative)</b>	<b>What reasonable mitigations can you propose?</b>
	working with children with disabilities are advised of the Rule 2 process to help families make appropriate and timely applications and help ensure they can access an appropriate school place.	into account in the nursery admission arrangements for any community or voluntary controlled school and that "reasonable adjustments" must be made.
<b>Race</b>	There is a need to ensure that that admission arrangements can be accessed and understood by those whose first language is not English.	Parents are able to access admissions advice through language line.  A translation service is offered to parent whose first language is not English who appeal for a school place.
<b>Gender reassignment</b>	Applications made for children to attend a specific school because of gender reassignment (pupil or family member) can be considered through the existing and unchanged rule 2 (social/medical) process	The Rule 2 process will continue to be implemented
<b>Pregnancy and maternity</b>	Applications made for children to attend a specific school because of matters relating to pregnancy or maternity matters gender reassignment (pupil or family member) can be considered through the existing and unchanged rule 2 (social/medical) process	The Rule 2 process will continue to be implemented.
<b>Religion or belief</b>	Hertfordshire County Council is not the admitting authority for any schools that admit pupils on the basis of religion or belief.  It would be against legislation to take religion or belief into account in the admission of a non-faith school.	The County Council's admission arrangements have been designed to be legally compliant with Equality Act 2010  The change to the definition will encompass two C of E VA schools in the definition of "nearest". Neither school prioritises

**EQIA – Admission Arrangements for 2019/20**

<b>Protected characteristic</b>	<b>Potential for differential impact (positive or negative)</b>	<b>What reasonable mitigations can you propose?</b>
	It is not anticipated at this stage that the proposals will affect people disproportionately because of the issue of religion or belief	applications on the basis of membership/practice of the Christian faith and therefore other faith groups will not be disadvantaged in the application process
<b>Sex</b>	<p>Hertfordshire county council is not the admitting authority for any schools that admit pupils on the basis of sex. The county council is no longer the admission authority for any single sex schools</p> <p>It is not anticipated at this stage that the proposals will affect people disproportionately because of the issues relating to sex.</p>	<p>The County Council's existing admission arrangements have been designed to be legally compliant with Equality Act 2010</p> <p>A working group of schools and officers will propose good practice guidance for schools when setting their own nursery admission arrangements which will include guidance on equalities, including sex, to ensure compliance with the Equality Act 2010.</p> <p>Guidance will make clear that a child's sex cannot be taken into account in the nursery admission arrangements for any community or voluntary controlled school.</p>
<b>Sexual orientation</b>	<p>Applications made for children to attend a specific school because of sexual orientation (pupil or family member) can be considered through the existing and unchanged rule 2 (social/medical) process</p> <p>It is not anticipated at this stage that the proposals will affect people disproportionately because of sexual orientation.</p>	The Rule 2 process will continue to be implemented.
<b>Marriage &amp; civil partnership</b>	<p>Applications made for children to attend a specific school because of sexual orientation (pupil or family member) can be considered through the existing and unchanged rule 2 (social/medical) process</p> <p>It is not anticipated at this stage</p>	The Rule 2 process will continue to be implemented.

**EQIA – Admission Arrangements for 2019/20**

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
	that the proposals will affect people disproportionately because of the issue relating to marriage or civil partnership.	
<b>Carers (by association with any of the above)</b>	<p>Children looked after or previously looked after are given the highest priority for admission to all schools in Hertfordshire Carers of Children Looked After (CLA) and previously CLA are asked to make this clear on their application form to ensure their child can be prioritised for admission.</p> <p>Applications made for children to attend a specific school because of sexual orientation (pupil or family member) can be considered through the existing and unchanged rule 2 (social/medical) process</p> <p>It is not anticipated at this stage that the proposals will affect people disproportionately because of issues relating to carers.</p>	The Rule 2 process will continue to be implemented.
<p><b>Opportunity to advance equality of opportunity and/or foster good relations</b> (Please refer to the <a href="#">guidance</a> for more information on the public sector duties)</p>		
<p>The School Admissions Code is Statutory Guidance issued by the Department for Education and which the County Council is obliged to follow in setting its Admission Arrangements.</p> <p>The purpose of the School Admissions Code is to ensure that all school places for maintained schools (excluding maintained special schools) and Academies are allocated and offered in an open and fair way.</p> <p>In drawing up their admission arrangements, admission authorities must ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective. Parents should be able to look at a set of arrangements and understand easily how places for that school will be allocated.</p>		

**STEP 5: Gaps identified**

<p><b>Gaps identified</b> Do you need to collect more data/information or carry out consultation? (A 'How to engage' consultation guide is on <a href="#">Compass</a>). How will you make sure your consultation is accessible to those affected?</p>	<p>Consultation is only required every 7 years if no changes to admission arrangements have been made. The county council last consulted on its admission arrangements for 2018/19</p>
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**STEP 6: Other impacts**

Consider if your proposal has the potential (positive and negative) to impact on areas such as health and wellbeing, crime and disorder and community relations. There is more information in the guidance.

**STEP 7: Conclusion of your analysis**

Select one conclusion of your analysis	Give details
<p><input checked="" type="checkbox"/> <b>No equality impacts identified</b> – No change required to proposal.</p>	<p>No adverse impacts have been identified in the retention of the county council's existing admission arrangements.</p>
<p><input type="checkbox"/> <b>Minimal equality impacts identified</b> – Adverse impacts have been identified, but have been objectively justified (provided you do not unlawfully discriminate). – Ensure decision makers consider the cumulative effect of how a number of decisions impact on equality.</p>	
<p><input type="checkbox"/> <b>Potential equality impacts identified</b> – Take 'mitigating action' to remove barriers or better advance equality. – Complete the action plan in the next section.</p>	
<p><input type="checkbox"/> <b>Major equality impacts identified</b> – Stop and remove the policy – The adverse effects are not justified, cannot be mitigated or show unlawful discrimination. – Ensure decision makers understand the equality impact.</p>	



## EQIA – Admission Arrangements for 2019/20

### STEP 8: Action plan

Issue or opportunity identified relating to: – Mitigation measures – Further research – Consultation proposal – Monitor and review	Action proposed	Officer Responsible and target date
2020/21 admission arrangements	The next consultation on admission arrangements( 2019/20 or when necessary) will include an Equalities response form to feed into an EQIA	Jayne Abery Autumn 2018

#### This EqIA has been reviewed and signed off by:

**Head of Service or Business Manager:** Glenda Hardy

**Date:**

**Equality Action Group Chair:**

**Date:**

HCC's Diversity Board requires the Equality team to compile a central list of EqIAs so a random sample can be quality assured. Each Equality Action Group is encouraged to keep a forward plan of key service decisions that may require an EqIA, but please can you ensure the Equality team is made aware of any EqIAs completed so we can add them to our list. (email: [equalities@hertfordshire.gov.uk](mailto:equalities@hertfordshire.gov.uk)).  
Thank you.

## EQIA – Admission Arrangements for 2019/20

**STEP 1: Responsibility and involvement**

<b>Title of proposal/ project/strategy/ procurement/policy</b>	Proposal to reduce the Published Admission Number (PAN) of Watton-At-Stone Primary and Nursery School by 4 places from 34 to 30 Reception places from September 2019	<b>Head of Service or Business Manager</b>	Pauline Davis
<b>Names of those involved in completing the EqIA:</b>	Samantha Young Adrian Bentley	<b>Lead officer contact details:</b>	Samantha Young Tel: 01992 555754
<b>Date completed:</b>	10 October 2017	<b>Review date:</b>	29 December 2017

**STEP 2: Objectives of proposal and scope of assessment – what do you want to achieve?**

<b>Proposal objectives:</b> –what you want to achieve –intended outcomes –purpose and need	<p>To identify the impact of the proposed reduction in Published Admission Number (PAN) from 34 to 30 Reception places of Watton-At-Stone Primary School, Rectory Lane, Watton-At-Stone, SG14 3SG.</p> <p>The proposed reduction in PAN has been identified to facilitate more efficient class organisation within the school. This in turn is intended to result in a positive impact on school finances and teaching and learning in line with Key Stage 1 class-size legislation. This proposal is not expected to significantly affect the supply of school places in this primary planning area.</p>
<b>Stakeholders:</b> Who will be affected: the public, partners, staff, service users, local Member etc.	<p>Parents/carers/pupils, staff and governors at the school concerned;</p> <p>Local children’s centres, play groups, toddler groups, pre-schools, nursery schools;</p> <p>Primary and secondary schools within the area of Watton-At-Stone, Hertford, Stevenage and Tonwell.</p> <p>Local MPs, county councillors, district councillors (East Herts District Council), local parish and town councils;</p> <p>Chief executives of local councils including nearby councils bordering Hertfordshire;</p> <p>Trade union representatives;</p>

	<p>Church diocese representatives;                  Local libraries;                  Citizens Advice Bureaux;                  NHS representatives;                  Parent governor representatives on the Overview and Scrutiny Committee at Hertfordshire County Council;                  Selected, relevant officers working for Hertfordshire County Council.</p>
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**STEP 3: Available data and monitoring information**

<p><b>Relevant equality information</b>                  For example:                  Community profiles / service user demographics, data and monitoring information (local and national), similar or previous EqlAs, complaints, audits or inspections, local knowledge and consultations.</p>	<p><b>What the data tells us about equalities</b>                  We intend to carry out a public consultation, commencing on 20<sup>th</sup> November 2017 and ending on 5<sup>th</sup> January 2018.                  Consultation letters will be provided to staff, parents, pupils and governing bodies of the affected schools and local residents and other key stakeholders, including neighbouring local authorities, MPs, local members, parish councils, local schools and nurseries, the Roman Catholic and Church of England Dioceses, community groups and relevant staff at Hertfordshire County Council.</p> <p>Consultation letters will be sent to local libraries for display. The consultation will also be on the Hertfordshire County Council website, <a href="http://www.hertfordshire.gov.uk">www.hertfordshire.gov.uk</a>. Consultation documents will also be available in other formats on request, including large print, braille and other languages.</p> <p>At the conclusion of the consultation all responses will be carefully considered and if issues are raised regarding groups or individuals with Protected characteristics, they will be considered as part of an ongoing EqlA.</p>																	
<p>January 2017 school census data on gender split, English as an alternative language (EAL), ethnicity, free school meal (FSM) eligibility, number of children with SEN statements, SEN Provision or who have Education &amp; Health Care Plans.  <i>*Children at ESCs, PRUs and Special Schools excluded from the data set.</i></p>	<table border="1"> <thead> <tr> <th></th> <th style="text-align: center;"><b>Watton-At-Stone Primary and Nursery School</b></th> <th style="text-align: center;"><b>Primary school countywide average*</b></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Number of Students</td> <td style="text-align: center;">233</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td style="text-align: center;">% Minority Ethnic Students (not White British and excluding Refused and Not Obtained)</td> <td style="text-align: center;">10.3%</td> <td style="text-align: center;">30.43%</td> </tr> <tr> <td style="text-align: center;">% EAL (English as an alternative Language) (First language Not English or believed not to be English)</td> <td style="text-align: center;">3.86%</td> <td style="text-align: center;">16.68%</td> </tr> <tr> <td style="text-align: center;">% with Statement (s) OR Education &amp; Health Care Plan (e)</td> <td style="text-align: center;">0.43%</td> <td style="text-align: center;">0.92%</td> </tr> </tbody> </table>		<b>Watton-At-Stone Primary and Nursery School</b>	<b>Primary school countywide average*</b>	Number of Students	233	N/A	% Minority Ethnic Students (not White British and excluding Refused and Not Obtained)	10.3%	30.43%	% EAL (English as an alternative Language) (First language Not English or believed not to be English)	3.86%	16.68%	% with Statement (s) OR Education & Health Care Plan (e)	0.43%	0.92%		
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**EQIA – Admission Arrangements for 2019/20**

	% SEN Support (K)	24.46%	11.98%
	% Total SEN Provision	24.89%	12.90%
	% FSM (Free School Meals) (at date of Census)	5.15%	8.58%
	% of Male Students	55.36%	51.01%
	% of Female Students	44.64%	48.99%

The school have a considerably smaller percentage of Minority Ethnic Students and children with English as an alternative Language than the countywide average. The percentage of children at the school with Statements (S) or Education & Health Care Plans (E) is about half of the countywide average. The percentage of children receiving SEN Support (K) is approximately double the countywide average, as is the percentage of children with total SEN provision. The percentage of children in receipt of Free School Meals is significantly less than the countywide average. The percentage of male children is significantly higher than the percentage of female children at the school.

**STEP 4: Impact Assessment – Service Users, communities and partners (where relevant)**

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
<b>Age</b>	The reduction in PAN by 4 places is not expected to adversely impact the ability of primary-aged children living in this primary planning area to gain a place in a local school, as the area is forecast to have a surplus of reception places available from 2019/20 onwards.	No mitigation is currently required but the position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Disability Including Learning Disability</b>	It is not currently anticipated that the proposals will affect people disproportionately because of their disability.	No mitigation is currently required but the position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Race</b>	It is not anticipated that the proposals will affect people disproportionately because of	No mitigation is currently required but the position will continue to be monitored and if



**EQIA – Admission Arrangements for 2019/20**

<b>Protected characteristic</b>	<b>Potential for differential impact (positive or negative)</b>	<b>What reasonable mitigations can you propose?</b>
	their race.	any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Gender reassignment</b>	It is not currently anticipated that the proposals will affect people with this characteristic disproportionately.	No mitigation is currently required but the position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Pregnancy and maternity</b>	It is not currently anticipated that the proposals will affect people with this protected characteristic disproportionately.	No mitigation is currently required but the position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Religion or belief</b>	It is not anticipated that the proposals will affect people disproportionately because of their religion or belief.	No mitigation is currently required but the position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Sex</b>	It is not anticipated that the proposals will affect people disproportionately because of issues around sex.	No mitigation is currently required but the position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Sexual orientation</b>	It is not anticipated that the proposals will affect people disproportionately because of issues around sexual orientation.	No mitigation is currently required but the position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Marriage &amp; civil partnership</b>	It is not anticipated that the proposals will affect people disproportionately because of issues around marriage and civil partnership.	No mitigation is currently required but the position will continue to be monitored and if any issues in respect of the protected characteristic are



**EQIA – Admission Arrangements for 2019/20**

<b>Protected characteristic</b>	<b>Potential for differential impact (positive or negative)</b>	<b>What reasonable mitigations can you propose?</b>
		identified then the Action Plan will be amended accordingly.
<b>Carers (by association with any of the above)</b>	<p>Should the reduction proposals go ahead and given that the forecast for pupil places in this area predicts a surplus of places it is anticipated that it will not prevent children from attending a school in their locality and will not limit or reduce the range of successful preferences available to parents/carers.</p> <p>Accordingly it does not currently appear that there are any disproportionate negative impacts concerning this protected characteristic.</p>	No mitigation is currently required but the position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Opportunity to advance equality of opportunity and/or foster good relations</b> (Please refer to the guidance for more information on the public sector duties)		
Being able to organise classes more efficiently in groups of 30 positively impacts a school's finances and in turn helps to support teaching and learning.		

**Impact Assessment – Staff (where relevant)**

<b>Protected characteristic</b>	<b>Potential for differential impact (positive or negative)</b>	<b>What reasonable mitigation can you propose?</b>
<b>Age</b>	It is not anticipated that the proposals will affect people disproportionately because of their age. We are aware that some groups may require information in a different format.	No mitigation is currently required but the position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Disability Including Learning Disability</b>	<p>It is not anticipated at this stage that the proposals will affect people disproportionately because of the issues of disability.</p> <p>We are aware that some groups may require information in a</p>	No mitigation is currently required but the position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.

**EQIA – Admission Arrangements for 2019/20**

<b>Protected characteristic</b>	<b>Potential for differential impact (positive or negative)</b>	<b>What reasonable mitigation can you propose?</b>
	different format.	
<b>Race</b>	It is not anticipated that the proposals will affect people disproportionately because of their race.	No mitigation is currently required but the position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Gender reassignment</b>	It is not anticipated that the proposals will affect people disproportionately because of their gender reassignment.	No mitigation is currently required but the position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Pregnancy and maternity</b>	It is not anticipated that the proposals will affect people disproportionately because of their pregnancy and maternity.	No mitigation is currently required but the position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Religion or belief</b>	It is not anticipated that the proposals will affect people disproportionately because of their religion/belief.	No mitigation is currently required but the position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Sex</b>	It is not anticipated that the proposals will affect people disproportionately because of issues around sex.	No mitigation is currently required but the position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Sexual orientation</b>	It is not anticipated that the proposals will affect people disproportionately because of issues around sexual orientation	No mitigation is currently required but the position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Marriage &amp; civil partnership</b>	It is not anticipated that the proposals will affect people disproportionately because of	No mitigation is currently required but the position will continue to be monitored and if



## EQIA – Admission Arrangements for 2019/20

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
	issues around marriage and civil partnership	any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Carers (by association with any of the above)</b>	It is not anticipated that the proposals will affect people disproportionately because of issues around caring responsibilities.	No mitigation is currently required but the position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Opportunity to advance equality of opportunity and/or foster good relations</b> (Please refer to the guidance for more information on the public sector duties)		
Being able to organise classes more efficiently in groups of 30 positively impacts a school's finances and in turn helps to support teaching and learning.		

### STEP 5: Gaps identified

<b>Gaps identified</b> Do you need to collect more data/information or carry out consultation? (A 'How to engage' consultation guide is on Compass). How will you make sure your consultation is accessible to those affected?	A consultation has yet to be held.
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### STEP 6: Other impacts

Consider if your proposal has the potential (positive and negative) to impact on areas such as health and wellbeing, crime and disorder and community relations. There is more information in the guidance.

It is not considered that the proposal will have any other impact.

### STEP 7: Conclusion of your analysis



**EQIA – Admission Arrangements for 2019/20**

Select one conclusion of your analysis	Give details
<input checked="" type="checkbox"/> <b>No equality impacts identified</b> – No change required to proposal.	No adverse impacts have been identified relative to groups with protected characteristics.
<input type="checkbox"/> <b>Minimal equality impacts identified</b> – Adverse impacts have been identified, but have been objectively justified (provided you do not unlawfully discriminate). – Ensure decision makers consider the cumulative effect of how a number of decisions impact on equality.	
<input type="checkbox"/> <b>Potential equality impacts identified</b> – Take ‘mitigating action’ to remove barriers or better advance equality. – Complete the action plan in the next section.	
<input type="checkbox"/> <b>Major equality impacts identified</b> – Stop and remove the policy. – The adverse effects are not justified, cannot be mitigated or show unlawful discrimination. – Ensure decision makers understand the equality impact.	

**STEP 8: Action Plan**

Issue or opportunity identified relating to:	Action proposed	Officer Responsible and target date
– Mitigation measures – Further research – Consultation proposal – Monitor and review		
Explore ways of supporting parents, carers, governors and staff through the change process.	Ensure the communication strategy recognises that some groups may require information in a different format for example if they have a disability or do not speak English as a first language.  We are aware that the school may have its own communication strategy.	Samantha Young December 2017



## EQIA – Admission Arrangements for 2019/20

**This EqIA has been reviewed and signed off by:**

**Head of Service or Business Manager:** Pauline Davis **Date:**

**Equality Action Group Chair:** **Date:**

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# Consultation on school admissions arrangements for 2019/20

## We want to hear your views

Reply online between 20 November 2017 and 5 January 2018  
[www.hertfordshire.gov.uk/admissions2019](http://www.hertfordshire.gov.uk/admissions2019)



Children's Services

[www.hertfordshire.gov.uk/admissions2019](http://www.hertfordshire.gov.uk/admissions2019)

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## **Introduction**

This consultation concerns the proposed admissions arrangements for community and voluntary controlled schools in Hertfordshire for the school year 2019/20.

The consultation period runs from **20 November to 5 January 2018**.

**You can let us know your views by** completing the online form on our website at [www.hertfordshire.gov.uk/admissions2019](http://www.hertfordshire.gov.uk/admissions2019) - replying online is quick, easy and secure.

Please ensure that your response is received by **5 January 2018**.

## Section 1: Timetable for consulting on admission arrangements for 2019/20

DATE	KEY EVENT	COMMENT
July - October 2017	Governing bodies decide whether to consult on amending admission arrangements. Decisions are recorded in GB minutes.	Governing bodies decide whether to consult on amending admission arrangements. Decisions are recorded in GB minutes.
7 November 2017	Education, Libraries and Localism Panel	Education, Libraries and Localism Panel. Report on consultation proposals and recommendation to Cabinet
13 November 2017	County Council Cabinet	To approve proposals to consult on any changes to Hertfordshire's arrangements for C/VC schools including PANS
20 November 2017 - 5 January 2018	Consultation commences on 20 November 2017	Annual Admissions Consultation (if schools wish HCC to coordinate on their behalf).
5 January 2018	Consultation closes	Responses will be collated for presentation to Panel & Cabinet
6 February 2018	Education, Libraries and Localism Panel	Education, Libraries and Localism Panel. Report on consultation responses and propose admission arrangements for 2019/20 for Cabinet
19 February 2018	County Council Cabinet	Cabinet consider consultation responses and determines arrangements for 2019/20
28 February 2018	<b>Admission arrangements must be determined by all admitting authorities (regardless of whether consultation was undertaken). The decision must be made by the full governing body and recorded in the minutes of the meeting.</b>	
15 March 2018	All admission arrangements <b>must</b> be submitted to HCC for publication on website and published on school website	

## Section 2: Proposals for Admission Arrangements 2019/20

### The County Council proposes the following changes to its admission arrangements for 2019/20:

1. In the oversubscription criteria for first, infant, primary, junior and middle schools the wording and definition of 'Rule 5 - Nearest School' is amended to include all schools and academies (regardless of status) unless that school or academy prioritises applications and allocates places on the basis of faith.
2. Reference to the Shared Anti-Fraud Service is added to the definitions section in cases of fraudulent address verification.
3. The Published Admission Number (PAN) at Watton-at-Stone Primary and Nursery School is reduced from 34 to 30.

### Background

#### ***Definition of "Nearest School"***

It is proposed to amend the current definition of "nearest school" for primary schools. The proposal is directly linked to the rapid increase in the number of own admission authority primary schools, especially academies, and aims to increase clarity and transparency for parents.

Current rule 5 states "Children for whom it is their nearest community or voluntary controlled school or an own admitting school or academy using Hertfordshire County Council's admission rules". The rule goes on to clarify that "A list of schools and academies included in the definition of "nearest" is available in the "definitions" section below."

This definition requires parents/carers to understand the difference between the different statuses of various schools and also requires annual updating to take into account new academies. Many own admission primary schools in Hertfordshire (including most converter academies) have adopted the county council's admission arrangements, including oversubscription criteria and definitions, and therefore their arrangements also need annually updating.

It is proposed that the definition of "nearest school" is amended to "Children for whom it is their nearest school or academy. All schools, except those schools which admit pupils on the basis of faith, are included."

Modelling has been undertaken, replicating data from the 2017 primary application round, to assess the impact of this change. Seven primary schools in Hertfordshire will be included in the proposed definition of "nearest school" that were not previously:

- Brookmans Park School
- Cuffley School
- Harpenden Academy
- Little Heath Primary School
- St Bartholomew's C of E VA Primary School (Wiggington)
- St Nicholas C of E Primary School & Nursery (Stevenage)
- The Wroxham School ( Potters Bar)

These schools admit pupils under a variety of oversubscription criteria including within a defined local area or local parish(es), distance and random allocation local to the school. The two

voluntary-aided schools prioritise pupils on the basis of residence within the ecclesiastical parish and not membership of the Church of England.

The modelling showed minimal impact upon allocation outcomes. Across the county as a whole:

- One less child was allocated a ranked school
- Five more children were allocated their first ranked school
- Seven fewer children were allocated their 2nd preference school
- Two more children were allocated their 3rd preference school
- One more child was offered a non-ranked school

**Fraudulent Address Notification**

Every year the Admissions Team investigate many cases of possible fraudulent address use on school applications. As both a future deterrent, and to increase the investigative focus in complex cases where address evidence is in dispute, it is proposed that referrals from the Admissions Service will be made to the Shared Anti-Fraud Service who will then investigate fully on behalf of Admissions. It is proposed that the county council’s admission arrangements should be amended to make this clear to parents and carers.

**Published Admission Numbers (PANs)**

The School Admissions Code only requires public consultation when it is proposed to lower a school’s Published Admission Number (PAN).

It is proposed that the PAN for Watton-at-Stone Primary and Nursery School is decreased to ensure the future financial viability and stability of the school. The decrease has been requested, and is supported by, the Headteacher and Governing Body of the school.

Details of increases to PANs are included below for information.

School	Determined PAN 2018	Proposed PAN 2019	Comment
Watton-at-Stone Primary School	34	30	To ensure the future financial viability/stability of the school.
Sandon JMI School	14	15	Permanent increase from 2019.
Millfield First & Nursery School, Buntingford	45 (*60)	60	Permanent increase from 2019. * The school will offer 60 places in 2018 as a local agreement.
St Catherine's VC CE Primary School, Hoddesdon	45 (*60)	60	Permanent increase from 2019. * The school will offer 60 places in 2018 as a local agreement.
Leavesden Green Primary School, Watford	30 (*60)	60	Permanent PAN increase from 2019, subject to town planning permission. * The school will offer 60 places in 2018 as a local agreement.

The County Council, as required by the School Admissions Code, will consult the governing bodies of each community and voluntary controlled school in Hertfordshire on the proposal to maintain or raise the PAN for their school.

PANs for all community and voluntary controlled schools in Hertfordshire for 2019/20 are outlined on pages 18-28.



## **Hertfordshire County Council's proposed oversubscription criteria for community and voluntary controlled, first, infant, primary, junior and middle schools for the school year 2019/20**

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs that names their school. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school.

If there are fewer applications than places available at a school all applicants will be admitted. If there are more applications than places available, the criteria outlined below will be used to prioritise applications.

### **Oversubscription criteria**

**Rule 1: Children looked after** and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order)\*.

### **Rule 2: Medical or Social**

Children for whom it can be demonstrated that they have a particular medical or social need to go to the school\*.

*A panel of officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.*

**Rule 3: Linked School** (*This rule only applies to pupils who are currently attending an infant school which has a linked junior school<sup>1</sup>.*)

In the case of junior schools, children who attend the linked infant school at the time of their application.

### **Rule 4: Sibling**

Children who have a sibling on the roll of the school or linked school at the time of application\*. *This applies to reception through to Year 5 in infant, junior and primary schools; and from reception through to Year 3 in first schools; and from Year 5 to Year 7 in middle schools.*

### **Rule 5: Nearest School**

Children for whom it is their nearest school or academy.  
*This includes all schools except those which allocate places on the basis of faith.*

### **Rule 6: Distance**

Children who live nearest to the school.  
*Children not considered under rule 5 will be considered under rule 6.*

These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, a tie break will be used by applying the next rule to those children.

### **Tie Break**

When there is a need for a tie break where two different addresses are the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random. Every child entered onto the HCC admissions database has an individual random number assigned, between 1 and 1 million, against each preference school. When there is a need for a final tie break the random number is used to allocate the place, with the lowest number given priority.

\*Please see the 'Explanatory notes and definitions 2019/20 document for a full explanation/definition.

## **Continuing Interest**

After places have been offered, Hertfordshire County Council will maintain a continuing interest (waiting) list for all community and voluntary controlled schools. A child's position on a CI list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it. The county council will contact parents/carers if a vacancy becomes available and it can be offered to a child. Continuing interest lists will be maintained for every year group until the summer term (date to be confirmed). To retain a CI application after this time, parents must make an In Year application.

## **Fair Access**

Community and voluntary controlled schools will admit children under the Fair Access Protocol before those on continuing interest, and over the Published Admission Number (PAN) if required.

## 'Linked infant and junior schools

The table below shows the community and voluntary controlled infant schools and academies which are "linked" for allocations to junior schools under Rule 3.

Infant school	School type	Town	Linked Junior school	School type
St Mary's Church of England (VC) Infant School	VC	Baldock	St Mary's C of E (VC) Junior School	VC
Bushey and Oxhey Infant School	C	Bushey	Bushey Manor Junior School	C
Merry Hill Infant School and Nursery	C	Bushey	Ashfield Junior School	VC
Brookland Infant and Nursery School	C	Cheshunt	Brookland Junior School	C
Malvern Way Infant and Nursery School	C	Croxley	Little Green Junior School	C
Kingsway Infant School	C	Garston	Kingsway Junior School	C
Crabtree Infants' School	A	Harpenden	Crabtree Junior School	A
The Grove Infant and Nursery School	C	Harpenden	The Grove Junior School	C
Chaulden Infants' and Nursery School	C	Hemel Hempstead	Chaulden Junior School	A
Hobletts Manor Infants' and Nursery School	C	Hemel Hempstead	Hobletts Manor Junior School	C
Holtsmere End Infant and Nursery School	C	Hemel Hempstead	Holtsmere End Junior School	C
Highbury Infant School and Nursery	C	Hitchin	Whitehill Junior School	C
Strathmore Infant and Nursery School	C	Hitchin	Wilshere-Dacre Junior Academy	A
Hillshott Infant School and Nursery	C	Letchworth	Pixmore Junior School	C
Icknield Infant and Nursery School	C	Letchworth	Wilbury Junior School	A
Northfields Infant and Nursery School	C	Letchworth	The Grange Academy	A
St John's C of E Infant and Nursery School	VC	Radlett	Fair Field Junior School	A
Redbourn Infant and Nursery School	C	Redbourn	Redbourn Junior School	C
Fawbert and Barnard Infants' School	C	Sawbridgeworth	Reedings Junior School	C
Bernards Heath Infant School	C	St Albans	Bernards Heath Junior School	C
Cunningham Hill Infant School	C	St Albans	Cunningham Hill Junior School	C
Fleetville Infant and Nursery School	A	St Albans	Fleetville Junior School	A
Wheatfields Infants' and Nursery School	C	St Albans	Wheatfields Junior School	C
Giles Nursery and Infant's School	C	Stevenage	Giles Junior School	C
Letchmore Infants' and Nursery School	C	Stevenage	Almond Hill Junior School	C
Woolenwick Infant and Nursery School	C	Stevenage	Woolenwick Junior School	C
Goldfield Infants' and Nursery School	C	Tring	Bishop Wood C of E Junior School	VA
Kingshill Infant School	C	Ware	St Mary's (VC) C of E Junior School	VC
Cassiobury Infant and Nursery School	C	Watford	Cassiobury Junior School	C
Chater Infant School	C	Watford	Chater Junior School	C
Nascot Wood Infant and Nursery School	C	Watford	Nascot Wood Junior School	C
Parkgate Infants and Nursery School	C	Watford	Parkgate Junior School	C
Watford Field School Infant & Nursery	C	Watford	Field Junior School	C

*C = Community*  
*VC = Voluntary Controlled*  
*A = Academy*  
*F = Foundation*  
*VA = Voluntary Aided*

## **Proposed explanatory notes and definitions for the admission arrangements for community and voluntary-controlled schools in Hertfordshire for 2019/20**

The following definitions apply to terms used in the admissions criteria:

### **Rule 1: Children looked after and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order<sup>1</sup> or a special guardianship order<sup>2</sup>)**

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

These children will be prioritised under rule 1.

Highest priority will also be given to children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order.

A “child looked after” is a child who is:

- a) in the care of a local authority, or
- b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under rule 1.<sup>3</sup>

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.

Children who were not “looked after” **immediately** before being adopted, or made the subject of a child arrangement order or special guardianship order, **will not** be prioritised under rule 1. Applications made for these children, with suitable supporting professional evidence, can be considered under rule 2.

<sup>1</sup> Child arrangements order

Under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.

<sup>2</sup> Special guardianship order

Under 14A of The Children Act 1989, an order appointing one or more individuals to be a child’s special guardian or guardians.

<sup>3</sup> This definition has been amended in accordance with paragraph 1.7 (footnote 17) of the School Admissions Code that came into force on 19 December 2014.

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### **Rule 2: Children for whom it can be demonstrated that they have a particular medical or social need to go to the school**

Rule 2 applications will only be considered at the time of the initial application, unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted.

All schools in Hertfordshire have experience in dealing with children with diverse social and medical needs. However in a few very exceptional cases, there are reasons why a child has to go to one specific school.

Few applications under Rule 2 are agreed

All applications are considered individually but a successful application should include the following:

- a. Specific recent professional evidence that justifies why only one school can meet a child's individual needs, and/or
- b. Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child's needs.
- c. If the requested school is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate.
- d. For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at only a specific school essential.

Evidence should make clear why only one school is appropriate.

Applications under Rule 2 can only be considered when supported by a recent letter from a professional involved with the child or family, for example a doctor, psychologist or police officer. The supporting evidence needs to demonstrate why only one named school can meet the social/medical needs of the child.

Applications for children previously "looked after" but not meeting the specific criteria outlined in Rule 1, may be made under this rule.

Further details on the Rule 2 process can be found in the [Rule 2 protocol](#).

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## **Definition of sibling**

For applications to schools using Hertfordshire County Council's admission criteria, a sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after<sup>1</sup> and in every case living permanently<sup>2</sup> in a placement within the home as part of the family household from Monday to Friday at the time of this application.

A sibling must be on the roll of the named school at the time the younger child starts or have been offered and accepted a place.

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

<sup>1</sup> Children previously looked after are those children adopted or with a special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014.

<sup>2</sup> A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.

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## **Multiple births**

Hertfordshire County Council (HCC), as the admission authority will admit over the school's published admission number when a single twin/multiple birth child is allocated the last place at a school. Where we are not the admitting authority we would request the school take in the subsequent child(ren) in line with the school's own admission arrangements.

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## **Home address**

The address provided must be the child's current permanent address at the time of application. 'At the time of application' means the closing date for applications. "Permanent" means that the child has lived at the address for 12 months of a year and/or the family owns the property or has a tenancy agreement for a minimum of 12 months.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one which the child lives at for the majority of the time. If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child's main residence.

If a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested.

If a child's residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

If two different applications are received for the same child from the same address, e.g. containing different preferences, the application from the parent in receipt of child benefit will be processed if the applications cannot be reconciled.

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### **Fraudulent applications**

Hertfordshire County Council will do as much as possible to prevent applications being made from fraudulent addresses, including referring cases to the Shared Anti-Fraud service for further investigation as necessary.

Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. Hertfordshire County Council will take action in the following circumstances:

- When a child's application address does not match the address of that child at their current school;
- When a child lives at a different address to the applicant;
- When the applicant does not have parental responsibility;
- When a family move shortly after the closing date of applications when one or more of the following applies:
  - The family has moved to a property from which their application was less likely to be successful;
  - The family has returned to an existing property;
  - The family lived in rented accommodation for a short period of time (anything less than a year) over the application period;
  - Official/public records show an alternative address at the time of the application
- When a child starts at the allocated school and their address is different from the address used at the time of application.

Parents/carers will need to show that they have relinquished residency ties with their previous property and they and their child(ren) are permanently residing at the address given on the application form.

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### **Home to school distance measurement for purposes of admissions**

A 'straight line' distance measurement is used in all home to school distance measurements for community and VC schools in Hertfordshire. Distances are

measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

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### **Definition of “nearest school” for secondary/upper admissions**

For coeducational community schools, the “nearest school” definition for rule 4 is “the nearest Hertfordshire maintained school or academy that is non-faith, co-educational, and non-partially selective.

*Note – non-partially selective means that the school does not offer any places based on academic ability.*

Coeducational schools/academies which select partially on ability are:

- Dame Alice Owen's School
- Parmiter's School
- Queens' School
- Rickmansworth School
- St Clement Danes School

For all coeducational community schools this definition applies to rule 4.

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### **Definition of “nearest school” for primary/junior/middle admissions**

The definition of “nearest school” includes all schools and academies (regardless of status) unless that school or academy prioritises applications and allocates places on the basis of faith.

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### **Applications from children\* from overseas**

All children of compulsory school age (5 to 16 years) in England have a right of access to education. However, where a child is in England for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

An application for a school place will only be accepted for such children currently overseas if, for In Year applications, proof is provided that the child will be resident in Hertfordshire within two weeks. In Year allocations are made on the assumption that the child will accept the school place and be on roll within that timescale.

For the Primary and Secondary transfer processes, applications will not normally be accepted from, nor places allocated to, an overseas address. The exception to this (for both In Year and transfer processes) is for children of UK service personnel and crown servants (and from military families who are residents of countries with a Memorandum of Understanding with the UK). In these cases HCC will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a HCC Unit postal address or quartering area address, for consideration of the application against oversubscription criteria

Applications will also be considered, and places offered in advance for these families, if the application is accompanied by an official letter that declares a

relocation date but does not provide a quartering or unit address because the family will be residing in private accommodation. In these cases, if the family does not already have a permanent private address in Hertfordshire, the military base or alternative “work” address in Hertfordshire will be used for allocation purposes. If the family already has an established alternative private address, that address will be used for admission purposes.

HCC will also consider accepting applications from children\* whose family can evidence intent to return to and/or permanently reside in Hertfordshire prior to the start of the new academic year. These applications, if accepted, will be processed from the overseas address until sufficient evidence is received to show the child is permanently resident in Hertfordshire. Evidence must be submitted at the time of application.

Evidence submitted after the date for late applications (4 December 2018 for secondary transfer and 1 February 2019 for the Under 11s process) cannot be taken into account before National Allocation Day. Decisions on these applications will be made by a panel of senior officers and communicated with parents within 6 weeks of the closing date for applications.

If an applicant owns a property in Hertfordshire but is not living in it, perhaps because they are working abroad at the time of application, the Hertfordshire address will **not** be accepted for the purposes of admission until the child is resident at that address.

Other children, than those mentioned above, from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are permanently resident in Hertfordshire. Proof of residency such as an endorsed passport or entry visa will be required with the application, in addition to proof of Hertfordshire address, for example a council tax bill or 12 month rental agreement.

\*Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), or have a UK passport describing them as a British citizen or British subject with the right of abode or are European Economic Area nationals normally have unrestricted entry to the UK.

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## **Age of Admission and Deferral of Places**

Hertfordshire County Council’s policy is that children born on and between 1 September 2014 and 31 August 2015\* would normally commence primary school in Reception in the academic year beginning in September 2019. All Hertfordshire infant, first and primary schools provide for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday. If a parent wants a full-time place for their child from September (at the school at which a place has been offered) then they are entitled to that full-time place.

Parents can defer the date their child is admitted to school until later in the same academic year or until the term in which the child reaches compulsory school age. Summer born children are only able to “defer” entry to Reception class until the beginning of the final term of the school year for which the offer was made.

Where parents wish, children can attend part-time until they reach compulsory school age. Any parents wishing to take up a part-time place or deferred entry should contact the individual school(s) to discuss their child’s requirements.



### **\*Summer born children (1<sup>st</sup> April – 31<sup>st</sup> August) – Entry to Reception**

Legally, a child does not have to start school until the start of the term following their fifth birthday. Children born between 1 April 2015 and 31 August 2015 are categorised as “summer born” and if parents/carers do not believe that their summer born child is ready to join Reception in 2019 they should contact the home LA, and any own admission authority schools, for guidance before making an application.

Summer born applications that are delayed for a year (for entry in September 2020) will be processed in exactly the same way as all other reception applications received at that time; there is no guarantee that a place will be offered at a child’s preferred school.

If parents wish to delay their application for a Reception place they are advised to discuss their child’s needs/development with their current early years or nursery provider. If parents wish their child to remain in their existing nursery school or class for a further year (rather than moving into the Reception year group) they must let their current school know before the end of the Spring term in 2019 (before the Easter break).

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### **Children Out of Year Group (except applications for reception from summer born)**

Hertfordshire County Council’s policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance which states that “in general, children should be educated in their normal age group”.

If parents/carers believe their child(ren) should be educated in a different year group they should, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort. DfE guidance makes clear that “it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case”.

For community and voluntary controlled schools, the county council as the relevant admission authority, through a panel process, will decide whether the application will be accepted on the basis of the information submitted. The panel makes decisions based upon the circumstances of each case including the view of parents, the relevant Headteacher(s), the child's social, academic and emotional development and whether the child has been previously educated out of year group. There is no guarantee that an application will be accepted on this basis. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent statutory appeal. Similarly there is no right of appeal for a place in a specific year group at a school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Headteacher and senior leadership of individual schools.

The governing body of schools responsible for their own admissions (academies, voluntary aided and foundation schools) is ultimately responsible for making this decision for applications made to their school.

## **Nursery Provision**

Some schools have a nursery unit or deliver pre-school nursery education. The admission arrangements detailed in this document do not apply for those being admitted into any nursery or pre-school provision. The responsibility for admission into nursery provision lies with the governing body of the school which offers such provision.

Parents of children who are admitted to a nursery provision at a school must apply in the normal way for a place at the school if they want their child to transfer to the reception class. Attendance at the nursery or co-located children's centre does not guarantee admission to the school.

### **Section 3: Other admission arrangements for 2019/20**

#### **The County Council is not proposing to change:**

- 1) Secondary and upper oversubscription criteria for community and voluntary controlled schools
- 2) Oversubscription criteria for admission to 6<sup>th</sup> forms in Hertfordshire community secondary and upper schools
- 3) Hertfordshire's schemes of coordination. Schemes will be updated and amended to improve clarity and transparency but without fundamental change.

Full details of the admission arrangements and schemes of coordination for 2019/20 can be found at [www.hertfordshire.gov.uk/admissions2019](http://www.hertfordshire.gov.uk/admissions2019)

## Section 4: Published admission numbers (PAN) 2019/20 for community and voluntary-controlled schools

\* Schools converting to academy status

\*\* Schools taking additional children by local agreement

<b>PANS FOR MIDDLE, SECONDARY AND UPPER SCHOOLS FOR 2019/20</b>						
<b>HCC No</b>	<b>School</b>	<b>Town/village</b>	<b>School Category</b>	<b>School Type</b>	<b>Determined PAN 2018</b>	<b>Proposed PAN 2019</b>
225	Edwinstree C of E Middle	Buntingford	Voluntary Controlled	Middle	112	112
106	Barclay (The)	Stevenage	Community	Secondary	196	196
112	Marriotts	Stevenage	Community	Secondary	240	240

<b>PANS FOR INFANT, FIRST, JUNIOR &amp; PRIMARY SCHOOLS FOR 2019/20</b>						
<b>HCC no</b>	<b>School</b>	<b>Town/village</b>	<b>School Category</b>	<b>School Type</b>	<b>Determined PAN 2018</b>	<b>Proposed PAN 2019</b>
776	Abbots Langley	Abbots Langley	Community	Primary	60	60
780	Tanners Wood JMI	Abbots Langley	Community	Primary	60	60
925	Aldbury C of E Primary	Aldbury	Voluntary Controlled	Primary	15	15
240	Anstey First	Anstey	Community	First	10	10
51	Ashwell Primary	Ashwell	Community	Primary	30	30
2	St Mary's JM	Baldock	Voluntary Controlled	Junior	60	60
3	St Mary's Infant	Baldock	Voluntary Controlled	Infant	60	60
5	Hartsfield JMI	Baldock	Community	Primary	60	60
262	Bayford (C of E) VC Primary	Bayford	Voluntary Controlled	Primary	15	15
194	Benington C of E Primary	Benington	Voluntary Controlled	Primary	16	16
861	Lime Walk Primary	Bennetts End	Community	Primary	30	30
918	Westfield Primary School and Nursery*	Berkhamsted	Community	Primary	30	30
919	Swing Gate Infant School and Nursery*	Berkhamsted	Community	Infant	60	60
921	Greenway Primary and Nursery School*	Berkhamsted	Community	Primary	30	30
923	Bridgewater Primary School*	Berkhamsted	Community	Primary	60	60
211	Thorley Hill Primary	Bishop's Stortford	Community	Primary	30	30
215	Thorn Grove Primary	Bishop's Stortford	Community	Primary	30	30

HCC no	School	Town/village	School Category	School Type	Determined PAN 2018	Proposed PAN 2019
216	Hillmead JMI	Bishop's Stortford	Community	Primary	30	30
219	Richard Whittington Primary (The)	Bishop's Stortford	Community	Primary	45	45
613	Summerswood Primary	Borehamwood	Community	Primary	60	60
614	Monksmead	Borehamwood	Community	Primary	30	30
615	Cowley Hill Primary	Borehamwood	Community	Primary	60	60
616	Woodlands Primary School	Borehamwood	Community	Primary	30	30
617	Kenilworth Primary School	Borehamwood	Community	Primary	30	30
618	Meryfield Primary School*	Borehamwood	Community	Primary	60	60
620	Saffron Green Primary	Borehamwood	Community	Primary	30	30
826	Boxmoor Primary	Boxmoor	Community	Primary	30	30
231	Jenyns First School	Braughing	Community	First	21	21
61	Breachwood Green JMI	Breachwood Green	Community	Primary	15	15
457	Mount Pleasant Lane JMI*	Bricket Wood	Community	Primary	45	45
230	Millfield First & Nursery School	Buntingford	Community	First	45 (**60)	60
232	Layston C of E First	Buntingford	Voluntary Controlled	First	30	30
675	Ashfield Junior	Bushey	Voluntary Controlled	Junior	60	60
676	Merry Hill Infant & Nursery	Bushey	Community	Infant	60	60
677	Bushey Manor Junior	Bushey	Community	Junior	60	60
679	Highwood Primary	Bushey	Community	Primary	60	60
683	Bournehall JMI	Bushey	Community	Primary	30	30
736	Bushey & Oxhey Infant	Bushey	Community	Infant	60	60
678	Bushey Heath Primary	Bushey Heath	Community	Primary	30	30
684	Hartsbourne Primary*	Bushey Heath	Community	Primary	30	30
774	St Meryl JMI	Carpenders Park	Community	Primary	30	30
354	Millbrook	Cheshunt	Community	Primary	30	30
359	Dewhurst St Mary C of E Primary	Cheshunt	Voluntary Controlled	Primary	30	30

HCC no	School	Town/village	School Category	School Type	Determined PAN 2018	Proposed PAN 2019
360	Burleigh Primary	Cheshunt	Community	Primary	60	60
363	Bonneygrove County Primary	Cheshunt	Community	Primary	60	60
365	Brookland Junior	Cheshunt	Community	Junior	90	90
366	Brookland Infant and Nursery	Cheshunt	Community	Infant	90	90
367	Downfield JMI	Cheshunt	Community	Primary	60	60
372	Andrew's Lane Primary	Cheshunt	Community	Primary	30	30
377	Fairfields Primary & Nursery	Cheshunt	Community	Primary	60	60
686	Chorleywood Primary	Chorleywood	Community	Primary	30	30
689	Russell (The)	Chorleywood	Community	Primary	30	30
54	Codicote C of E Primary VC	Codicote	Voluntary Controlled	Primary	30	30
454	Colney Heath JMI	Colney Heath	Community	Primary	30	30
694	Harvey Road Primary	Croxley Green	Community	Primary	30	30
695	Yorke Mead Primary	Croxley Green	Community	Primary	60	60
696	Little Green Junior	Croxley Green	Community	Junior	90	90
697	Malvern Way Infant & Nursery	Croxley Green	Community	Infant	90	90
319	Little Munden CE Voluntary Controlled Primary	Dane End	Voluntary Controlled	Primary	15	15
560	Essendon C.of E. VC Primary	Essendon	Voluntary Controlled	Primary	15	15
908	Flamstead	Flamstead	Community	Primary	15	15
237	Furneux Pelham C of E	Furneux Pelham	Voluntary Controlled	Primary	20	20
905	Gaddesden Row JMI	Gaddesden Row	Community	Primary	8	8
713	Coates Way JMI and Nursery	Garston	Community	Primary	30	30
734	Kingsway Junior	Garston	Community	Junior	60	60
755	Kingsway Infant	Garston	Community	Infant	60	60
355	Goffs Oak Junior Mixed Infants and Nursery School	Goffs Oak	Community	Primary	30	30
374	Woodside Primary	Goffs Oak	Community	Primary	30	30
196	Graveley Primary	Graveley	Voluntary Controlled	Primary	16	16

HCC no	School	Town/village	School Category	School Type	Determined PAN 2018	Proposed PAN 2019
157	Round Diamond Primary	Great Ashby	Community	Primary	60	60
484	Lea Primary (The)	Harpenden	Community	Primary	30	30
485	Manland Primary	Harpenden	Community	Primary	30	30
487	High Beeches Primary	Harpenden	Community	Primary	60	60
488	Sauncey Wood Primary	Harpenden	Community	Primary	30	30
490	Roundwood Primary	Harpenden	Community	Primary	45	45
491	Grove Junior (The)	Harpenden	Community	Junior	90	90
492	Grove Infant & Nursery (The)	Harpenden	Community	Infant	90	90
493	Wood End School	Harpenden	Community	Primary	60	60
571	Green Lanes Primary	Hatfield	Community	Primary	60	60
575	Birchwood Avenue Primary	Hatfield	Community	Primary	30	30
577	Ryde (The)	Hatfield	Community	Primary	30	30
579	Howe Dell Primary	Hatfield	Community	Primary	60	60
581	De Havilland Primary	Hatfield	Community	Primary	60	60
585	Oak View Primary & Nursery	Hatfield	Community	Primary	60	60
825	George Street Primary	Hemel Hempstead	Community	Primary	30	30
828	Two Waters Primary	Hemel Hempstead	Community	Primary	30	30
829	Tudor JMI & Nursery	Hemel Hempstead	Community	Primary	60	60
830	Broadfield Primary*	Hemel Hempstead	Community	Primary	60	60
832	Belswains Primary	Hemel Hempstead	Community	Primary	30	30
833	South Hill Primary	Hemel Hempstead	Community	Primary	60	60
834	Hobletts Manor Junior	Hemel Hempstead	Community	Junior	60	60
835	Hobletts Manor Infant & Nursery	Hemel Hempstead	Community	Infant	60	60
836	Hobbs Hill Wood Primary	Hemel Hempstead	Community	Primary	60	60
838	Chambersbury Primary	Hemel Hempstead	Community	Primary	30	30
840	Chaulden Infants' and Nursery	Hemel Hempstead	Community	Infant	50	50

HCC no	School	Town/village	School Category	School Type	Determined PAN 2018	Proposed PAN 2019
844	Micklem Primary	Hemel Hempstead	Community	Primary	30	30
846	Reddings Primary (The)	Hemel Hempstead	Community	Primary	30	30
855	Gade Valley JMI and Nursery	Hemel Hempstead	Community	Primary	30	30
857	Pixies Hill JMI	Hemel Hempstead	Community	Primary	30	30
859	Galley Hill Primary and Nursery School	Hemel Hempstead	Community	Primary	60	60
863	Yewtree Primary	Hemel Hempstead	Community	Primary	60	60
864	Maple Grove Primary	Hemel Hempstead	Community	Primary	30	30
867	Aycliffe Drive Primary	Hemel Hempstead	Community	Primary	45	45
868	Holtsmere End Junior	Hemel Hempstead	Community	Junior	60	60
869	Holtsmere End Infant and Nursery	Hemel Hempstead	Community	Infant	60	60
872	Brockwood Primary	Hemel Hempstead	Community	Primary	30	30
249	Abel Smith	Hertford	Community	Primary	30	30
252	Bengeo Primary	Hertford	Community	Primary	60	60
254	Hertford St Andrews Cof E Primary	Hertford	Voluntary Controlled	Primary	30	30
256	Morgans JMI	Hertford	Community	Primary	60	60
258	Hollybush Primary	Hertford	Community	Primary	30	30
259	Mill Mead	Hertford	Community	Primary	30	30
261	Wheatcroft Primary	Hertford	Community	Primary	45	45
267	Hertford Heath JMI	Hertford Heath	Community	Primary	30	30
56	Hexton JMI	Hexton	Community	Primary	10	10
234	High Wych C of E Primary	High Wych	Voluntary Controlled	Primary	30	30
35	Samuel Lucas JMI	Hitchin	Community	Primary	60	60
37	Highbury Infant School & Nursery	Hitchin	Community	Infant	60	60
38	Highover JMI	Hitchin	Community	Primary	60	60
40	Strathmore Infant and Nursery	Hitchin	Community	Infant	60	60
42	Purwell Primary	Hitchin	Community	Primary	30	30



HCC no	School	Town/village	School Category	School Type	Determined PAN 2018	Proposed PAN 2019
43	Oughton Primary and Nursery School	Hitchin	Community	Primary	30	30
46	Whitehill Junior	Hitchin	Community	Junior	60	60
47	William Ransom Primary (The)	Hitchin	Community	Primary	60	60
48	Mary Exton JMI	Hitchin	Community	Primary	30	30
285	St Catherine's VC CE Primary	Hoddesdon	Voluntary Controlled	Primary	45 (**60)	60
288	Westfield Community Primary	Hoddesdon	Community	Primary	30	30
290	Sheredes Primary	Hoddesdon	Community	Primary	60	60
292	Forres Primary	Hoddesdon	Community	Primary	60	60
318	Hunsdon JMI	Hunsdon	Community	Primary	15	15
58	Ickleford Primary	Ickleford	Voluntary Controlled	Primary	30	30
60	Kimpton Primary	Kimpton	Community	Primary	30	30
910	Kings Langley Primary	Kings Langley	Community	Primary	60	60
197	Knebworth Primary	Knebworth	Community	Primary	60	60
740	Leavesden JMI School	Leavesden	Community	Primary	30 (**60)	60
8	Stonehill	Letchworth	Community	Primary	30	30
14	Lordship Farm Primary	Letchworth	Community	Primary	60	60
16	Pixmore Junior	Letchworth	Community	Junior	60	60
17	Hillshott Infant School & Nursery	Letchworth	Community	Infant	60	60
20	Icknield Infant and Nursery	Letchworth	Community	Infant	90	90
22	Northfields Infant & Nursery	Letchworth	Community	Infant	60	60
853	Leverstock Green C of E Primary	Leverstock Green	Voluntary Controlled	Primary	30	30
239	Little Hadham Primary	Little Hadham	Community	Primary	20	20
72	Wymondley JMI	Little Wymondley	Community	Primary	15	15
452	London Colney JMI	London Colney	Community	Primary	30	30
453	Bowmansgreen Primary	London Colney	Community	Primary	60	60
907	Markyate Village School & Nursery	Markyate	Community	Primary	45	45

HCC no	School	Town/village	School Category	School Type	Determined PAN 2018	Proposed PAN 2019
562	Ponsbourne St Mary's C of E VC Primary	Newgate Street	Voluntary Controlled	Primary	13	13
703	Eastbury Farm JMI & Nursery	Northwood	Community	Primary	45	45
466	How Wood Primary	Park Street	Community	Primary	30	30
65	Pirton School	Pirton	Community	Primary	21	21
926	Potten End C of E Primary School	Potten End	Voluntary Controlled	Primary	30	30
655	Cranborne Primary (The)	Potters Bar	Community	Primary	60	60
657	Oakmere Primary	Potters Bar	Community	Primary	60	60
661	Ladbroke JMI	Potters Bar	Community	Primary	30	30
66	Preston Primary (VC)	Preston	Voluntary Controlled	Primary	15	15
322	Roger de Clare C of E (V C) First and Nursery	Puckeridge	Voluntary Controlled	First	60	60
785	St John's C of E Infant and Nursery	Radlett	Voluntary Controlled	Infant	60	60
789	Newberries Primary	Radlett	Community	Primary	30	30
450	Redbourn JM	Redbourn	Community	Junior	60	60
451	Redbourn Infant	Redbourn	Community	Infant	60	60
67	Reed First	Reed	Community	First	12	12
699	Shepherd JMI and Nursey	Rickmansworth	Community	Primary	60	60
706	Maple Cross JMI	Rickmansworth	Community	Primary	30	30
707	Arnett Hills JMI	Rickmansworth	Community	Primary	30	30
708	Rickmansworth Park JMI	Rickmansworth	Community	Primary	30	30
82	Icknield Walk First School	Royston	Community	First	60	60
83	Tannery Drift	Royston	Community	First	60	60
85	Studlands Rise First	Royston	Community	First	30	30
86	Roman Way First	Royston	Community	First	60	60
69	Sandon JMI	Sandon	Community	Primary	14	15
458	Sandridge School	Sandridge	Community	Primary	30	30
787	Sarratt C of E	Sarratt	Voluntary Controlled	Primary	26	26

HCC no	School	Town/village	School Category	School Type	Determined PAN 2018	Proposed PAN 2019
221	Mandeville Primary	Sawbridgeworth	Community	Primary	30	30
222	Fawbert & Barnard Infant's	Sawbridgeworth	Community	Infant	60	60
224	Reedings Junior	Sawbridgeworth	Community	Junior	60	60
611	Shenley Primary	Shenley	Community	Primary	45	45
768	Woodhall School	South Oxhey	Community	Primary	30	30
773	Greenfields JMI & Nursery	South Oxhey	Community	Primary	30	30
223	Spellbrook Primary	Spellbrook	Voluntary Controlled	Primary	15	15
416	Bernards Heath Junior	St Albans	Community	Junior	90	90
417	Bernards Heath Infant	St Albans	Community	Infant	90	90
418	Camp Primary and Nursery	St Albans	Community	Primary	30	30
422	Garden Fields JMI	St Albans	Community	Primary	90	90
423	Aboyne Lodge	St Albans	Community	Primary	30	30
426	St Peter's	St Albans	Community	Primary	30	30
431	Margaret Wix Primary	St Albans	Community	Primary	60	60
434	Oakwood Primary	St Albans	Community	Primary	45	45
435	Windermere JMI	St Albans	Community	Primary	30	30
436	Cunningham Hill JM	St Albans	Community	Junior	60	60
437	Cunningham Hill Infant	St Albans	Community	Infant	60	60
438	Maple School	St Albans	Community	Primary	30	30
440	Prae Wood Primary	St Albans	Community	Primary	60	60
455	Killigrew Primary and Nursery	St Albans	Community	Primary	60	60
462	Skyswood Primary	St Albans	Community	Primary	30	30
463	Wheatfields JM	St Albans	Community	Junior	90	90
464	Wheatfields Infants'	St Albans	Community	Infant	90	90
323	St Andrew's C of E (V C) Primary	Stanstead Abbots	Voluntary Controlled	Primary	30	30
121	Almond Hill Junior	Stevenage	Community	Junior	90	90

HCC no	School	Town/village	School Category	School Type	Determined PAN 2018	Proposed PAN 2019
122	Letchmore Infants' and Nursery School	Stevenage	Community	Infant	90	90
125	Broom Barns JMI	Stevenage	Community	Primary	30	30
127	Bedwell Primary	Stevenage	Community	Primary	45	45
135	Featherstone Wood Primary School and Nursery	Stevenage	Community	Primary	30	30
137	Longmeadow Primary	Stevenage	Community	Primary	60	60
141	Lodge Farm Primary	Stevenage	Community	Primary	60	60
145	Ashtree Primary	Stevenage	Community	Primary	60	60
146	Shephalbury Park Primary	Stevenage	Community	Primary	30	30
150	Moss Bury Primary School & Nursery	Stevenage	Community	Primary	45	45
154	Trotts Hill Primary and Nursery	Stevenage	Community	Primary	30	30
155	Martins Wood Primary	Stevenage	Community	Primary	90	90
159	Giles Junior	Stevenage	Community	Junior	90	90
160	Giles Nursery and Infant's School	Stevenage	Community	Infant	90	90
161	Woolenwick JM	Stevenage	Community	Junior	60	60
162	Leys Primary & Nursery School (The)	Stevenage	Community	Primary	75	75
164	Woolenwick Infant	Stevenage	Community	Infant	60	60
70	Therfield First	Therfield	Community	First	11	11
324	Thundridge C of E Primary	Thundridge	Voluntary Controlled	Primary	15	15
263	Tonwell St Mary's C of E Primary	Tonwell	Voluntary Controlled	Primary	8	8
938	Grove Road Primary*	Tring	Community	Primary	60	60
939	Goldfield Infants' and Nursery	Tring	Community	Infant	60	60
940	Dundale Primary & Nursery	Tring	Community	Primary	30	30
375	Longlands Primary School & Nursery	Turnford	Community	Primary	30	30
198	Walkern Primary	Walkern	Community	Primary	25	25
350	Four Swannes Primary	Waltham Cross	Community	Primary	30	30
353	Hurst Drive Primary	Waltham Cross	Community	Primary	60	60

HCC no	School	Town/village	School Category	School Type	Determined PAN 2018	Proposed PAN 2019
358	Holdbrook Primary	Waltham Cross	Community	Primary	30	30
306	St Mary's (VC) C of E Junior	Ware	Voluntary Controlled	Junior	60	60
307	St Catherine's (C of E) Primary	Ware	Voluntary Controlled	Primary	60	60
309	Tower Primary	Ware	Community	Primary	30	30
310	Priors Wood Primary	Ware	Community	Primary	30	30
311	Kingshill Infant	Ware	Community	Infant	60	60
325	Wareside C of E Primary	Wareside	Voluntary Controlled	Primary	8	8
720	Cherry Tree Primary*	Watford	Community	Primary	60	60
725	Central Primary	Watford	Community	Primary	60	60
728	Chater Junior	Watford	Community	Junior	60	60
729	Chater Infant	Watford	Community	Infant	60	60
730	Field JM	Watford	Community	Junior	60	60
731	Watford Field Infant and Nursery	Watford	Community	Infant	60	60
735	Knutsford Primary	Watford	Community	Primary	60	60
737	Parkgate Junior	Watford	Community	Junior	60	60
738	Parkgate Infants & Nursery	Watford	Community	Infant	60	60
741	Cassiobury JM	Watford	Community	Junior	90	90
742	Cassiobury Infant & Nursery	Watford	Community	Infant	90	90
743	Orchard Primary (The)*	Watford	Community	Primary	60	60
749	Holywell JMI	Watford	Community	Primary	90	90
753	Beechfield*	Watford	Community	Primary	60	60
756	Nascot Wood Junior	Watford	Community	Junior	60	60
761	Nascot Wood Infant & Nursery	Watford	Community	Infant	60	60
270	Watton-at-Stone Primary and Nursery	Watton-at-Stone	Community	Primary	34	30
506	Oaklands Primary	Welwyn	Community	Primary	30	30
520	Holwell Primary	Welwyn Garden City	Community	Primary	60	60

HCC no	School	Town/village	School Category	School Type	Determined PAN 2018	Proposed PAN 2019
523	Peartree Primary	Welwyn Garden City	Community	Primary	30	30
524	Templewood Primary	Welwyn Garden City	Community	Primary	30	30
525	Swallow Dell Primary	Welwyn Garden City	Community	Primary	60	60
529	Commonswood	Welwyn Garden City	Community	Primary	60	60
531	Creswick JMI and Nursery	Welwyn Garden City	Community	Primary	60	60
532	Harwood Hill JMI & Nursery	Welwyn Garden City	Community	Primary	30	30
535	Homerswood Primary	Welwyn Garden City	Community	Primary	30	30
536	Rowans Primary*	Welwyn Garden City	Community	Primary	30	30
540	Panshanger Primary	Welwyn Garden City	Community	Primary	30	30
541	Springmead JMI	Welwyn Garden City	Community	Primary	60	60
543	Watchlytes	Welwyn Garden City	Community	Primary	30	30
71	Weston Primary	Weston	Voluntary Controlled	Primary	20	20
468	Beech Hyde Primary and Nursery	Wheathampstead	Community	Primary	30	30
68	St Paul's Walden Primary	Whitwell	Community	Primary	15	15
326	Widford School	Widford	Community	Primary	8	8
281	Wormley Primary	Wormley	Voluntary Controlled	Primary	60	60

## **Consultation on school admission arrangements for 2019/20 - RESPONSE**

Please complete the online response form at [www.hertfordshire.gov.uk/admissions2019](http://www.hertfordshire.gov.uk/admissions2019) between **20 November and 5 January 2018**.

The online response form will close on 5 January 2018.

**Hertfordshire County Council Consultation 2019/20**  
**Total comments as of 03.01.2018.**  
**Total comments - 74**

<b>Q3. Do you agree to the proposed change to the wording of 'Rule 5 - Nearest School'?</b>	
<b>Yes</b>	47
<b>No opinion</b>	11
<b>No</b>	16 – 12 of which gave comments.

**Comments below:**

1. Because I have a feeling that it could mean that there is a possibility that a child could be allocated a substandard school and that could be miles away from home
2. Unfair
3. I agree with them except that they are not fair if you cannot get into your nearest school (rule 5). Then if your next choice school (normally rule 6) is on distance that rule 5 priority must be 'carried forward' to this next nearest school. Otherwise, you never get a chance to get in as a rule 5 to a nearby school. In St Albans city centre, we missed out on our no1 choice, the nearest so a rule 5 as Hertfordshire County Council does not provide enough school places for the housing you allow to be built. So our no 2 choice, a rule 6, did not work either as we were behind the other entire rule 5s even though' it is v near. Same for our no 3 choice, again near, again rule 6, again beaten by all the other nearby rule 5 applicants. So we never got to 'play' the rule 5 hand. it was as if we had no nearest school. The rules must be altered so every applicant has a rule 5 choice which is 'carried forward' to their next nearest school. Otherwise it is grossly unfair. Some applicants have a rule 5 option. Others, through no fault of their own, have no rule 5 option to apply under, despite having a nearest (full) school. Very unfair.
4. It seems to me that this is an attempt to avoid people's legitimate complaint that they would like a school close to them and can't get one for a child by simply erasing that as a requirement. It's a bureaucratic move, rather than one that addresses the issue of not enough local school places, or the upcoming situation with the massive building works going on in the area. It's sweeping the problem under the carpet and is an appallingly short sighted suggestion.
5. I feel that there should be more schools so that parents have more choice and admissions criteria therefore wouldn't be such a big issue
6. Because some schools are very academic and should only have pupils attending who are capable. It is obvious at an academic school which pupils got in on location rather than academic ability
7. If academic test it should be based on ability not because you happen to live closes to that school.
8. I do not agree that the sibling rule should now link Richard Hale and Simon Balle. The whole ethos of a sibling rule is for the convenience of 2 or more siblings being at the SAME school. The proposed change will take places away from children who are nearer to either Richard Hale or Presdales. I strongly oppose the change.



9. The problem I see is that the nearest school may not be a normal school providing 'normal' education. For example, one school near us is a free school and has a sort of Steiner type approach. Parents send their children there - or don't because their children don't suit normal mainstream approaches to education. I would hate to think that it would be considered my children's nearest school in applications.

10. I think the nearest school should be allocated to the kids unless they choose alternate schools and this should include faith school. It's the child's parents who can make the best decision

11. Some parents like that school good or bad so that's their choice.

12. I want my child to actually be able to go our nearest school and not any school. This wording effectively removes the nearest school category

**Q5. \*\*For schools located in and families resident in the relevant area of Hertford and Ware only\*\*  
Do you agree to the proposed reduction in Published Admission Number (PAN) at Watton-at-Stone Primary School, from 34 to 30?**

<b>Yes</b>	18
<b>No opinion/Not in Hertford or Ware</b>	53
<b>No</b>	<b>3 – 2 of which gave comments</b>

**Comments below:**

1. The number of children requiring school places is increasing so it seems madness to propose to reduce the number allocated.
2. Some parent work near the school so easy to travel .moving house

**Q7. Do you agree to the proposed inclusion of the Shared Anti-Fraud Service in the definitions section in cases of fraudulent address verification?**

Yes	57
No Opinion	17

There are no comments to the above question.

**Q9. Do you have any other comments you would like to make?**

1. I believe that the PAN should be reduced for Watton At Stone as it causes implications for the whole school and reduces the number of teaching staff and support staff further up the school if we have to split key stage 1 classes. Plus my daughter is in a large year group and as it has to be split by age she will always be in the younger class, however she is looking to be a high achiever and may therefore never be in a class with children who will stretch her. The school either has to split this year group all the way up the school or have an extremely large class of up to 45 pupils, which is untenable as a parent.

2. My son is currently in Year 3 at Watton at Stone school. He is in a class of over 30 children and the school has to admit children in his year until it reaches 34, if they apply. I

am dismayed by his current class size and it may grow in the coming years. There is a great deal of evidence which links greater class size to a reduction in educational outcomes. I feel his class size is too big and puts home at a disadvantage compared to other children in the district who gave a maximum of 30 children in a class.

Additionally, to produce class sizes that meet the KS1 criteria of having a maximum of 30 children, the school has to do split classes. The children are divided up differently over several years. This is meant that friendship groups are disrupted several years in a row. Both my children have found this difficult to cope with.

**3.** Welwyn Parish Council considered the admissions consultation at their last meeting on 18/12/17 and makes "no comment". Welwyn Parish Council would like to thank HCC for the opportunity to respond.

**4.** As a village school, the community are close and will offer support to those in need. The school at present has a larger than average range of academic abilities and smaller class sizes do help with these pupils.

**HERTFORDSHIRE COUNTY COUNCIL**

**CABINET**

**MONDAY 19 FEBRUARY 2018 AT 10:00AM**

Agenda Item  
No.

**8**

**TO CONSIDER THE FUTURE OF HERTFORDSHIRE MUSIC SERVICE**

Report of the Director of Children's Services

Report Author: Simon Newland, Operations Director – Education  
(Tel: 01992 555738)

Executive Member: Terry Douris, Education, Libraries and Localism

**1. Purpose of the Report**

- 1.1 To inform Cabinet of the position of Hertfordshire Music Service following the withdrawal of the Education Services Grant (ESG) and the emerging proposals for future arrangements for the Hertfordshire Music Service.

**2. Summary**

- 2.1 Hertfordshire Music Service (HMS) is one of the largest and most successful music services in the Country with a national reputation for excellence and opportunity. HMS has a presence in most major Hertfordshire towns, in the form of both school based tuition and music centres. The service is highly regarded within Hertfordshire for both the quality of service and the broader set of “common good” activities that it undertakes which the wider private sector market alone does not provide.
- 2.2 The Government’s withdrawal of Education Services Grant, £2m of which currently both directly and indirectly (through corporate overheads and recharges) supports HMS’ activity annually, necessitates reduction in the level of Council support. Nationally, the transition of Music Services to zero cost to Councils has been ongoing for a number of years following a significant structural change to the funding of music education. In 2012, the Department for Education moved from funding Local Authorities directly to the creation of the Music Education Grant, managed by Arts Council England (ACE). This change, which included the implementation of a revised funding formula, coupled with wider funding pressures for Local Authorities, resulted in some music services developing governance models and legal structures designed to mitigate loss of income through new income generating opportunities. Consequently, a number of Music Services have been operating at nil cost to their Local Authority as HMS is seeking to transition to following ESG withdrawal. It is evident from these services that the greatest successes have been

achieved by those which acquired charitable status and are accessing a range of income generation opportunities; including gift aid, corporate donations and other charitable giving. Initial high level financial modelling indicates that if HMS were to access additional income through charitable giving then its reliance on Council funding could be reduced. It is likely, however, that a package of transitional support from the Council will be needed for a period in order for the organisation to operate on a long-term sustainable trajectory.

- 2.3 This report explores the lessons learned from other Music Services and concludes that, in order to meet the substantial funding gap resulting from the withdrawal of ESG without significantly reducing HMS' services, there is a business case for acquiring charitable status and operating outside the direct management of the Council. Further, that this should now be explored in detail and presented to Cabinet in 2018.

### **3. Recommendations**

- 3.1 The Education, Libraries & Localism Cabinet Panel considered a report on this item of business at its meeting on 6 February 2018. The Panel recommended to Cabinet that Cabinet:

- (i) confirms the Council's commitment to supporting the purpose of the Music Service – namely the opportunities it can provide to young people to learn to sing and to play instruments, develop their skills and participate in and enjoy music, and its wider contribution to the cultural and social life of the county;
- (ii) supports the principle that Hertfordshire Music Service acquires a charitable or other appropriate status to allow it to operate outside the direct control of the Council;
- (iii) requests that the Director of Children's Services produces a detailed analysis of appropriate business structures, financial plan and business case in support of (ii), together with any appropriate transition plan to be presented to Cabinet for consideration in 2018.

### **4. Background**

- 4.1 The Council has directly managed HMS for 60 years; under its stewardship the service has grown from a rural schools music association to one of the largest and most successful Music Services in the Country with a national reputation for excellence and opportunity. HMS is held in high regard by the citizens of Hertfordshire. The work of HMS has been recognised by the National Music Council and Music Education Council on nine separate occasions, most recently in 2016. In addition to traditional tuition, orchestras, bands and ensembles (including high quality County level ensembles) it has a flourishing Rock and Family

music programme. HMS has a nationally recognised Special Educational Needs and Disability (SEND) Team and a Music Therapy Team. HMS supports between 1300 to 1500 children annually from financial disadvantaged backgrounds and works with a significant number of partner organisations within Hertfordshire, regionally and nationally.

- 4.2 HMS has a presence in most major Hertfordshire towns, in the form of both school based tuition and music centres. The network of music centres is detailed in Table 1 below. Music centres are key to delivering tuition after school and at weekends as well as housing the broader musical infrastructure such as ensembles, bands and orchestras. Music centres are integral to the HMS model as they provide the pathway for gifted and talented musicians together with the infrastructure for orchestras and performances which underpins the excellent reputation of HMS among Hertfordshire citizens.

Table1: Hertfordshire Music Service Music Centres

<b>Music Centre</b>	<b>Location</b>
Baldock Music Centre	The Knights Templar School
Berkhamsted Music Centre	Greenway School and St Thomas More School
Bishop's Stortford Music Centre	Birchwood High School
The Broxbourne Music Centre	The Broxbourne School
Dacorum Music School	The Hemel Hempstead School
Hertford & Ware Music Centre	Simon Balle School and Presdales School
Mid Herts Centre for Music & Arts	Birchwood Avenue Hatfield
North Herts Music School	Hitchin Girls School
Potters Bar Music Centre	Dame Alice Owen's School
Royston Music Centre	Meridian School
St Albans Music School	Townsend C of E School
Stevenage Music Centre	The Nobel School
Watford School of Music	Watford Boys Grammar School

- 4.3 HMS employs over 520 teachers and delivers tuition to 28,000 children annually across Hertfordshire. HMS is a service that undertakes a broader set of “common good” activities with a focus on inclusion and opportunities providing pathways to excellence. The core purpose and activities of HMS are closely aligned with the Council’s corporate plan, ensuring both the opportunity to take part and to thrive. Moreover, HMS supports core educational objectives ensuring a broad and balanced

curriculum, narrowing the attainment gap through the remission of fees scheme and supporting the aspiration of a good school for every child.

- 4.4 HMS is more than a traded service delivering musical tuition; it is unique given the significance of its infrastructure in enabling broader educational and cultural impact. Whilst there are other trading organisations offering musical tuition in Hertfordshire, none offer comparable pathways to excellence for young musicians through galas, ensembles, bands and orchestras whereby musical talents can be progressed and enriching cultural experience.
- 4.5 In 2016/17, HMS had income of £9.2m which was secured through instrumental tuition fees, traded activity with schools and the ACE Music Education Grant. Direct expenditure was £10.3m with the Council providing support for the deficit (£1.1m) as well as overheads (£0.9m) of circa £2m or 20% of expenditure, which to date, has been funded in the main from ESG. The Government has withdrawn ESG from all Local Authorities with no replacement funding stream planned. It is clear that reducing HMS to nil cost to the Council over a short period of time to replace all lost grant would have an adverse impact on the service and therefore a reduced level of support has been retained in the Integrated Plan in 2018/19. HMS will, however, need to further scale down the level of Council support given the withdrawal of ESG.
- 4.6 To preserve the service and its valuable contribution in the medium term, a range of changes are needed to address the consequences of loss of funding. Clearly efficiency needs to be improved as far as possible, and income opportunities developed and exploited. As detailed in this report, evidence from other Local Authorities also suggests that replacing Council support with Charitable Income through a managed transition to Charitable status also enables the infrastructure and activity of services to be preserved. It is therefore proposed that a detailed financial plan and business case that supports a reduction in core funding through ESG whilst preserving as much of the current activity and infrastructure through acquiring Charitable Status to enables HMS to operate at significantly reduced cost to the Council is developed by Officers and presented with a transition plan to Cabinet in 2018. If it proves to be the case, on even more detailed examination, that charitable status may not be the best future governance arrangement, Officers will report accordingly to Cabinet. Given the high regard in which the service is held, Officers will consider how best to engage with stakeholders at the next stage.

## **5. Lessons Learned from other Local Authorities**

- 5.1 Nationally, a number of Music Services have sought to operate at zero cost to their Councils since the establishment of Music Hubs in 2012 when funding reduced for many. A range of governance and legal structures have been established and these organisations are now

sufficiently mature for lessons to be learned about their sustainability and efficiency. Officers have spent time in dialogue with a number of services to understand these lessons and the relevance to HMS' future financial gap. Some newly established organisations such have taken the form of independent charitable trusts whilst others have been absorbed into an umbrella companies within a range of traded services. Research indicates that there has been mixed success, with some services thriving whilst others have struggled. In addition to national networks where the future organisation of music services is frequently discussed, Officers have spoken to Music Services in Birmingham, Northampton, Kent, Berkshire, Central Beds, Lancashire, Milton Keynes, Bromley, Norfolk, Suffolk, Cambridgeshire, Essex, Brighton, Portsmouth and Southend.

5.2 Whilst the lessons learned are clearly context specific, they help to frame thinking around the future legal and governance arrangements of HMS that would be needed to ensure a sustainable financial trajectory. A summary of these lessons is set out below:

- **There is a broad range in the scale of Music Services.** To generate the necessary economies of scale to sustain a breadth of musical activity and run as a stand-alone entity services appear to require a turnover of at least £5m to operate independently.
- **Without active and supportive public sector engagement, music provision available to children and young people radically declines, when expenditure is restricted to that provided by the Music Education Grant alone.** In other words, the private sector alone cannot provide the scale or nature of service in line with our policy objectives in Hertfordshire.
- **Music Education Hubs as part of a wider commercial spin out.** Music Services are niche businesses requiring specialist expertise to deliver effectively. Music services which have been externalised as part of broader commercial ventures have often struggled as there is little or no profit to be realised if they are to remain accessible, provide wider social benefit and provide pathways to excellence. It would appear that Music Services are best delivered through a not-for-profit model.
- **There is a limit to the cost of tuition.** Music lessons are inherently expensive to deliver given the specialist resource required. If prices are set at a level beyond the reach of most families, Music Services serve only affluent families. There is a balance to be struck between covering costs and ensuring services remains accessible. HMS raised prices by 8% in September 2017 to £40 per hour and are positioned at the top end of the market. This is considered to be on the edge of the balance between cost recovery and accessibility. In other Local Authorities where prices have increased significantly beyond £40 per

hour, demand for lessons has collapsed and services have evolved to serving only affluent families.

- **In the main, services that have acquired charitable status are thriving.** Arguably the successful service models are those established as independent charitable trusts, supported by Council subsidy for the purposes of transition. Trusts involved have replaced their Council subsidy with charitable income such as Gift Aid and other forms of charitable donation.
- **If music services are to operate on a sustainable financial trajectory, a level of transitional support is needed on exit.** Evidence suggests that, particularly on issues around property and pensions, support from local authorities ensures that independently operated music services are able to operate effectively whilst allowing both a level of reserves and income to grow. Other services have continued to receive indirect support from councils through the provision of support services at nil cost to the service. At this initial stage, it is assumed that a level of support may be needed from the Council if HMS is to significantly reduce its reliance on the Council in the longer-term. The nature of this support needed will be identified as part of the detailed business case.

## **6. Legal Considerations and Governance Arrangements**

- 6.1 If HMS were to operate outside the direct control of the Council, the Council would have a strong interest in ensuring both its continued success and delivery of core objectives such as providing opportunity and accessibility for all. As part of the detailed business case to be produced and presented to Cabinet, appropriate business structures and governance arrangements for the proposed organisation will be considered. This would include consideration of appropriate strategic and policy alignment.

## **7. Financial Implications**

- 7.1 The withdrawal of ESG funding by the Government necessitates significant cost reductions in the service, some of which can be achieved through cuts and efficiencies and some through income growth. Lessons learnt from other local authorities indicates that the potential for income growth is significantly greater were HMS to exit the Council and acquire charitable status. Charitable giving is a complex area requiring specialist financial (including tax) and legal advice which will be sought at the next stage. It is, as set out above, evident from other local authorities that a package of support to assist the transition could be needed by HMS.
- 7.2 Initial high-level modelling indicates that acquiring charitable status would enable a portion of the financial gap to be closed. However, further



work including detailed scoping needs to be carried out to fully understand the financial implications relating to the emerging proposal for a future arrangement whereby HMS acquires charitable status and operates outside the direct management of the Council. As such it is proposed that a detailed financial model will be developed as part of the business case and presented back to Cabinet in 2018.

- 7.3 ACE Music Education Grant funding currently accounts for 18% of HMS' income. It is key that HMS maintain their status as Lead Partner for the Hub and secure ACE Music Education Grant Funding. The withdrawal of ESG also coincides with the next funding round for the Music Education Grant, managed by ACE. In their application, HMS has sought a £3.2m ACE Music Education grant for the two year period from 2018/19 to 2019/20. To secure this funding ACE will seek to discuss emerging plans with HMS prior to the development of the detailed business case. ACE is seeking assurances that the Council will support HMS to develop a sustainable business case to safeguard their investment. To this end, we will work with ACE as a key stakeholder at the next stage of developing the proposal to ensure their support and understanding of emerging proposals.

## **8. Equalities**

- 8.1 When considering proposals placed before Members it is important that they are fully aware of, and have themselves rigorously considered the equalities implications of the decision that they are taking.
- 8.2 Rigorous consideration will ensure proper appreciation of any potential impact of that decision on the County Council's statutory obligations under the Public Sector Equality Duty. As a minimum this requires decision makers to read and carefully consider the content of any Equalities Impact Assessment (EqIA) produced by Officers.
- 8.3 The Equality Act 2010 requires the County Council, when exercising its functions, to have due regard to the need to (a) eliminate discrimination, harassment, victimisation and other conduct prohibited under the Act; (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it. The protected characteristics under the Equality Act 2010 are age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief; sex and sexual orientation.
- 8.4 At this stage, until the detail has been worked up, it is difficult to determine what, if any, positive and/or negative equalities implications would be. As such, the EqIA, attached at Appendix A, determined that there could be potential equalities issues specific to these proposals. The EqIA therefore details an action plan including but not limited to

assessing the equalities impact as part of the detailed business case, which will be presented back to Cabinet.

## Equality Impact Assessment (EqIA)

### STEP 1: Responsibility and involvement

<b>Title of proposal/ project/strategy/ procurement/policy</b>	Future of Hertfordshire Music Service	<b>Head of Service or Business Manager</b>	James Dickinson
<b>Names of those involved in completing the EqIA:</b>	Vicki Roberts James Dickinson	<b>Lead officer contact details:</b>	James Dickinson
<b>Date completed:</b>	December 2017	<b>Review date:</b>	Early 2018

### STEP 2: Objectives of proposal and scope of assessment – what do you want to achieve?

<p><b>Proposal objectives:</b></p> <ul style="list-style-type: none"> <li>– what you want to achieve</li> <li>– intended outcomes</li> <li>– purpose and need</li> </ul>	<p>Hertfordshire Music Service (HMS) is one of the largest and most successful music services in the Country with a national reputation for excellence and opportunity. HMS has a presence in most major Hertfordshire towns, in the form of both school based tuition and music centres.</p> <p>The Council provides circa £2m of support to the service, funded from the Educational Services Grant (ESG), which was withdrawn by the Government in September 2017.</p> <p>It is clear that reducing HMS to 'nil cost' to the Council over a short period of time to replace all lost grant would have an adverse impact on the service and therefore a reduced level of support has been retained in the Integrated Plan in 2018/19. HMS will however need to further scale down the level of Council support given withdrawal of ESG.</p> <p>To this end, Officers have been working alongside HMS and other Music Services who have sought to operate at zero cost to their Council to understand lessons learnt and frame thinking.</p> <p>This assessment considers the Equalities Impact Assessments ("EQiAs") undertaken to seek to identify whether any equalities issues can be identified as a consequence of the proposal before Cabinet that Officers should produce a detailed financial plan and business case, to be developed together with a transition plan and presented to Cabinet for consideration in 2018</p> <p>It is acknowledged that as part of the detailed financial modelling a workforce review is likely to be undertaken to ensure an adequately resourced yet efficient workforces in place to meet the funding challenges ahead.</p>
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## Equality Impact Assessment (EqIA)

	All	Primary	Primary Special	Secondary	Secondary Special	ESC	Pupil Referral Unit
Number of Students	182348	99180	950	80850	1212	122	34
% Minority Ethnic Students (not White British and excluding Refused and Not Obtained)	29%	30%	34%	27%	25%	22%	15%
% EAL (English as an alternative Language) (First language Not English or believed not to be English)	49%	17%	18%	88%	88%	96%	94%
% with Statement (s) OR Education & Health Care Plan (e)	2%	1%	100%	1%	99%	6%	100%
% SEN Support (K)	12%	12%	0%	12%	1%	78%	0%
% Total SEN Provision (E,S,K)	14%	13%	100%	13%	100%	84%	100%
% FSM (Free School Meals) (at date of Census)	8%	9%	23%	6%	27%	27%	21%
% of Male Students	51%	51%	72%	50%	70%	73%	79%
% of Female Students	49%	49%	28%	50%	30%	27%	21%

The Hertfordshire School Census data above indicates that there is a higher % of FSM pupils attending Hertfordshire primary or secondary special schools compared to mainstream schools. However, it is unknown if there is any correlation between entitlement of FSM pupils and ethnicity and sex.

### HMS Pupil Participation In Individual Singing/Instrumental Lessons - Academic Year 2016/17

Individual	Boys	Girls	Total	If fees	If known,	If known,	Both
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Please email completed EqIAs to [equalities@hertfordshire.gov.uk](mailto:equalities@hertfordshire.gov.uk)

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## Equality Impact Assessment (EqIA)

Singing/ Instrumental Lesson				were charged, number of pupils receiving individual subsidy/ fee remission	number of pupils eligible for Pupil Premium	number of pupils who had special education needs (Statement of SEN/EHC)	(Pupil Premium/ Subsidy/ Remission and Special Education Needs)
Key Stage 1	93	153	246	2	82	32	13
Key Stage 2	2459	4021	6480	266	557	165	270
Key Stage 3	1969	3214	5183	488	242	152	76
Key Stage 4	1091	1780	2871	273	103	85	34
Key Stage 5	842	1373	2215	112	15	32	5
<b>Total</b>	<b>6454</b>	<b>10541</b>	<b>16995</b>	<b>1141</b>	<b>999</b>	<b>466</b>	<b>398</b>

Students in Year 3 or above receiving Free School Meals and/or other benefits while living in and attending school in Hertfordshire may be able to receive financial support for instrumental or vocal lessons with HMS.

Currently there are two levels of eligibility for music remission for students in Year 3 or above:

- Level 1 - 100% remission (based on customer being entitled to Free School Meals).
- Level 2 - 50% music remissions – This is currently provided to those who are in receipt of the following:
  - a) Child Tax Credit, payable at a higher rate than the family element (more than £547.50)
  - b) Working Tax Credit
  - c) Housing Benefit
  - d) Council Tax Support (not including second adult rebate).

HMS also support children in the care of Hertfordshire County Council, known as Children Looked After (CLA) and musically gifted and talented pupils. However, the application process is separate to the above, known as the Manual Remission of Fees (RMF) Application Process. All year 3 and above children that are looked after are eligible for remission of fees, whereas musically gifted and talent pupils are assessed on a case by case basis.

HMS Remission of Fees Applications for Academic Year 2016/17

## Equality Impact Assessment (EqIA)

<b>Music Tuition Remission of Fees Applications</b>	<b>Number</b>
Awaiting Consideration	785*
Rejected/Withdrawn	305
Confirmed by HMS	1125
Awaiting Proof of Benefit	187
<b>Total</b>	<b>2402</b>

*\*This includes a mixture of pupils that have been made pre-eligible for Remission of Fees following a previous year's successful application but no longer wish to continue with lessons, are on a waiting list for individual or group tuition, expired applications that need to be removed from the system, pupils that have moved school (location or from primary to secondary) but have submitted a new application, duplicate applications or pupils that have completed the application but are yet to request a lesson.*

<b>Music Tuition Manual Remission of Fees Applications (included in 1125 confirmed by HMS above)</b>	<b>Number</b>
CLAs	55
Gifted & Talented	4
SEN/Disabled	11
Compassionate	8
Other	1
Centre Recommendation	1
Out of County	4
Adopted	4
Late applications	6
Dacorum Education Support Centre	4
<b>Total</b>	<b>98</b>

Remissions Music Tuition Confirmed	1125
Remissions Music Therapy Confirmed	16
<b>Total Remissions Confirmed</b>	<b>1141</b>

HMS also works closely with special schools across Hertfordshire offering Music Therapy Lessons, a traded service, mainly delivered within schools. For Academic Year 2016/17, there were 46 Music Therapy pupils of which 16 were funded from remission of fees following professional referral from a music therapist. Of those 16 pupils funded 7 were CLA, 2 receiving Level 2 Support, 1 receiving FSM, 4 SEN pupils and 2 compassionate support.

It should be noted that even if a pupil is eligible for funding the support is dependent on availability of funding and availability of the service. In the last 3 years there has been sufficient funding to support eligible applicants but in some cases pupils have been placed on a waiting list for individual or group tuition.

It should also be noted that pupil data on ethnicity, English as an additional language and SEN is not collected by HMS as part of the remission of fees application process. However, the manual application process collects some SEN data, which is shown in the table above.

In addition the service delivers MusicNet East, a three-year project funded by national children's charity Youth Music which will increase access to music-making for children

## Equality Impact Assessment (EqIA)

in challenging circumstances in Hertfordshire, Cambridgeshire and Essex (April 2015-March 2018). Through this programme the service work with SENCOs in schools to identify students for whom music can be a route to improve social outcomes. This a different way of identifying needs where music is a facilitator of outcomes rather than it being a music led project but the outcomes can be very powerful.

It is clear from the above information that the service reaches a wide range of pupils, particularly through its whole class teaching and work with SENCOs. It's remission of fess scheme also supports children at financial disadvantage. This would therefore indicate that any reduction in service could have a negative equalities impact on service users.

However, this EqIA has been carried out on the basis that should the above recommendations be approved by Cabinet then a detailed financial plan and business case will be developed and presented back to Cabinet for consideration. At this stage, until the detail has been worked up, it is difficult to determine what, if any, positive and/or negative equalities implications would be. Therefore, an EqIA will be carried out and accompany the detailed business case, which will presented back to Cabinet.

### STEP 4: Impact Assessment – Service Users, communities and partners (where relevant)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
<b>Age</b>	<p>It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of age.</p> <p>It is anticipated that any detailed business case will be recommended on the basis that it maintains the ability of HMS to provide the current services or similar to those with this particular protected characteristic</p>	<p>The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.</p>
<b>Disability Including Learning Disability</b>	<p>It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of disability.</p> <p>It is anticipated that any detailed business case will be recommended on the basis that it maintains the ability of</p>	<p>The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.</p>



## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
	HMS to provide the current services or similar to those with this particular protected characteristic	
<b>Race</b>	<p>It is not anticipated at this stage that the proposals will affect people disproportionately because of the issues of race.</p> <p>It is anticipated that any detailed business case will be recommended on the basis that it maintains the ability of HMS to provide the current services or similar to those with this particular protected characteristic</p>	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.
<b>Gender reassignment</b>	It is not anticipated that the proposal will affect people disproportionately because of the issue of gender reassignment but the position will be monitored if the proposal proceeds.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.
<b>Pregnancy and maternity</b>	It is not anticipated that the proposal will affect people disproportionately because of the issues around pregnancy and maternity but the position will be monitored if the proposal proceeds.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly
<b>Religion or belief</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around religion or belief but the position will be monitored if the proposal proceeds.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.
<b>Sex</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around sex but the position will be monitored if the proposal proceeds.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.
<b>Sexual orientation</b>	It is not anticipated that the proposal will affect people disproportionately because of	The position will continue to be monitored and if any issues in respect of the protected

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
	issues around sexual orientation but the position will be monitored if the proposal proceeds.	characteristic are identified then the Action will be amended accordingly.
<b>Marriage &amp; civil partnership</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around marriage and civil partnership but the position will be monitored if the proposal proceeds.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.
<b>Carers (by association with any of the above)</b>	It is not anticipated that the proposals will affect people disproportionately because of issues around caring responsibilities but the position will be monitored if the proposal proceeds.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.
<b>Carers and CARE ACT 2014</b>	From April 2015, carers will be entitled to an assessment of their own needs in the same way as those they care for. If the focus of your EqIA relates to care and support, consider carers' new rights and see the <a href="#">Care Act pages</a> on Compass for more guidance.	
	It is not anticipated that the proposals will affect people disproportionately because of issues around caring responsibilities but the position will be monitored if the proposal proceeds.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.
<b>Opportunity to advance equality of opportunity and/or foster good relations</b>		
<p>A decision to support the principle of HMS being provided by way of an alternative model of provision could enable the infrastructure and activity of the service to be preserved following Central Government's withdrawal of ESG and allow it provide access to music tuition and service such as music therapy to those with protected characteristics</p> <p>In addition it is acknowledged in the accompanying Cabinet report that any proposal will need to ensure that the Service's status as Lead Partner for The Music Education Hub is not put at risk as this will significantly affect access and eligibility to the ACE Music Education Grant. The ACE Music Education Grant enables key strategic priorities to be fulfilled such as the remission of fees for disadvantaged children, thus enabling it to continue to being an accessible service and provide equal opportunity.</p>		

### STEP 4a: Impact Assessment – Staff (where relevant)

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
<b>Age</b>	It is not anticipated that the proposal will affect people disproportionately because of their age but the position will be monitored if the proposal proceeds.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.
<b>Disability Including Learning Disability</b>	It is not anticipated that the proposal will affect people disproportionately because of their age but the position will be monitored if the proposal proceeds.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.
<b>Race</b>	It is not anticipated at this stage that the proposals will affect people disproportionately because of the issues of race.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.
<b>Gender reassignment</b>	It is not anticipated that the proposal will affect people disproportionately because of the issue of gender reassignment but the position will be monitored if the proposal proceeds.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.
<b>Pregnancy and maternity</b>	It is not anticipated that the proposal will affect people disproportionately because of the issues around pregnancy and maternity but the position will be monitored if the proposal proceeds.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.
<b>Religion or belief</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around religion or belief but the position will be monitored if the proposal proceeds.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.
<b>Sex</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around sex but the position will be monitored if the proposal proceeds.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.
<b>Sexual orientation</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around sexual orientation but the position will be monitored if the proposal proceeds.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
<b>Marriage &amp; civil partnership</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around marriage and civil partnership but the position will be monitored if the proposal proceeds.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.
<b>Carers (by association with any of the above)</b>	It is not anticipated that the proposals will affect people disproportionately because of issues around caring responsibilities but the position will be monitored if the proposal proceeds.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action will be amended accordingly.
<b>Opportunity to advance equality of opportunity and/or foster good relations</b>		
<p>As above, a decision to support the principle of HMS being provided by way of an alternate method of provision could enable the infrastructure and activity of the service to be preserved following Central Government's withdrawal of ESG.</p> <p>As such, HMS could continue to employ staff to deliver the current level service. However, it is acknowledged that as part of the detailed financial modelling a workforce review is likely to be undertaken to ensure an adequately resourced yet efficient workforces in place to meet the funding challenges ahead.</p>		

### STEP 5: Gaps identified

<p><b>Gaps identified</b> Do you need to collect more data/information or carry out consultation? (A 'How to engage' consultation guide is on <a href="#">Compass</a>). How will you make sure your consultation is accessible to those affected?</p>	<p>Research if data on National Averages for the following can be accessed to enable a comparison against Hertfordshire School Census Data:</p> <ul style="list-style-type: none"> <li>• % Minority Ethnic Students (not White British and excluding Refused and Not Obtained)</li> <li>• % EAL (English as an alternative Language) (First language Not English or believed not to be English)</li> <li>• % with Statement (s) OR Education &amp; Health Care Plan ('e)</li> <li>• % SEN Support (K)</li> <li>• % Total SEN Provision (E,S,K)</li> <li>• % FSM (Free School Meals) (at date of Census)</li> <li>• % of Male Students</li> <li>• % of Female Students</li> </ul> <p>Research data sets around socio economic issues to better understand the profile of the County.</p>
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## Equality Impact Assessment (EqIA)

	<p>Research if data exists to understand if there is a correlation between entitlement of FSM pupils against ethnicity and sex in Hertfordshire.</p>
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### STEP 6: Other impacts

Consider if your proposal has the potential (positive and negative) to impact on areas such as health and wellbeing, crime and disorder and community relations. There is more information in the guidance.

### STEP 7: Conclusion of your analysis

Select one conclusion of your analysis	Give details
<input type="checkbox"/> <b>No equality impacts identified</b> – No change required to proposal.	
<input type="checkbox"/> <b>Minimal equality impacts identified</b> – Adverse impacts have been identified, but have been objectively justified (provided you do not unlawfully discriminate). – Ensure decision makers consider the cumulative effect of how a number of decisions impact on equality.	
<input checked="" type="checkbox"/> <b>Potential equality impacts identified</b> – Take ‘mitigating action’ to remove barriers or better advance equality. – Complete the action plan in the next section.	<p>At this stage, until the detail has been worked up, it is difficult to determine what, if any, positive and/or negative equalities implications would be.</p> <p>It is also acknowledged that there is a lack of data collected by HMS for some of the protected groups. Therefore, actions are proposed in Step 8 to collect further data.</p>
<input type="checkbox"/> <b>Major equality impacts identified</b> – Stop and remove the policy – The adverse effects are not justified, cannot be mitigated or show unlawful discrimination. – Ensure decision makers understand the equality impact.	

### STEP 8: Action plan

## Equality Impact Assessment (EqIA)

Issue or opportunity identified relating to: – Mitigation measures – Further research – Consultation proposal – Monitor and review	Action proposed	Officer Responsible and target date
Further research	Research if data identified in step 5 exists so that a more informed equalities impact assessment can be carried out as part of the development of the detailed financial plan and business case.	James Dickinson and Vicki Roberts  March 2018
Monitor and review	To carry out an equalities impact assessment as part of the development of the detailed financial plan and business case and then update the EqIA accordingly.	James Dickinson and Vicki Roberts  2018
Consultation	As part of the Workforce Review, in line with HCC policies, carry out an equalities impact assessment and if required, a staff consultation.	James Dickinson and Vicki Roberts  As part of Workforce Review and prior to staff consultation, if required

**This EqIA has been reviewed and signed off by:**

**Head of Service or Business Manager: James Dickinson Date:**

HCC's Diversity Board has asked the Equality team to compile a central list of EqIAs so a random sample can be quality assured. **Please email a copy of this EqIA to the Equality team at [equalities@hertfordshire.gov.uk](mailto:equalities@hertfordshire.gov.uk)**

Thank you.

**HERTFORDSHIRE COUNTY COUNCIL**

**CABINET  
MONDAY 19 FEBRUARY 2018 AT 2.00PM**

Agenda Item  
No.

**9**

**ADULT COMMUNITY HEALTH SERVICES – JOINED-UP CARE  
PROPOSALS**

Report of the Director of Adult Care Services

Author:- Ed Knowles, Assistant Director – Health Integration  
(07812324768)

Executive Member:- Colette Wyatt-Lowe, Adult Care and Health

**1. Purpose of report**

1.1 The report outlines a process to identify and explore the opportunities Herts Valleys Clinical Commissioning Group (HVCCG)'s decision to recommission adult community health services presents to the County Council to develop and deliver more joined-up health and care services for residents.

**2. Summary**

2.1 HVCCG commissions a range of adult community health services to serve the population of West Hertfordshire.

2.2 At its Board meeting on 14 September 2017, HVCCG formally agreed to recommission elements of the existing adult community health services in West Hertfordshire.

2.3 This decision represents a significant development in the health landscape in Hertfordshire.

2.4 As a result of HVCCG's decision, initial activity has taken place within Adult Care Services (ACS) to identify what opportunities exist to input to a future specification so that it delivers joined up health and social care and supports the delivery of the County Council's strategic priorities.

**3. Recommendations**

3.1 The Adult Care & Health Cabinet Panel considered a report on this item of business at its meeting on 30 January 2018. The Panel noted the opportunities for joining up health and care services in Hertfordshire and recommended that Cabinet agree that the Director of Adult Care Services undertake work with Herts Valleys Clinical

Commissioning Group to develop a joint specification for adult community health services to align delivery with the County Council's priorities.

#### **4. Background**

- 4.1 HVCCG commissions a range of adult community health services from Hertfordshire Community NHS Trust (HCT) with a total value of approximately £41m.
- 4.2 [Your Care, Your Future](#) outlines the strategic vision for health and social care services in the West of the county. At its core is an ambition to see services delivered in a more integrated and joined-up manner and for health and care to be more easily available and accessible in the community. Delivering this ambition will require a significant shift of activity, currently provided in hospital settings, to the community.
- 4.3 Over the Spring/Summer of 2017, HVCCG explored the potential for redesign of adult community health services. This included a baseline expenditure and activity analysis and the development of an outline service specification with a focus on transformation, 'place based care' and integration with primary care services, mental health services and social care services.
- 4.4 At its Board meeting on 14 September 2017, HVCCG formally agreed to adopt a competitive dialogue procurement approach for the provision of community health services. As part of the rationale for this decision, the Board considered that, based on national average reference costs, HVCCG spends more on community based provision than expected via its contract with HCT and that in 17/18 the level of activity related to the HCT adult community services contract is less than expected given the contract value.
- 4.5 The services currently in scope for this contract include:
- Integrated Community Nursing and Therapy Services
  - Community Intermediate Care Beds
  - Specialist Palliative Care
  - Bladder and Bowel
  - Adult Speech and Language
  - Lymphoedema (a long-term (chronic) condition that causes swelling in the body's tissues. It can affect any part of the body, but usually develops in the arms or legs. It develops when the lymphatic system doesn't work properly)
  - Leg Ulcer and Tissue Viability Services
  - Community Neuro Rehabilitation Service
  - Podiatry (excluding Diabetes) – potential to link with new musculoskeletal (MSK) provider



- 4.6 The proposed timeframe for procurement and mobilisation will be 18 months, with a provider selected and a new contract mobilised to commence on 1 April 2019.

## **5. Implications and opportunities for integration**

- 5.1 A competitive dialogue process for adult community health services represents a significant shift in Hertfordshire's health and social care economy. It raises the possibility of new provider organisations coming into Hertfordshire and thereby carries with it the risk of uncertainty.
- 5.2 It also presents a significant opportunity for the County Council to influence the design and direction of adult community health services. The health and social care integration agenda has long sought to better align social care with adult community health services, recognising the overlap in patients/service users and the extent to which coordination of resource and intervention can improve an individual's wellbeing and reduce the risk of their situation or condition deteriorating. There are also opportunities to support the delivery of the [Hertfordshire ACS Draft 15 Year Plan](#) and the 2020 vision for integration - [Joined-up care - aligning Adult Care Services with Health](#) – that was signed-off by Cabinet in July 2017.
- 5.3 Recommissioning adult community health services provides the opportunity to specify integration as a key element of the contract and therefore something which any future provider needs to consider as part of their business model and their tender submission. It also means that any future provider could have contractual obligations in respect of working with social care and will be able to be monitored and managed on that basis. This by no means guarantees integration and improved outcomes, but it does provide additional leverage to the commissioner to make changes happen and, managed properly, would support and complement the operational integration and joined-up care that already takes place.
- 5.4 Initial conversations have taken place between Council officers and HVCCG about the potential opportunities that HVCCG's decision regarding the recommissioning of adult community health service represents.
- 5.5 Adult Care Services officers have scoped some of the opportunities and risks associated with HVCCG's decision to recommission community services. Different services have been assessed against a number of criteria, including:
- Risk to care market sustainability
  - Risk to care market financial sustainability
  - The council retaining accountability and control
  - Impact on service users' experience
  - Impact on service users' outcomes

- 5.6 This process has identified a number of areas where more joined-up activity could be of most benefit to service users and support the development of social care services.
- 5.7 These areas have been broadly categorised into short and long term services. Further detail is in the table below which demonstrates the opportunities for integration and alignment with the Adult Care Services 15 Year plan.
- 5.8 The short term services cover hospital discharge, prevention of admission and community beds. Each of these represents specific pieces of short term or immediate activity with individuals, where the better coordination of health and care services would significantly improve service user experience and service user outcomes.
- 5.9 The longer term services consider how joined-up care might better align health and care service around service users with ongoing and long-term care needs.

5.10

Short-term services	Opportunities for more joined-up activity between health and care	Links to the ACS 15 year plan
Integrated hospital discharge pathways	Development of an integrated specification for community-based intermediate care and enablement services that support hospital discharges. This would include: <ul style="list-style-type: none"> <li>• Alignment of existing specialist care at home services and Enablement OTs into joint teams with health therapists, health care assistants and nurses.</li> <li>• Teams working within hospitals to 'pull' people out of beds.</li> <li>• Service specification to be based on 'discharge to assess' principles and protocols (as set out in the 10 High Impact Change model).</li> </ul>	Define our approach to ensure people are discharged from hospital at the right time, delivering required business process improvements with NHS colleagues (SA3)  Build on new interventions which alleviate pressures in hospitals for example 'Discharge to Assess' and aligning care worker teams with the NHS (SA3)  Put in place a new Occupational Therapy strategy to promote independence (SA3)
Prevention of hospital admission services	An integrated pathway and process (rather than a specific team) for joint prevention of hospital admission responses: <ul style="list-style-type: none"> <li>• Alignment of triage and 'rapid'</li> </ul>	

	<p>assessment functions so initial responses can be co-ordinated.</p> <ul style="list-style-type: none"> <li>• Quick, trusted access to specialist care at home and short term care home beds, and for therapy and nursing interventions and step up intermediate care beds.</li> </ul>	
Flexi – bed model	<p>Develop an integrated service specification for ‘discharge to assess’ care home beds, including:</p> <ul style="list-style-type: none"> <li>• Access to a range of services, including therapy and nursing, which is flexible depending on the needs of the person in the bed.</li> <li>• A flexible pricing model depending on services accessed.</li> <li>• Creating a future alternative to intermediate care beds as commissioned in E&amp;N Herts.</li> <li>• Developing joint-commissioning intentions around bed models</li> </ul>	
<b>Long term services:</b>		
Holistic case management	<p>Establish integrated pathways / processes for the co-ordination of care for those with frailty and other long term conditions. This includes</p> <ul style="list-style-type: none"> <li>• Joint case finding and risk stratification processes between primary care, social care and community health services.</li> <li>• Creating virtual ‘neighbourhood teams’ to formalise requirements for community health and social care services in their alignment with GP ‘neighbourhoods’ (local clusters of GP surgeries).</li> <li>• Building on the Multi-Speciality Team (MST) approach to formalise joint assessment, care planning and case management for those with complex needs and multiple long-term conditions, which includes ensuring that services are adequately resourced by</li> </ul>	<p>Review our services for people with complex needs and increase provision (SA4)</p> <p>Establish, deliver and evaluate a pilot project on using predictive data (SA2)</p> <p>Create integrated personal care services for those with chronic and complex needs alongside the NHS (SA4)</p> <p>Roll out new practice principles which support delivery of these approaches (SA4)</p> <p>Develop our strategy for community hubs, making the best use</p>

	community health teams.	of property and assets (SA2)
Nurses aligned to social work teams	Replicate arrangements in Learning Disability teams where Community Nurses co-locate with social workers to support holistic case management.	Identify named workers to support individuals (SA1)
Clinical input into care homes	Establishing a service specification for nursing and therapeutic input to care home residents.	
Preventative and personalised approaches	<p>Joint development of service models and questions for providers around their experience of implementing preventative and personalised initiatives. e.g.:</p> <ul style="list-style-type: none"> <li>• Improved links with voluntary sector services</li> <li>• Increasing utilisation of personal budgets</li> <li>• Assistive Technology</li> <li>• Carers services</li> </ul>	<p>Embed 'Community First' thinking into practice; and ensure a common understanding and approach (SA2)</p> <p>Develop our 'HertsHelp' offer (SA1)</p> <p>Target information at specific groups such as carers (SA1)</p>

- 5.11 The proposed recommissioning of this contract does not include all elements of adult community health services. A number of other clinical pathways, including Diabetes and Musculo-Skeletal Services have either been recommissioned or are in the process of being recommissioned. These processes have their own timeframes and separate procurement processes.
- 5.12 HCT also provides Children's Community Health Services, some of which are commissioned by HVCCG and other elements, most notably Health Visiting and School Nursing services, commissioned by Public Health.
- 5.13 The Children's Community Health Services commissioned by HVCCG are not within scope of this procurement, however HVCCG are currently undertaking a review of their Children's Community Health service activity and spend.
- 5.14 Health Visiting and School Nursing are already in the process of being competitively tendered by Public Health. The award of this contract is scheduled for February 2018. Conversations are taking place between HVCCG, Children's Services and Public Health to ensure alignment between this activity and any future commissioning intentions.

## **6. Next steps**

- 6.1 The Director of Adult Care Services proposes to undertake work with HVCCG and set out the council's future model of care for community services in Hertfordshire. This would establish the council's own strategic intent (as defined in the 15 year plan). Officers would constructively challenge HVCCG to consider how its vision for adult community health services could support the council's model of care and what changes could be made to the traditional way of delivering community health services.
- 6.2 Within this model of care, there will be a number of specific activities and pathways which could benefit from being jointly specified in any community health contract as identified in the table in point 5.10. The next steps would involve convening a series of workshops with HVCCG to develop joint specifications and processes in the priority areas listed above.
- 6.3 At this stage there is a preference for alignment of services into jointly specified, integrated care models; rather than necessarily moving resources into joint contracts.
- 6.4 Further internal work may need to be undertaken on businesses cases, particularly where the County Council is proposing alternative uses of health resources, such as clinical input into care homes and nurses aligned to social work teams to support longer term case management.
- 6.5 Joint work with HVCCG could also be required to devise a series of questions and requirements into the tender documentation to ensure bidding providers demonstrate the requisite levels of experience and ambition around the personalisation of services, and understand the level of partnership working with social care providers to deliver the integrated care specifications.
- 6.6 The outcome of this work will be brought back to the Adult Care & Health Cabinet Panel for consideration and any changes to Council policy will be brought Cabinet for approval.

## **7 Financial Implications**

- 7.1 The financial implications will depend on the scope and scale of the Council's involvement in the contract and the procurement. Each area for proposed inclusion or alignment will need to be assessed to ensure that would be a financial or value for money benefit for the County Council, service users and residents.

## **8. Risk implications**

- 8.1 There are system risks attendant on HVCCG's decision. For the Council there is a risk that any disruption to the provision of adult community health services might increase demand on social care resources or jeopardise existing process and areas of good practice. HVCCG are developing a risk register for the procurement process which will identify how major system risks could be mitigated. The Integrated Care Programme Team will also develop a parallel risk log for the Council.
- 8.2 Any proposal for alignment or inclusion will only be made following full consideration of the required governance and risks by the Council. Any agreements that are made by HVCCG will be considered through the appropriate County Council governance arrangements and clearly documented.

## **9. Equalities implications**

- 9.1 When considering proposals placed before Members it is important that they are fully aware of, and have themselves rigorously considered the equality implications of the decision that they are making.
- 9.2 Rigorous consideration will ensure that proper appreciation of any potential impact of that decision on the County Council's statutory obligations under the Public Sector Equality Duty. As a minimum this requires decision makers to read and carefully consider the content of any Equalities Impact Assessment produced by officers.
- 9.3 The Equality Act 2010 requires the County Council when exercising its functions to have due regard to the need to (a) eliminate discrimination, harassment, victimisation and other conduct prohibited under the Act; (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it. The protected characteristics under the Equality Act 2010 are age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief, sex and sexual orientation.
- 9.4 The equality impact of recommissioning adult community health services will be assessed by HVCCG, which will also be responsible for outlining how any potentially negative impact might be avoided or mitigated against. Where there are specific proposals for the inclusion or alignment of Council services in any future contract, an equality impact assessment will be undertaken by ACS on each specific proposal and its potential impact upon individuals or groups with protected characteristics.

## **10. Consultation**

- 10.1 HVCCG will be leading on the consultation and engagement process accompanying its decision to recommission adult community health services. Any proposals for alignment or inclusion of Council services will be assessed as to what consultation might be required with service users and stakeholders.

## **11. Property or accommodation implications**

- 11.1 The property implications of the recommissioning process will be addressed by HVCCG. There is potential to explore whether a new contract could support the development of community hubs, helping to align services council and health services around certain premises.

## **12. Background information**

[Your Care, Your Future](#) (2015), Herts Valleys CCG  
[Joined-up care - aligning Adult Care Services with Health](#) (July 2017)  
[Hertfordshire ACS Draft 15 Year Plan](#) (Oct 2017)

Herts Valleys Board Meeting 14 September 2017  
<http://hertsvalleysccg.nhs.uk/publications/board-documents/board-papers/14-september-2017>

**HERTFORDSHIRE COUNTY COUNCIL**

**CABINET**

**MONDAY, 19 FEBRUARY 2018 AT 2.00PM**

**INVEST TO TRANSFORM PROPOSALS TO SUPPORT DELIVERY OF  
ADULT SOCIAL CARE INTEGRATED PLAN PROPOSALS**

Joint Report of the Director of Adult Care Services and the Director of  
Resources

Author:- Helen Maneuf, Assistant Director Planning &  
Resources (Tel:01438 845502)

Executive Member:- Colette Wyatt-Lowe – Adult Care and Health

**1. Purpose of report**

- 1.1 To seek Cabinet's agreement to an Invest to Transform Programme for Adult Care Services designed to support the delivery of Integrated Plan Proposals.

**2. Summary**

- 2.1 Adult Care Services (ACS) has put forward proposals in the 2018/19 to 2021/22 Integrated Plan to deliver significant efficiencies and savings.

<http://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/733/Committee/16/Default.aspx>

<http://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/658/Committee/8/Default.aspx>

- 2.2 The ACS Integrated Plan (IP) strategies aim to deliver a department wide transformation. A new assessment methodology is rolling out across the service, which emphasises an enabling approach and support for independent living and ensures that financial resources are carefully deployed. New models of care and support for service users need to be developed and commissioned in response. Further strands of activity aim to secure a range of flexible accommodation for service users, maximise alternative sources of funding and develop technological solutions in line with people's expectations.
- 2.3 Delivery of these strategies can be secured and supported by time-limited investment in the necessary skills and capacity to design and deliver these new ways of working. The main element of the



investment comprises the resources required to deliver this activity. This will create the strategic capacity required to deliver the transformational change required; it is not possible to free up existing resource to do this given the scale of the task and the need for operational teams to focus on day to day activity.

2.4 The envisaged investment areas are:

- commissioning and care management capacity to design and implement new approaches to care and support focussing particularly on two IP strategic areas: accommodation for Older People, and new services for Adults with Disabilities;
- additional financial administration capacity to support income maximisation;
- introducing new Assistive Technologies to support change and the effective deployment of care capacity;
- project management and corporate resource such as finance and IT capacity to deliver and monitor the impact of change.

### **3. Recommendations**

- 3.1 The Adult Care & Health Cabinet Panel considered a report on this item of business at its meeting on 30 January 2018. The Panel recommended that Cabinet agree the proposed Invest to Transform Programme for Adult Care Services, attached at Appendix A to the report, designed to support delivery of Integrated Plan Proposals.
- 3.2 The Resources, Property & the Economy Cabinet Panel will consider a report on this item of business at its meeting on 14 February 2018. The Cabinet Panel's recommendation/s to Cabinet will be reported orally at the Cabinet meeting and circulated to Members in the Order of Business sheet.

### **4. Background**

- 4.1 In order to support the delivery of the four-year Integrated Plan Proposals for Adult Social Care a number of delivery programmes are in development and funding requirements for these have been identified. Appendix A describes these further. The areas are:

#### Commissioning Capacity: Older People's Accommodation

- 4.2 To secure the specialist capacity to:
- Establish the right care and delivery models for cost-effective older people's accommodation in Hertfordshire; including extra-care facilities (purpose built accommodation with on-site care presence) and additional nursing care
  - Identify partners and sites, and develop business cases

- Deliver schemes and ensure their implementation and ongoing success.

4.3 This is in line with the Ten Year Supported Accommodation Strategy agreed by Cabinet in July 2017:

<http://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/516/Committee/8/Default.aspx>

Commissioning and Care Management Capacity: New Services for Adults with Disabilities

4.4 To secure the savings relating to designing and developing a new day opportunities offer for younger adults; to provide a strategic approach to provider management and securing value for money on package costs; and, crucially, to provide the care management and review capacity necessary to operationalise the new models of service that are established by commissioning.

Income Maximisation Opportunities

4.5 To support delivery of the IP savings relating to income generation and to address the need to improve ways of working so that opportunities to generate income and recover debt are maximised whilst enhancing customer service to people who use services, carers and providers.

Assistive Technology

4.6 To deliver pilot projects for Assistive Technology in two areas:

**Improved reablement services** – enabling care and support networks to collaborate more effectively in real time support of person-centred, outcomes based reablement care supporting hospital discharge into community care

**Improved care delivery and need escalation identification** – using modern technology to work with care agencies to use technology to appropriately supplement care and support, helping to use care capacity flexibly and with greater efficiency. Using technology to identify patterns which indicate escalating need, and intervening to prevent crisis.

4.7 In addition there are proposals for project management resource and for support from corporate functions such as finance and IT.

## 5. Financial Implications

5.1 The investment bids are summarised as follows:

ITT Proposals	18/19 £'000	19/20 £'000	20/21 £'000	21/22 £'000	Total £'000
Older People's Accommodation	219	489	490	129	1,327
LD Transformation	763	663	0	0	1,426
Income	253	225	53	53	584
Assistive Technology	346	188	100	0	634
Programme Management	396	396	135	0	927
	<b>1,977</b>	<b>1,961</b>	<b>778</b>	<b>182</b>	<b>4,898</b>

5.2 Anticipated efficiencies and savings directly supported by these investment proposals are:

Integrated Plan Proposals supported by ITT bids	18/19 £'000	19/20 £'000	20/21 £'000	21/22 £'000
Older People's Accommodation	-1500	-3000	-4500	-6000
LD Transformation	-4500	-8800	-12100	-15100
Income	-2750	-3025	-3300	-3575
Assistive Technology	-750	-1500	-2250	-3000
	<b>-9,500</b>	<b>-16,325</b>	<b>-22,150</b>	<b>-27,675</b>

5.3 Over the four-year period the entire IP programme for ACS will deliver anticipated savings of the order of £42.9m.

## 6. Equalities Implications

6.1 When considering proposals placed before Members it is important that they are fully aware of, and have themselves rigorously considered the equality implications of the decision that they are making.

6.2 Rigorous consideration will ensure that proper appreciation of any potential impact of that decision on the County Council's statutory obligations under the Public Sector Equality Duty. As a minimum this requires decision makers to read and carefully consider the content of any Equalities Impact Assessment produced by officers.

6.3 The Equality Act 2010 requires the County Council when exercising its functions to have due regard to the need to (a) eliminate discrimination, harassment, victimisation and other conduct prohibited under the Act; (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not

share it and (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it. The protected characteristics under the Equality Act 2010 are age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief, sex and sexual orientation.

- 6.4 Page 12 of Appendix A summarises the equalities considerations relating to these investment proposals which, as Integrated Plan themes, are encompassed within the full EQIA prepared for the IP which will be available at the following link:

<http://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/658/Committee/8/Default.aspx>

## BUSINESS CASE EVALUATION – 2017/18

<b>Service:</b> <b>Adult Care Services</b>	<b>Project:</b> Implementation capacity to support Four-Year Integrated Plan proposals for Adult Care Services
<b>Project Sponsor:</b> <b>Iain MacBeath</b>	<b>Project Manager:</b> <b>Various</b>
<b>Project Status:</b>	<b>Service Priority Band:</b> <b>High</b>

**Statement of need and strategic context**

Social care budgets have been under pressure for seven years. Although there are less people getting council-funded services, the people now supported have more complex needs. The cost of care has also increased in line with this complexity, together with changes in the law which set out new rights for carers and other groups.

Adult Care Services (ACS) has set an ambitious four-year integrated plan with a number of strategies that aim to deliver efficiencies and savings. The Integrated Plan (IP) strategies aim to secure the right range of flexible accommodation, develop the right workforce with more flexible skills and invest in the right technological solutions in line with people's expectations. New ways of offering the care and support that people require need to be developed. Over the four-year period the IP programme for ACS will deliver anticipated savings in the region of £41m.

A range of funding sources will be required for this agenda, and this will include the need to maximise funding available to service users (benefits and Continuing Health Care) with a view in turn to securing contributions for care and support.

Delivery of these strategies can be secured and supported by time-limited investment in the necessary skills and capacity to design and deliver these new ways of working. The main element of the bid costs are for the resource required to deliver this activity. There is a need to invest additional resource for a period of time to create the strategic capacity required to deliver the transformational change required; it is not possible to free up existing resource to do this given the scale of the task and the need for operational teams to focus on day to day activity.

The envisaged investment areas are:

- commissioning and care management capacity to design and implement new approaches to care and support focussing particularly on two IP strategic areas: accommodation for Older People (1), and new services for Adults with Disabilities (ADS) (2)
- additional financial administration capacity to support income maximisation (3)
- introducing new Assistive Technologies to support change (4).

This table summarises the investment proposals over the IP timeline:

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<b>Invest to Transform (ITT) Proposals</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>	<b>21/22</b>	<b>Total</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Older People's Accommodation Learning Disability (LD)	219	489	490	129	1,327
Transformation	763	663	0	0	1,426
Income	253	225	53	53	584
Assistive Technology	346	188	100	0	634
Programme Management	396	396	135	0	927
	<b>1,977</b>	<b>1,961</b>	<b>778</b>	<b>182</b>	<b>4,898</b>

Whilst this is a best estimate of the resource required it may be that further requests come forward as particular opportunities are identified.

## **Evidence of option appraisal**

These proposals have been developed on an ACS wide basis in order to give a complete overview of the resource likely to be required for delivery of the ACS IP programme over the medium term; to convey the scale of the transformation effort within the department and to facilitate corporate scrutiny and engagement.

By articulating the resource required over the period of the IP, it will allow consideration of wider dependencies within Hertfordshire County Council as a whole, and opportunities for support to be provided from Resources Teams if feasible, including the Improvement Team, Property Team, Intelligence Team and Finance Service. All of these teams are already providing support to the department in its IP activities.

## Description of Proposals

### 1: Commissioning Capacity: Older People's Accommodation

Cabinet agreed ACS's Ten Year Supported Accommodation Strategy in July 2017:

<http://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/516/Committee/8/Default.aspx>

The strategy sets the ambition to offer a choice of high quality housing for people with care and support needs, working with new and existing partners to deliver this agenda, delivering:

Care group	Predicted net growth to meet demand by 2025
Older people	1,000 additional nursing beds
	600 additional residential beds
	1,500 additional flexi care units
	50 short-stay 'step up/down' beds
	700 more older people supported in their own homes
Learning disability	500 additional supported living places
	20 transitional places for people learning life skills
	200 more people supported in their own homes
Physical disability	75 additional supported living places
	100 more people supported in their own homes
Mental health	17 additional transitional places for people in recovery
	100 more people supported in their own homes

Accommodation related IP savings targets for the Older People (OP) care group IP revenue savings targets are as follows:

	Efficiency Required			
	18/19	19/20	20/21	21/22
IP OP Strategy	£'000	£'000	£'000	£'000
OP Strategy 4: Fewer residential care	-1000	-2000	-3000	-4000
OP Strategy 5: New nursing care	-500	-1000	-1500	-2000
	<b>-1500</b>	<b>-3000</b>	<b>-4500</b>	<b>-6000</b>

Whilst short term delivery of these targets will be by means of strict observation of eligibility criteria, in the medium term the strategies envisage ambitious interventions to offer capital or land to secure ongoing revenue savings in care costs.

This element of the bid therefore seeks funding to secure the specialist capacity to:

- Establish the right care and delivery models for Hertfordshire
- Identify partners and sites, and develop business cases
- Deliver schemes and ensure their implementation and ongoing success.

ACS has been taking forward the early phases of this agenda by establishing District Supported Housing Strategic Boards within each District Council Area. The Boards provide forums to jointly discuss and develop proposals for supported housing on a district by district basis. Each board is at a different stage of development but in some areas (Stevenage, Dacorum) is advanced enough to now require dedicated support in order to progress business case development.

The intention is to recruit a strategic lead to oversee a team of up to three business development managers ("BDM's") to work with up to three districts each, in order to develop and deliver schemes and put forward supporting business cases / bids for capital expenditure. The BDMs will be supported by a Business Development Officers. All of these roles will need specific development-related skills and good commercial experience.

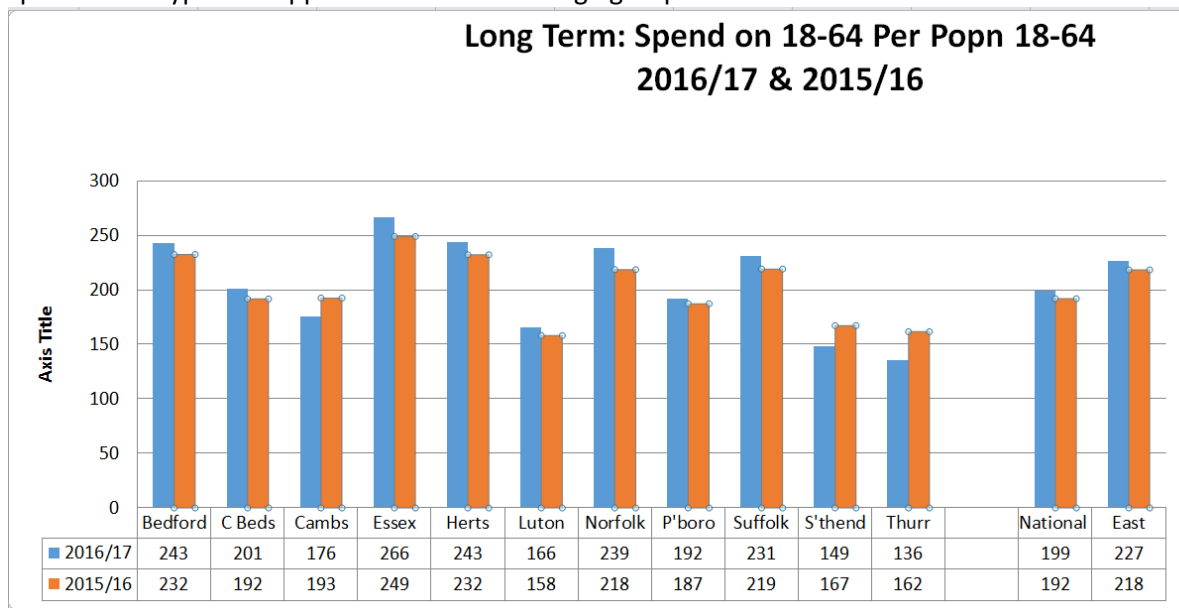
As specific projects near completion, work will be required to market schemes to secure the right mix of residents and work with individuals to secure benefits take up.

An estimate of this resource and its phasing is set out below:

Older People's Accommodation Strategies: Implementation costs: Bid to ITT fund									
Post Title	Grade	Posts	FYE Salary & oncost	Phasing				Total	Comments
				18/19 £	19/20 £	20/21 £	21/22 £		
Nursing Homes Capital Programme Manager	PMC	1	98,330	98,330	98,330	0	0	196,660	2 year role to kick start implementation of OP Strategy 4 and 5
Business Development Managers	M5	3	64,196	64,196	192,588	192,588	0	449,372	3 posts to lead local accommodation boards and deliver projects, pitching, financials, stakeholder engagement
Business Support Managers	M3	3	56,530	56,530	169,590	169,590	0	395,710	Supporting work of BDMs, feasibility, modelling
Marketing Manager	M3	1	56,530	0	28,265	56,530	56,530	141,325	Branding and marketing to attract the right mix of residents, encourage down sizing
Benefits advisors	H8	2	36,060	0	0	72,120	72,120	144,240	Encouraging take up of Attendance Allowance to deliver the Affordable Accommodation elements
<b>Total</b>				<b>219,056</b>	<b>488,773</b>	<b>490,828</b>	<b>128,650</b>	<b>1,327,307</b>	

## 2: Commissioning and Care Management Capacity: New Services for Adults With Disabilities

The council has already recognised that it is a comparatively high cost authority for the care and support of people between the ages of 18-64 or 'younger adults'. The latest available comparative information confirms this with the council's gross long term spend on 18-64 adults per head of population within this age group is above average for the region and nationally for 2016/17. Note that this analysis includes spend on all types of support need within this age group.



A major efficiency programme has already been established in response, and is overseeing the delivery of the IP strategies relation to Learning Disability.

A successful bid of £1.14m over three years was been made to the ITT fund for accommodation for adults with disabilities; the focus of the programme is to establish the programmes which will lead to long term reductions in the accommodation costs for people with learning disabilities, as detailed here:

<http://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/750/Committee/16/Default.aspx>



The service has IP targets as follows:

	Efficiency Required			
	18/19	19/20	20/21	21/22
IP LD Strategy	£'000	£'000	£'000	£'000
LD1:Day Opportunities	-1,000	-1,500	-2,000	-2,500
LD2: Accommodation	-1,000	-3,500	-5,000	-6,500
LD3: Transforming Care and Out of County	-200	-600	-1,000	-1,400
LD4: Provider VFM & BVT	-1,800	-2,600	-3,400	-3,900
Transport	-500	-600	-700	-800
	<b>-4,500</b>	<b>-8,800</b>	<b>-12,100</b>	<b>-15,100</b>

In the light of the continued overspend pressures in the LD service (as reported in the current monitor); the most recent projections for demand in the service (shared as part of the IP papers); and the need to make the further savings on care management budgets now required; the Director of ACS has undertaken a review of the ADS service.

The review has made a number of recommendations about re-focussing resources to meet the expectations on the services and a number of these will be covered from re-cycling existing resource. However, an investment from the ITT fund will be needed to secure the savings relating to designing and developing a new day opportunities offer for younger adults; to deliver the savings agenda for transport; to provide a strategic approach to provider management and securing vfm on package costs; and, crucially, to provide the care management and review capacity necessary to operationalise the new models of service that are established by commissioning. These resources are set out below:

LD IP Strategies: Implementation costs: Bid to ITT fund										
Post Title	Grade	Posts	FYE Salary & oncost	Agency fees 1 post FYE	Phasing				Total	Comments
					18/19	19/20	20/21	21/22		
					£	£	£	£	£	
Community Solutions Officers	H8	2	36,060		72,120	72,120	0	0	144,240	Delivering better value in service finding for LD and PD
Micro Commissioning Manager	M5	0.5	64,196		32,098	0	0	0	32,098	Short term role to restructure 'micro-commissioning' team & re-focus strategy
Commissioning Officer	M1	1	46,510		46,510	46,510	0	0	93,020	Supporting Strategic Commissioning Projects and the development of the day services officer
Best Value Advisor - Contracts	M2	1	52,710		52,710	52,710	0	0	105,420	To provide contracting, best value and financial support to strategic commissioning activity
Transport Manager	M2	1	52,710		52,710	52,710	0	0	105,420	Continuing existing role of gatekeeping access to transport and development of new transport strategies
Care Management and Review officers		10		57,750	288,750	0	0	0	288,750	Care management and review capacity to operationalise commissioning strategies; 10 roles for 6 months at agency rate
	H9-M1	10	43,813		219,065	438,130	0	0	657,195	10 roles for 18 months
<b>Total</b>					<b>763,963</b>	<b>662,180</b>	<b>0</b>	<b>0</b>	<b>1,426,143</b>	
<b>Existing ITT funding</b>					<b>914,367</b>	<b>208,549</b>	<b>18,841</b>	<b>0</b>	<b>1,141,757</b>	

In order to give a full picture of resource commitments in this area note that there is existing ITT funding already in place which is in support of the accommodation related efficiencies that are targetted in this area (LD 2 Accommodation in the savings table above).

### 3 Income Maximisation Opportunities

ACS has significant IP targets in relation to income:

IP Strategy	Efficiency Required			
	18/19 £'000	19/20 £'000	20/21 £'000	21/22 £'000
OP 6: CHC	-250	-250	-250	-250
LD5: CHC	-250	-500	-750	-1,000
Adult Social Care Community Services - charging	-2,250	-2,275	-2,300	-2,325
	<b>-2,750</b>	<b>-3,025</b>	<b>-3,300</b>	<b>-3,575</b>

The consultation currently underway on new charges for community based adult social care services shows a level of concern about how the proposals will impact on families that are supporting people at home; and that as a result individuals may be faced with considering residential care, which is a higher cost alternative for the council. The council can award Disability Related Expenditure which is allowable against individual financial contributions; the consultation has indicated that the process for claiming DRE is perceived to lack transparency and is inconsistent.

A theme of the Director of ACS review of the ADS Service was the opportunity to greatly improve the effectiveness of the working between ACS and the Income and Payments team. A number of administrative functions have grown over recent years unchecked, or other business process changes within ACS have left care management teams with additional administrative burdens. These include: direct payments administration including involvement in clawback and payment cards, activity required to support appointeeships and deputyships, and complaints management.

Debt management is a further area where there is scope to improve approaches; the service has a large outstanding debt balance of £13.9m at October 2017. The proportion of the debt which is over 300 days old is £6.9m suggesting that there are opportunities to target more timely interventions so that recovery success is improved.

An investment of resource is required to support delivery of the IP savings and to address the need to improve ways of working so that opportunities to generate income and recover debt are maximised whilst enhancing customer service to people who use services, carers and providers. The resource needs to include a project manager who will drive a comprehensive review of business processes and agree options for service re-configuration. Working with the ACS Systems Lead, the project manager will also drive forward work to further modernise the systems in use by the service (continuing work already underway) with a view to improving transparency and securing further efficiency.

In relation to structures, the current thinking is that the service may best be provided on an area basis so that links to service users and care management teams are strengthened. If this is the chosen strategy then there will be a need for an oversight role to ensure consistency of approach across the service. Regardless of structure, it is considered that there is a requirement for additional officer support to support financial reassessments and reviews of DRE entitlement and to help address the outstanding debt level in the service.

Income Related Strategies: Implementation costs: Bid to ITT fund									
Post Title	Grade	Posts	FYE Salary	Phasing				Total	Comments
				18/19 £	19/20 £	20/21 £	21/22 £		
Income and Debt officers	H8	4	36,060	144,240	144,240	0	0	<b>288,480</b>	Income collection, debt recovery, new charging policy
Project Manager	M3	1	56,530	56,530	28,265	0	0	<b>84,795</b>	Review and restructure of Income and Payments; modernisation; new technology
Business Compliance officer	M2	1	52,710	52,710	52,710	52,710	52,710	<b>210,840</b>	Consistency of business processes and financial policy, including Direct Payments
<b>Total</b>				<b>253,480</b>	<b>225,215</b>	<b>52,710</b>	<b>52,710</b>	<b>584,115</b>	

## 4 Assistive Technology

ACSMB and Members endorsed Hertfordshire's Assistive Technology (AT) Strategy in June 2017 and authorised officers to commence implementation of modernised methods of delivering Assistive Technology solutions across the County, as detailed here:

<http://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/730/Committee/16/Default.aspx>

The Integrated Plan for 2018/19 to 2021/22 has the following expectations for AT related efficiencies in the older people's care purchasing budget:

Efficiency Required	18/19	19/20	20/21	21/22
£'000	£'000	£'000	£'000	£'000
	-750	-1,500	-2,250	-3,000

As of September 2017 a 'Strategic Lead' for AT has been appointed. The focus of work for the last two months has been on:

- Establishing ways of working with North Herts Care Line
- Researching activity elsewhere to learn from other approaches
- Meetings with providers of AT
- Defining the areas where AT could help in Hertfordshire
- Understanding the criteria to ensure successful implementation of new tech
- Developing pilot proposals.

The following large-scale pilots (up to 150 service users per pilot) are proposed:

**Improved reablement services to support reductions in Delayed Transfers of Care (DTC) from Hospital** – enabling care and support networks to collaborate more effectively in real time support of person-centred, outcomes based reablement care supporting hospital discharge into community care by:

- providing care workers with real time digital information to enable better and quicker decisions about well-being and performance against goals;
- using digital technology to tailor care to meet the needs of individuals;
- better storage and sharing of individual's information/data so the right people have access to information in the best format at the right time;
- real time reporting and monitoring of reablement goals to support better and more efficient commissioning and prescribing of care services.

**Improved management of care capacity** - using digital technology to provide greater intelligence to support more efficient deployment of care resource:

- providing insight to carers supporting people with cognitive decline, early onset dementia or learning disabilities by providing insight to eating and hygiene patterns
- easy notifying where care not required & flexibility to organise visits accordingly
- early identification of declining mental health by highlighting abnormal behaviours such poor sleep/wandering in the night-time hours
- medication reminders especially for time critical drugs
- identifying isolation and potential loneliness and alerting carers if there are no visitors to or excursions from the home
- eating and drinking reminders
- alerting carers to potential gastric and urinary tract infection
- reducing risk of repeat falls for people in wheelchairs
- provide insights to support clinical assessment and changes to care pathways.

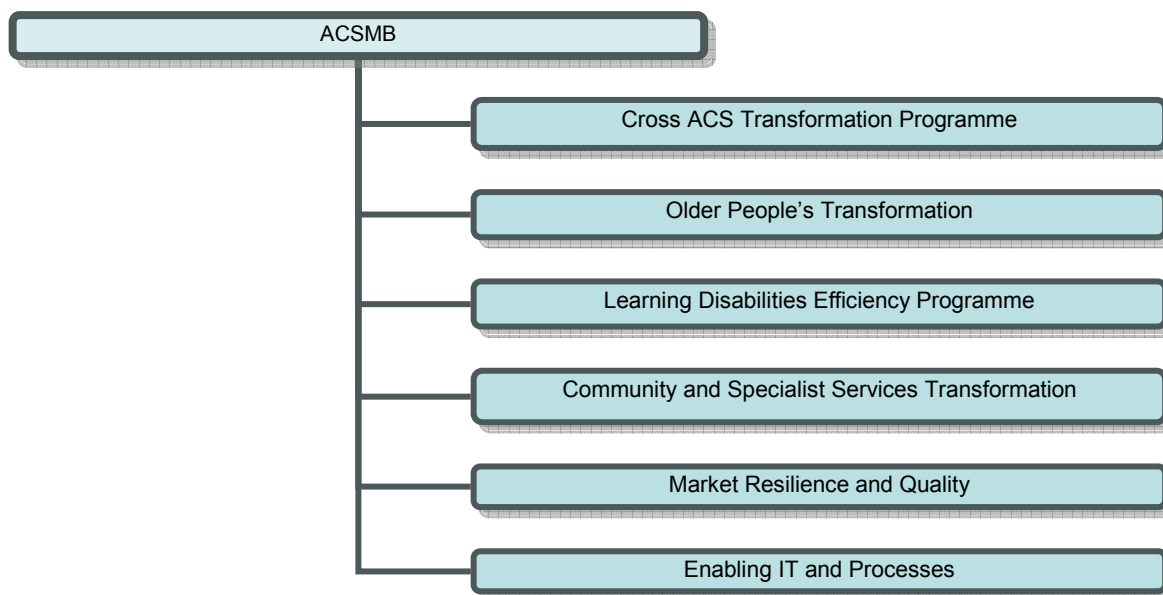
The two major pilots will be supported by other activity to progress the AT agenda, such as a pilot of Dementia Location devices, developing the role of AT in combatting social isolation, and extensive work in relation to learning disability settings. Funding for these other activities will need to be assessed on a case by case basis.

The costs of the resource to deliver the wider AT agenda and the two pilot exercises are estimated as:

Assistive Technology Pilots : Implementation costs: Bid to ITT fund									
Post Title	Grade	Posts	FYE Salary	Phasing				Total	Comments
				18/19 £	19/20 £	20/21 £	21/22 £		
Project Manager Assistive Technology	M3	1	56,530	56,530	56,530	56,530	0	<b>169,590</b>	To project manage the implementation of Assistive Technology pilot proposals including proposals on hospital discharge and work with care providers; to project manage the wider roll out of the new service following procurement exercise
Commissioning Officer Assistive Technology	H9/M1	1	43,813	21,907	43,813	43,813	0	<b>109,533</b>	To lead on commissioning the procurement of the Assistive Technology strategy. To engage with stakeholders, operations and providers ensuring new technologies are used appropriately and efficiently.
Information analyst	H9/M1	1	43,813	43,813	43,813	0	0	<b>87,626</b>	To build information dashboards and reporting approaches
Response co-ordinator	H9/M1	1	43,813	43,813	43,813	0	0	<b>87,626</b>	To scan and evaluate monitoring information, and organise necessary responses
<b>Total Staffing</b>				<b>166,063</b>	<b>187,969</b>	<b>100,343</b>	<b>0</b>	<b>454,375</b>	
<b>Pilot costs</b>			<b>FYE</b>						
estimate cost of £50 per user per month			£						
DTC Pilot for 150 users			90,000	0	0	0	0	<b>90,000</b>	
Care Capacity Pilot for 150 users			90,000	0	0	0	0	<b>90,000</b>	
<b>Grand total</b>				<b>346,063</b>	<b>187,969</b>	<b>100,343</b>	<b>0</b>	<b>634,375</b>	

## 5 Programme Management and PMO

ACS has a significant programme approach to deliver its IP savings:



The detail of the projects sitting under these programmes is available here:



all boards connected  
v8.pdf

The overall oversight and management of the programme approach along with project manager capacity is required in order to successfully deliver this agenda, and provide the reporting and data analysis capacity required to support managers as they evaluate and monitor the effectiveness of change proposals.

Additionally, provision is requested for funding additional support from corporate functions, particularly Finance, HR, Legal and IT teams.

The resource requirement is set out here:

Project Management Office: IP Strategy Implementation: Bid to ITT Fund									
Post Title	Grade	Posts	FYE Salary & oncost	Phasing				Total	Comments
				18/19	19/20	20/21	21/22		
				£	£	£	£	£	
Project Officer	H7-9	1	37,157	37,157	37,157	37,157	0	<b>111,471</b>	Programme Oversight
Project Managers	M1-2	2	49,013	98,026	98,026	98,026	0	<b>294,078</b>	Project delivery
Data and reporting officer	M2	1	52,710	52,710	52,710	0	0	<b>105,420</b>	Insight and business intelligence
Finance analyst	M2	2	54,000	108,000	108,000	0	0	<b>216,000</b>	Financial input for business case development; monitoring
Corporate support	n/a	n/a	100,000	100,000	100,000	0	0	<b>200,000</b>	Flexible resource to cover legal / HR / IT input from Resources teams
<b>Total</b>				<b>395,893</b>	<b>395,893</b>	<b>135,183</b>	<b>0</b>	<b>926,969</b>	

## Affordability and funding sources for the preferred option

This is a request for ITT funding for posts to support the delivery of the ACS IP proposals. The total amount of funding requested is:

ITT Proposals	18/19 £'000	19/20 £'000	20/21 £'000	21/22 £'000	Total £'000
Older People's Accommodation	219	489	490	129	1,327
LD Transformation	763	663	0	0	1,426
Income	253	225	53	53	584
Assistive Technology	346	188	100	0	634
Programme Management	396	396	135	0	927
	<b>1,977</b>	<b>1,961</b>	<b>778</b>	<b>182</b>	<b>4,898</b>

Further capital programme bids will be required in relation to the Older People's accommodation strategy.

## Outcomes

The ACS IP strategies will fundamentally transform the ACS department in line with the themes set out in the IP Strategic Direction Section attached here:

<http://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/733/Committee/16/Default.aspx>

The IP Strategies link into the draft 15 Year Strategic Direction for Adult Social Care as attached here:

<http://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/763/Committee/16/Default.aspx>

The financial outcomes for the programme are set out in the savings put forward in the ACS movement statement as part of the Integrated Plan for the council.

## Project management arrangements

There are multiple programmes and projects covered within this proposal, and these are at varying stages. Overall programme and project structures have been described above.

## Risk analysis

There are strategic risks associated with the general pressures on Adult Social Care Budgets which arise from the demand led nature of costs in this area. Adult social care budgets have been under pressure for a number of years due to the growing and ageing population and rising expectations of people who need care and their families. The funding deficit arising from these pressures and the plans to bridge this via efficiency and savings proposal form the basis of this ITT bid.

The Strategic Direction of the ACS Integrated Plan also discusses other risks to the financial health of the department and the ones set out below have specific links to the ITT bids:

- cost pressures emanating from the fragility of the care market and restricted supply of care creates a risk of further escalation in prices for care – this links to the proposals relating to micro-commissioning in the LD proposal.
- Workforce pressures particularly in relation to people that deliver homecare are significant; the council has tried to support wages in this sector to try and boost the attractiveness of care careers and has pursued a policy of matching through the pay scale the uplifts in National Living Wage – this links to the proposals for the Older People’s Accommodation strategy which could facilitate more efficient use of care capacity via flexi-care delivery model
- In addition, there are delivery risks associated with the projects and programmes necessary to achieve efficiency targets. Programme management arrangements have been set up accordingly.

In terms of the individual proposals a risk analysis is set out below:

	Risks of not pursuing the strategy:	Risks of pursuing the strategy
Older People’s Accommodation	Lack of supply of suitable accommodation leading to inefficient utilisation of housing resource for older people;  Higher long-term revenue costs	Securing and delivering schemes on time, on cost, and to suitable level of quality
New Services for Younger Adults with Disabilities	Failure to pursue opportunity to strategically commission a range of services for younger adults leading to out-dated provision;  Inability to deliver cost-effective strategies for meeting future demand	Securing the necessary care management capacity required to support service users in transitioning to the new arrangements
Income	A failure to improve and modernise the service  Reputational damage to the council through ineffective implementation of new approaches to charging	Effective management of the change process
Assistive Technology	Inability to test out the opportunity of digital technologies in helping to modernise approaches to care delivery. These approaches aim to ensure efficient deployment of scarce care resource, and to maximise ‘prescribing efficiency’	Careful management of deployment of assistive technology solutions based on understanding of the reasons why such projects can fail
Programme Resource	Lack of co-ordinated approach resulting in failure to deliver transformation ambitions at required scale and pace	Sufficient capacity to deliver

## Equality Impact Assessment

The areas of proposed investment are in support of Integrated Plan savings for 2017/18 to 2021/22. A full EQIA has been prepared for the IP and will be available at the following link:

<http://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/658/Committee/8/Default.aspx>

The key EQIA considerations from this overall document are summarised here:

### Older People's Accommodation

For the plans relating to developing new facilities for extra care accommodation and increasing the numbers of nursing care placements, potentially positive impacts are identified for older people and their carers in line with the personalisation and enablement agendas, and the increased availability of living options in tailored settings.

To ensure this happens then the following steps are needed:

- Align work on residential and nursing care placements, flexicare and Supported Living through the delivery of the Integrated Accommodation Strategy to ensure that older people are offered the most cost effective and enabling housing options
- Robust needs analysis to ensure the service proposals match the needs of the users.
- Appropriate engagement and consultation will ensure the views of service users, carers and groups that represent them are taken into account.
- Coordination with other partners and agencies to ensure vulnerable people are supported.
- Continual monitoring to ensure positive benefits are being realised, including gaining evidence of increased enablement
- Developing care fee structures that align with categories of care and are linked to financial incentives based on quality and performance will help ensure they are set appropriately to meet the needs of vulnerable older people.

### New Services for Adults with Disabilities

This includes the following:

- Developing education, work and volunteering opportunities allowing people to live healthy and purposeful lives to their full potential and as independently as possible.
- Securing the most independent level of accommodation for younger people with disabilities, in line with their care plans.
- Reviewing out of county and Transforming Care Placements with a view to where possible commissioning more appropriate provision in Hertfordshire.
- Develop and implement negotiating strategies for key areas of provision across residential care (including out of county) and Supported Living.

These proposals have potential to impact on disabled people and their families and these impacts have the potential to be negative, for example if disability providers seek to exit the market, or positive, for example if suitable accommodation solutions are available in Hertfordshire.



The following mitigating actions taken or planned are aimed at minimising any negative impact of the proposals:

- Robust needs analysis to ensure the service proposals and specific accommodation options match the needs of the users, including by age, and use a wide range of data sources, including national data and learning from other areas that have introduced similar changes
- Appropriate engagement and consultation will ensure the views of service users, carers and groups that represent them are taken into account and help build a consensus around the case for change
- Coordination with other partners and agencies to ensure vulnerable people are supported, including signposting and referral of service users and carers where appropriate.
- Robust monitoring of the overall Learning Disability budget to make best use of existing resources to ensure support is targeted at those who need it most.
- Continual monitoring to ensure positive benefits are being realised.
- Monitoring to ensure culturally appropriate care continues to be provided and that individuals who do not have high levels of proficiency in English will be supported.
- Person-centred evaluation on a case by case basis of the potential for a new model of care and support
- Service-level reviews as part of implementation plans to ensure that cumulative impacts are identified and addressed.
- Integrated approach to developing the market and negotiating with providers; including fully risk assessing each provider and considering quality and safeguarding issues as well as financial; and working with local, regional and national partners around market resilience.

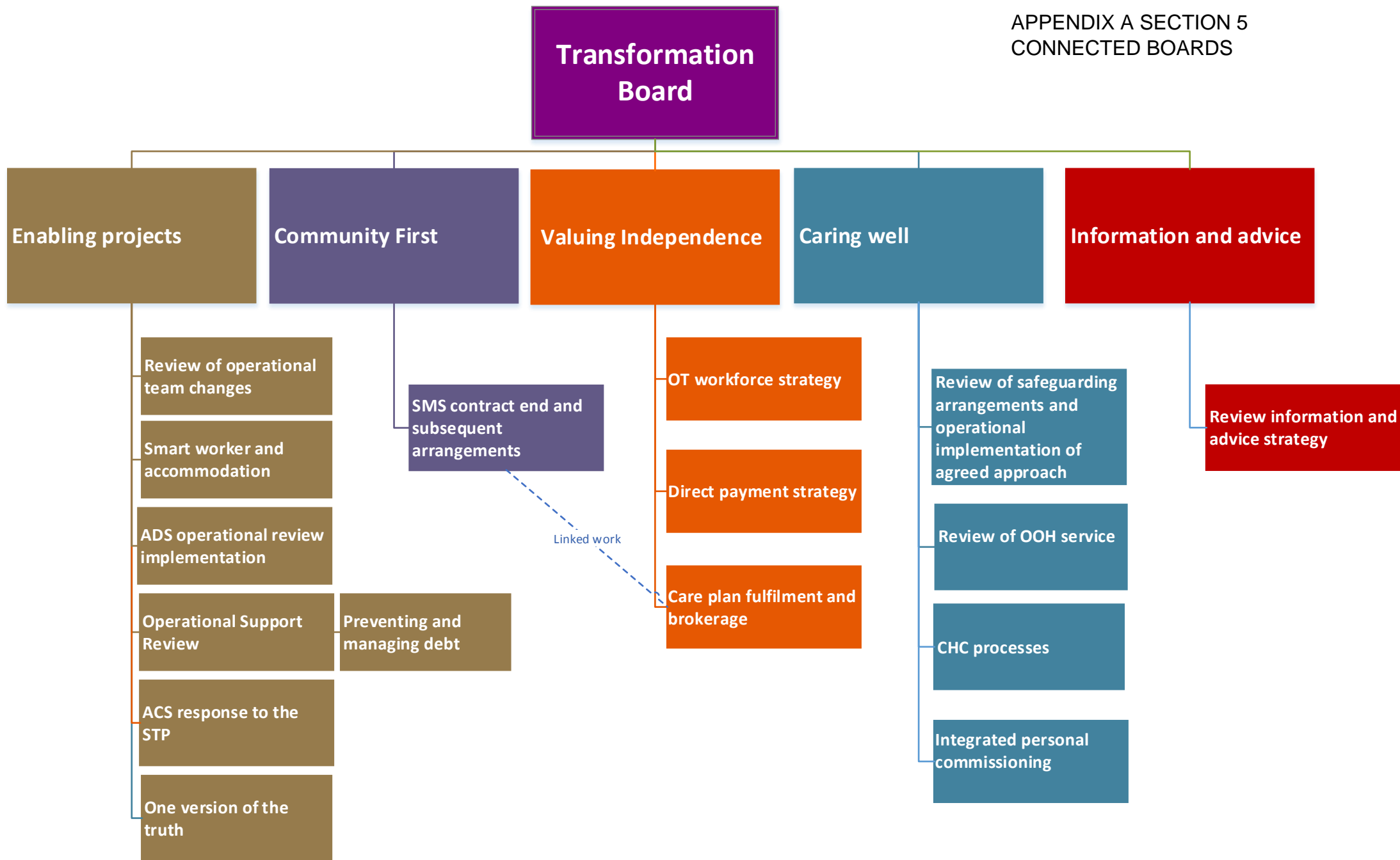
In addition, an overall EQIA for the ADS transformation programme is under development.

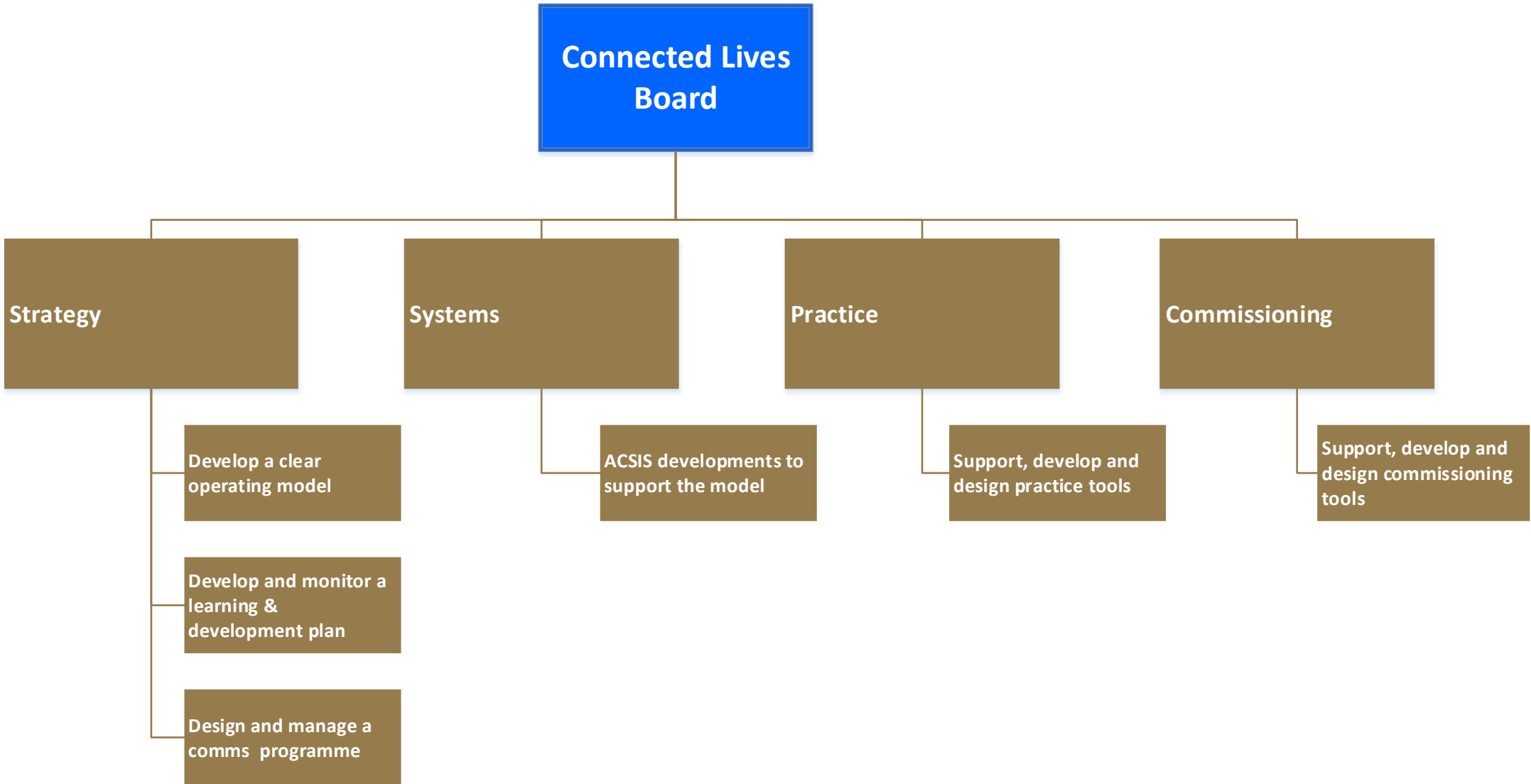
**Income:** a specific EQIA has been developed in relation to proposals to amend charging arrangements for community based adult social care and will be considered at Adult Care and Health Panel on 10 January 2018:

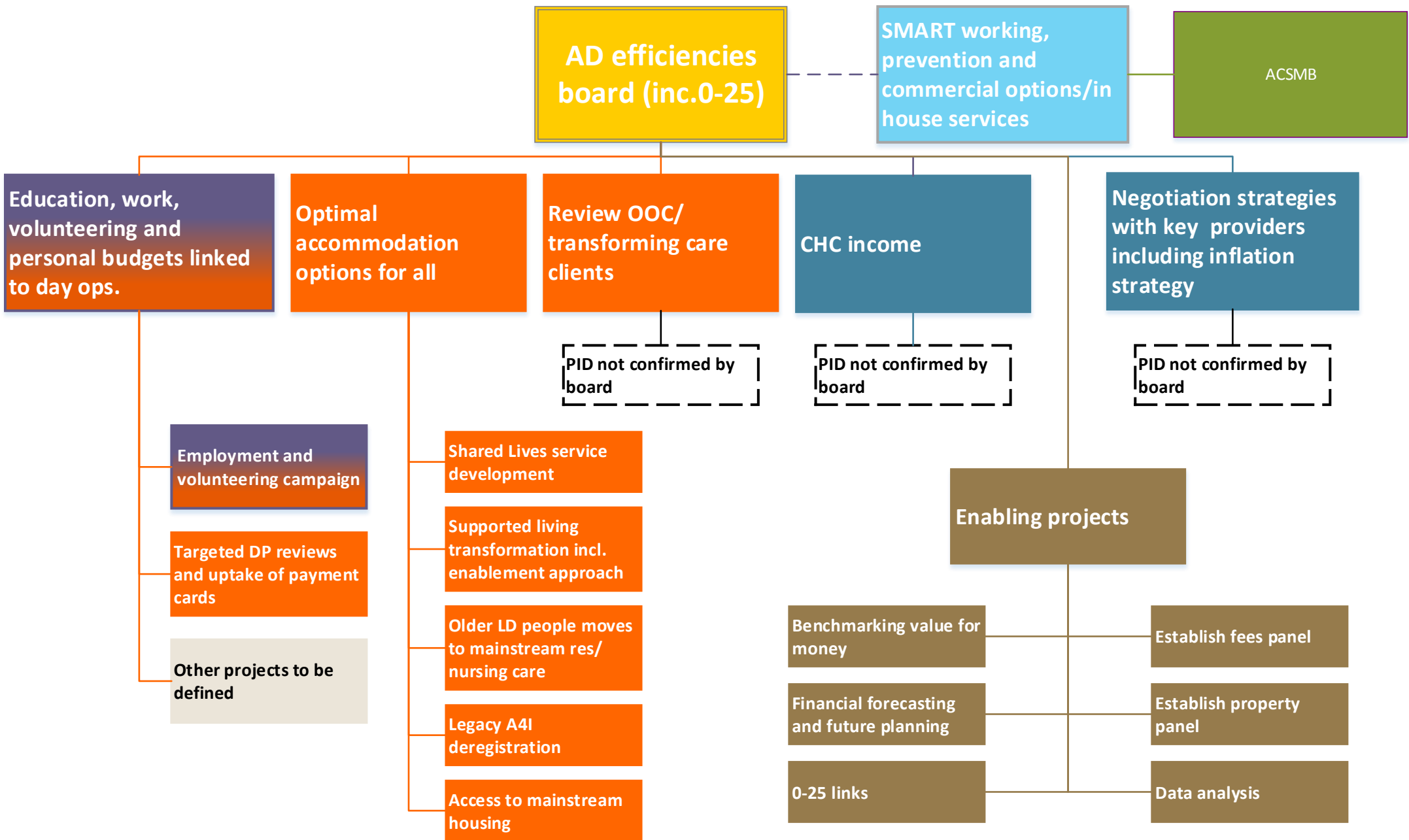
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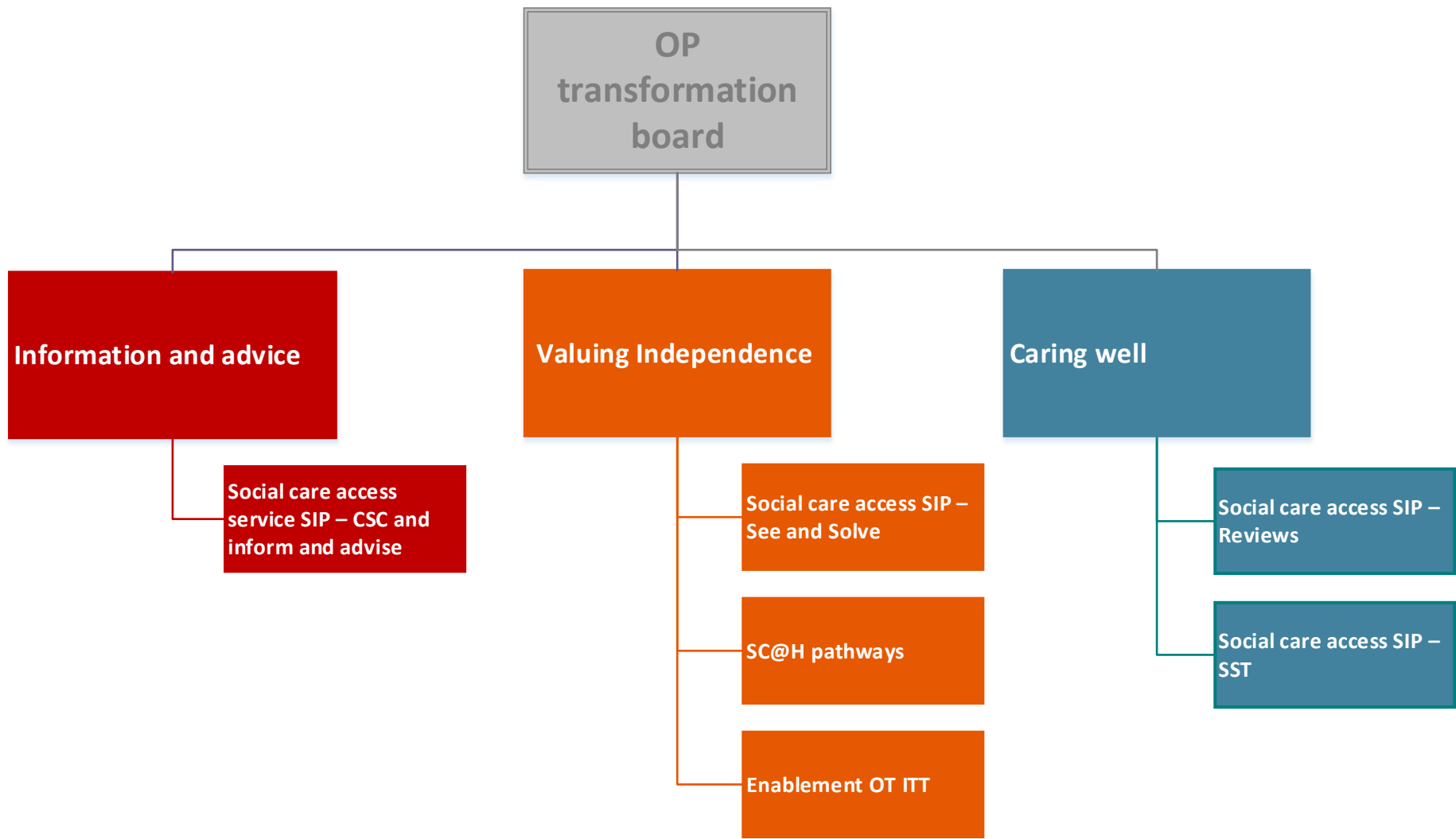
**Assistive Technology:** an EQIA for the ACS Assistive Technology strategy was agreed by Adult Care and Health Panel on 16 June 2017:

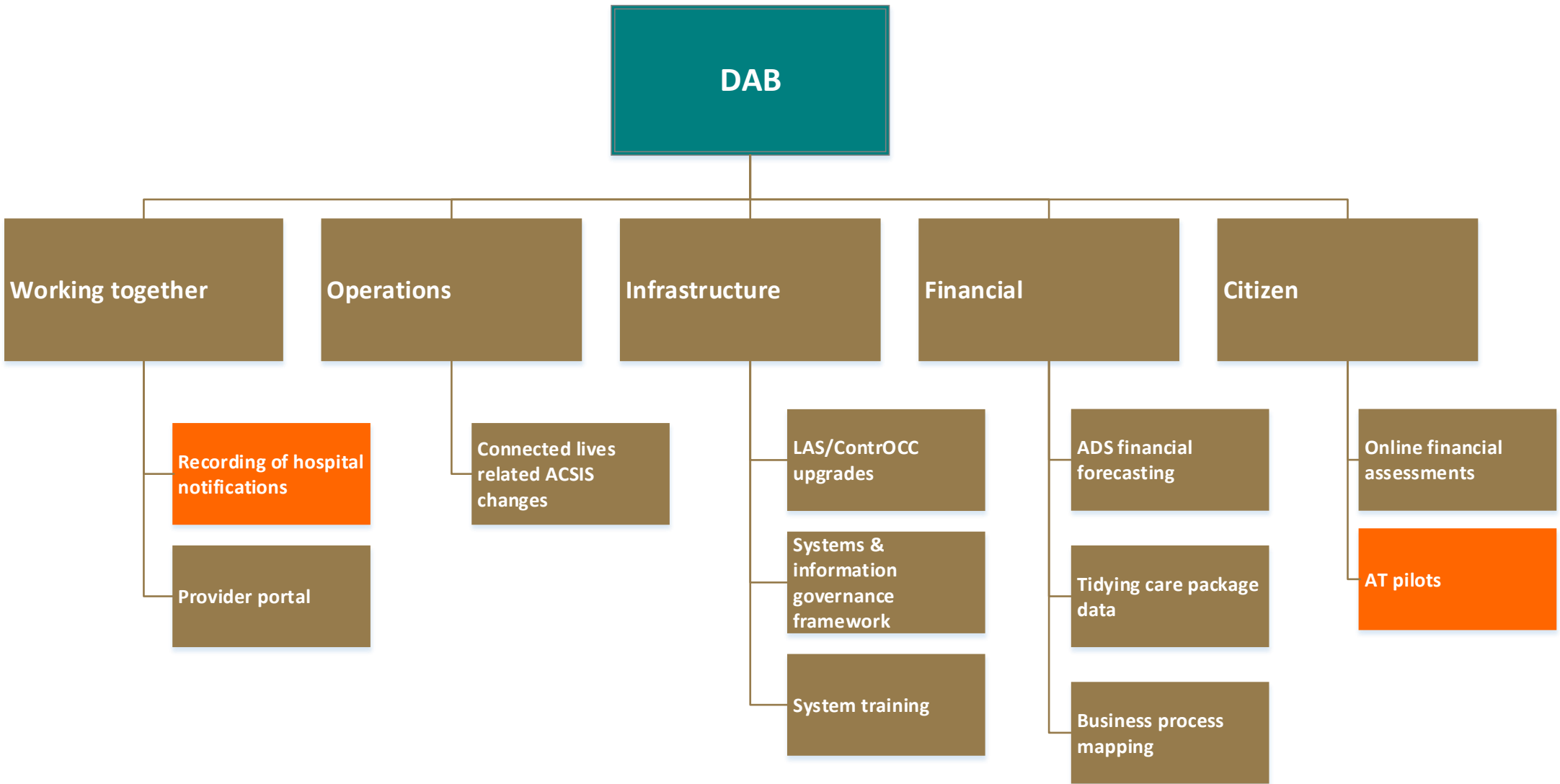
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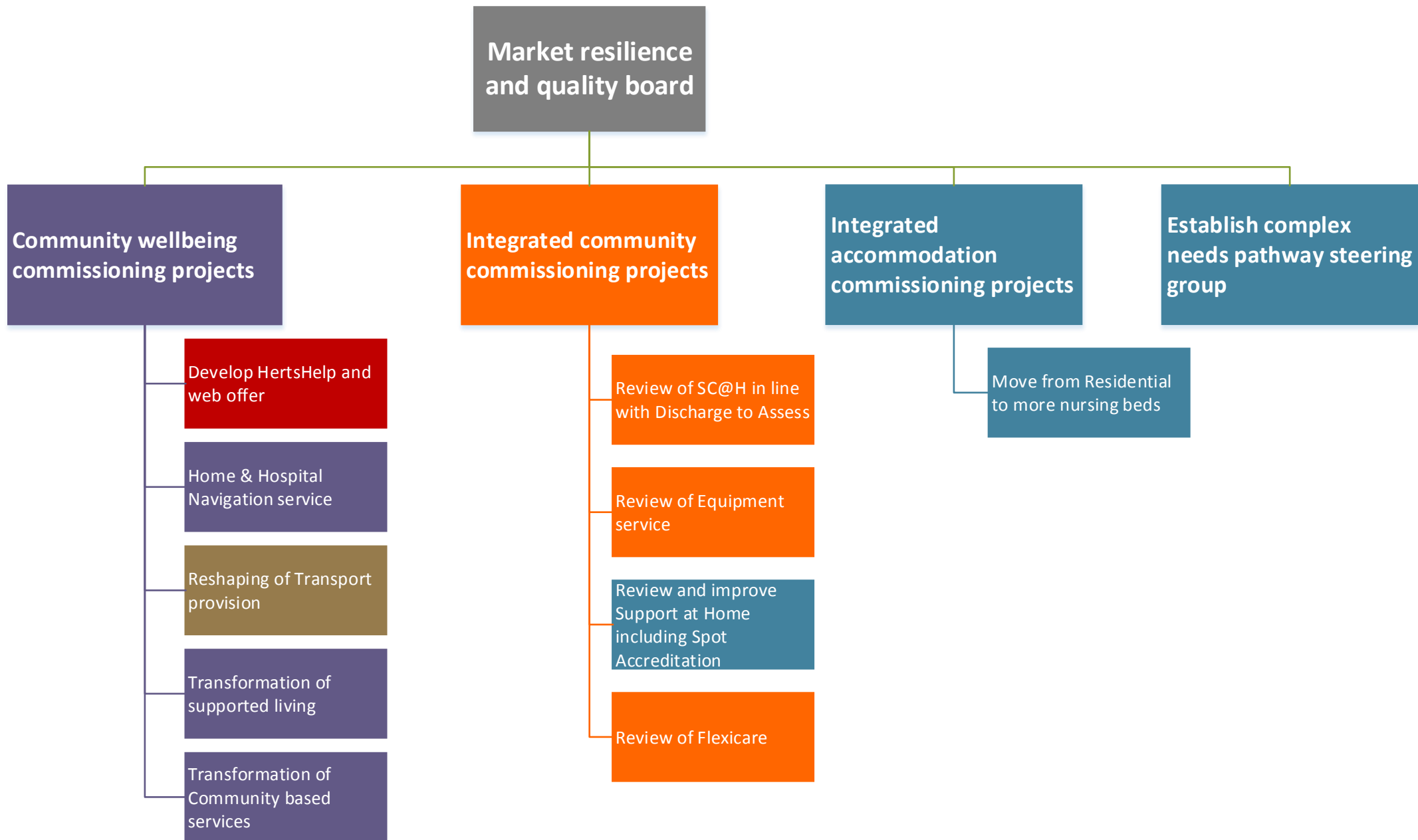


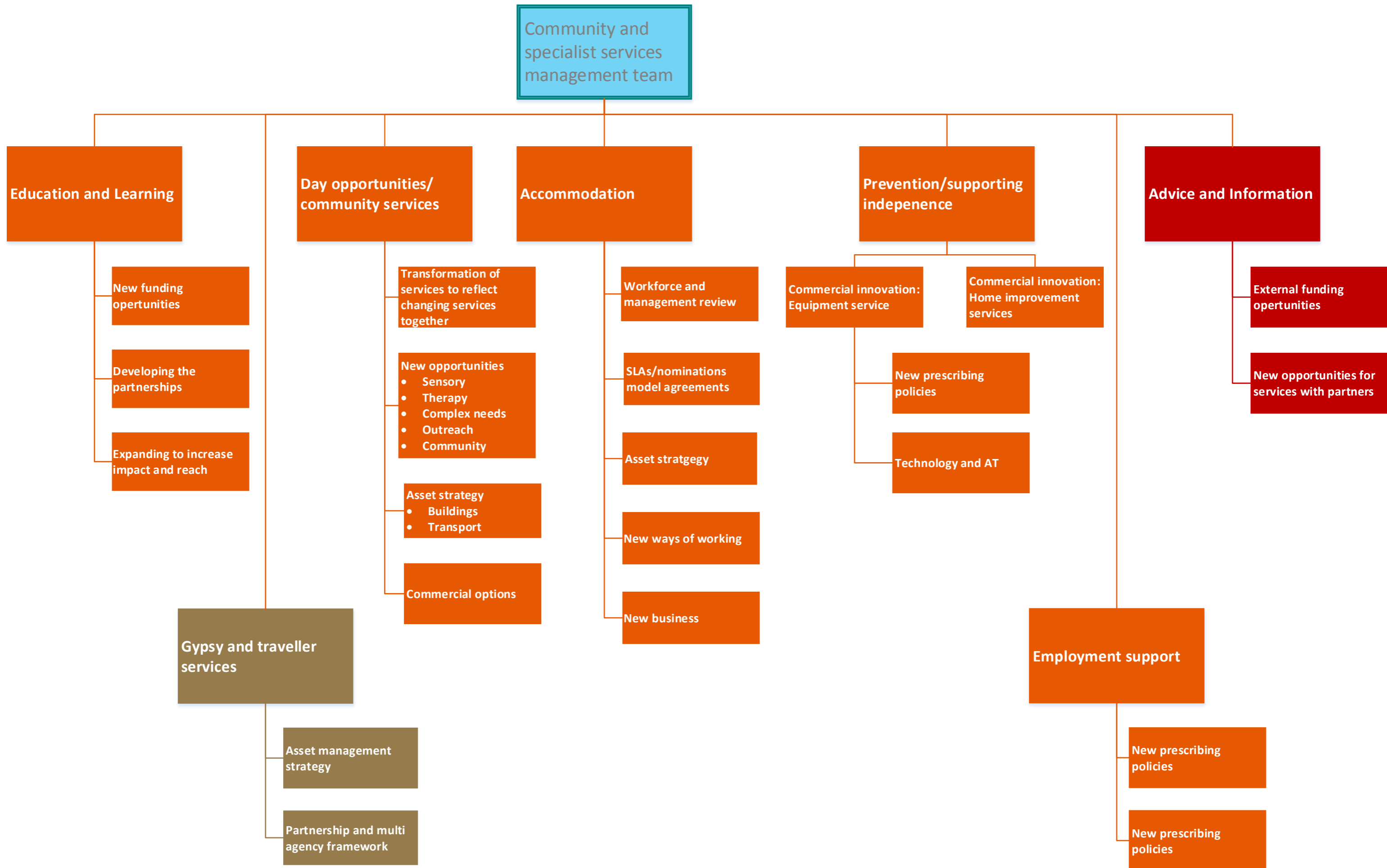




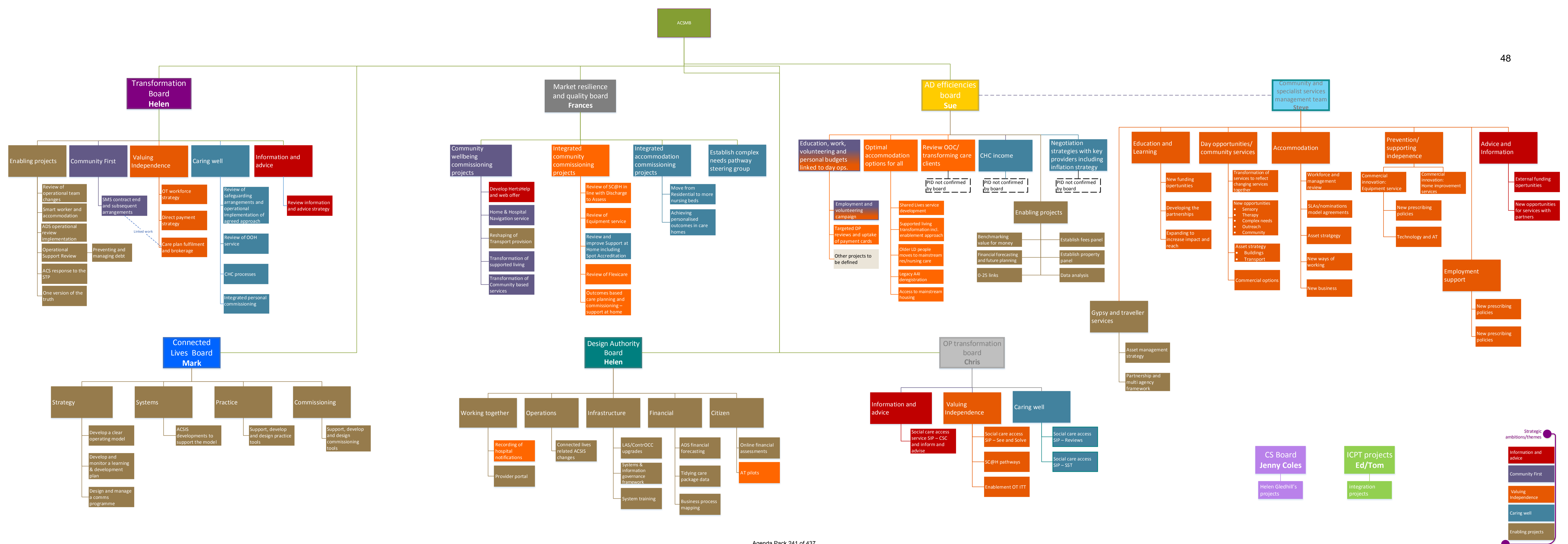












**HERTFORDSHIRE COUNTY COUNCIL**

**CABINET**

**MONDAY 19 FEBRUARY 2018 AT 2.00PM**

**ST ALBANS CITY AND DISTRICT COUNCIL LOCAL PLAN CALL FOR  
SITES CONSULTATION (JAN/FEB 2018)**

*Report of the Director of Resources*

Report Authors: Andrea Gilmour, Interim Head of Development  
Services 01992 556477  
Dick Bowler, Estates Manager 01992 556223

Executive Member: David Williams, Leader of the Council (as  
responsible for Resources, Property & the  
Economy)

Local Members: John Hale, Colney Heath and Marshalswick  
David Williams, Harpenden North East  
Annie Brewster, Harpenden Rural  
Teresa Heritage, Harpenden South West  
Dreda Gordon, London Colney  
Chris White, St Albans Central  
Anthony Rowlands, St Albans East  
Charlotte Hogg, St Albans North  
Sandy Walkington, St Alban's South  
Sue Featherstone, St Stephen's

**1. Purpose of report**

- 1.1 To inform Cabinet of the landowner representations to be submitted by Property (Development Services) officers to the current St Albans City and District Council Local Plan Call for Sites consultation, attached at Appendix A to the report.
- 1.2 To invite Cabinet to reconsider its policy regarding land at the former Radlett Airfield and to seek agreement of the proposed landowner representations for that site.

**2. Summary**

- 2.1 The County Council has been consulted on the St Albans City and District Council (SACDC) Issues and Options Local Plan consultation, which will show what can be built, and where, up to 2036. The draft Local Plan has an annual housing target of 913 homes. This will mean 9,000 to 10,000 homes will have to be built in the Green Belt. Growth for employment and other purposes is proposed too. The consultation includes a Call for Sites. It is clear from the consultation papers that

SCADC will need to look for additional green belt land releases in order to accommodate the scale of growth now required. The deadline for submission of responses to these consultations is 21 February 2018.

- 2.2 As part of the deliverability testing of sites that will be chosen by SACDC at the Preferred Options stage of their plan making process, and at later stages of examination of a submitted plan, it is important that site owners have advised that sites proposed for development will be made available to meet the growth requirements. The County Council has a number of sites that are potentially suitable for development for the growth needs of the District.
- 2.3 In September 2017, in response to the Draft Brownfield Register (BLR) and Strategic Housing Land Availability Assessment (SHLAA) call for sites the County Council submitted 15 sites within its ownership. The sites are ones that are now, or may be expected to become within the period of the plan, surplus to the County Council's requirements.
- 2.4 This list has now been reviewed and officers are proposing to continue to promote a total of eight sites in the ownership of the County Council from the original 15 sites previously submitted through the current consultation for consideration by SACDC for inclusion in the Local Plan to assist the District Council in achieving its housing and employment land requirements. Attached at Appendix B to this report is a table showing what feasibility work has been undertaken to date and what needs to be carried out in respect of each site in order to confirm deliverability.
- 2.5 This work is usually carried out under Chief Officer delegations, with officers from the Development Services team responding to Call for Sites consultations on behalf of the County Council as a landowner.

### **3. Recommendations**

- 3.1 The Resources, Property and the Economy Cabinet Panel will consider a report on this item of business at its meeting on 14 February 2018. The Panel will be invited to recommend to Cabinet that:-
  - i) The County Council supports the promotion of the eight sites referred to in the report through the Local Plan process to assist St Albans City and District Council in achieving its housing and employment land requirements; and
  - ii) The inclusion of the Former Radlett Airfield in this process is authorised to enable the site to be considered by St Albans City and District Council for inclusion in the Local Plan.
- 3.2 The Cabinet Panel's recommendation/s to Cabinet will be reported orally at the Cabinet meeting and circulated to Members in the Order of Business sheet.

## **4. Background**

- 4.1 A summary of each of the eight sites being considered is given below, with the attached Appendix B table highlighting both the feasibility work undertaken to date and that required to support the promotion. All of the sites are located within the Green Belt.

### **Site 1 Land South of Napsbury**

- 4.2 Part of this landholding has been identified in the current SACDC Local Plan Consultation as a broad location for development (Land at London Colney). Detailed technical feasibility work undertaken in 2007/2009 indicates that the site could accommodate around 447 dwellings. This feasibility work would need to be refreshed.
- 4.3 The land south of Napsbury Park has been the subject of extensive technical investigations which informed the preparation of a master plan. This work confirms the suitability, deliverability and availability of the site, prior to any further consideration.
- 4.4 The technical investigations concluded that there were no significant impediments to development and that up to a maximum of 447 dwellings could be accommodated on land south of Napsbury; with community benefits including the potential provision of a local community centre with facilities as required, enhanced public access and landscape improvements.
- 4.5 It is also considered that the wider landholding offers the opportunity to provide additional community facilities, including schools, if these are required. However, further feasibility and technical investigations would need to be undertaken.

### **Site 2 Land North of Napsbury**

- 4.6 Detailed technical feasibility work undertaken in 2007/2009 indicates that the site could accommodate around 149 dwellings and a two form entry primary school. This work would need to be refreshed.
- 4.7 The land north of Napsbury Park has been the subject of extensive technical investigations which informed the preparation of a master plan. This work confirms the suitability, deliverability and availability of the site, prior to any further consideration. The technical investigations concluded that there were no significant impediments to development and that a maximum of 149 dwellings could be accommodated on land north of Napsbury.

### **Site 3 Land East of Kay Walk, St Albans**

- 4.8 This site forms part of a larger area identified in the current SACDC Local Plan Consultation as a broad location for development (East St Albans). The larger area has previously been identified by SACDC for up to 1,000 homes. Detailed feasibility is required to determine the

quantum of development that could be achieved on the land in the County Council's ownership.

**Site 4 Land at Stephens Way and Flamsteadbury Lane, Redbourn**

- 4.9 This site is currently leased as open space to the parish council. It is anticipated that it only has potential for development if there were to be a wider green belt release at this location, which could retain the play area within it and see development on the other component the County Council's land. The site could potentially provide between 25 and 30 dwellings. No feasibility work has been undertaken.

**Site 5 Land at Waterdell, adjacent to Mount Pleasant JMI**

- 4.10 This site lies to the south west of Bricket Wood on the boundary between SACDC and Watford. No feasibility has been undertaken but it is anticipated that it could accommodate between 30 and 40 dwellings.

**Site 6 Land at Highfield Farm, Tyttenhanger**

- 4.11 Planning applications for the residential redevelopment of the existing farm buildings at Highfield Farm are to be submitted outside of the Local Plan process. Feasibility work has been prepared for the development of the site around the farm buildings. This would need to be extended.

**Site 7 Former Radlett Airfield, Radlett**

- 4.12 This site forms the major part of land bounded by the M25 Motorway to the south, the Midland Main Line railway to the east, the A414 principal road to the north and the urban edge of Park Street to the east. It is located only three miles to the south of St Albans. It is a 'self-contained' block of land, with long term defensible boundaries, where the County Council is the majority land owner, and the remaining minor part is in a single ownership. See on the plan attached at Appendix C to the report, HP2959, and the County Council's land is shown edged red.

- 4.13 This site already has outline planning permission, granted by the Secretary of State, for development as a Strategic Rail Freight Interchange (SRFI), to meet a north of London regional transport infrastructure need. It is anticipated that full detailed planning permission will be agreed by SACDC, at its Committee on 5 March 2018. Once reserved matters are approved and all conditions precedent have been satisfied, the development of the SRFI scheme can be lawfully begun and if that occurs the planning permission will then enure permanently for the benefit of the site. The County Council has not been approached to make its land available but if it is it will have to make its decision in light of the decision to grant planning permission for an SRFI and in accordance with public law principles.

- 4.14 Cabinet at its meeting on 11 July 2016 confirmed the County Council's strong preference not to see a change in the current green belt status

of this land or to dispose of it. Since that decision, the need for the much higher levels of growth in the District has become clear.

- 4.15 The purpose of submitting this site now to the Call for Sites process is to enable SACDC to consider it as a possible site for a Garden Village. SACDC can only do this if the County Council as landowner includes it in response to the Call for Sites. The work undertaken by two large housing developers in 2016 in response to the County Council's invitation of 'expressions of interest' showed proposals for development of the County Council's land a Garden Village. Their separate submissions made clear that there is a major opportunity to create a mixed use development of exceptional design quality and potential to integrate a wide range of sustainability measures. Contributions of about 2000 dwellings, employment land and all necessary social infrastructure, to include a high proportion of affordable housing, would be possible.
- 4.16 If SACDC were to decide to remove this land from the green belt and allocate it for a housing led development this would be a material consideration for Cabinet as and when the County Council receives an offer to purchase its land. A housing led scheme would be less damaging to the Hertfordshire environment, be more valuable in meeting Hertfordshire's need for additional housing and have a higher land value than the permitted SRFI scheme.
- 4.17 This site is considered to be a suitable and sustainable location for a Garden Village, which would include both housing and employment land. It has sustainable transport links due to its adjacency to the Abbey Line railway and has the potential to include a 'park and ride' facility to access the railway line. It is also of sufficient size to accommodate the necessary infrastructure, including a by-pass for Park Street, a local centre, a secondary school, several primary schools, recreation and open space facilities, which would be required to support the 2,000+ dwelling community that could be provided.
- 4.18 The development would provide a very major boost to the patronage of the Abbey Line and help to provide the impetus for a passing loop to significantly enhance train frequency on the Line. Opportunities for alternative alignments to the Abbey Line to directly serve the site could also be explored as would the potential for a new station (at Napsbury) on the Midland Mainline, offering further direct access to London and to Luton, Bedford, Leicester, Manchester, Leeds, etc.

**Site 8 Carpenter's Nursery, Sandridge**

- 4.19 There has been no feasibility undertaken on this site which forms part of a larger County Council land holding. An archaeological assessment would be required to inform the developable area as the northern area lies within an Archaeological site.

## **5. Town Planning**

- 5.1 The SACDC Call for Sites forms part of the SACDC's process to prepare a local plan.

## **6. Property Implications.**

- 6.1 The County Council as landowner seeks to assist Local Planning Authorities in their plan making processes by ensuring that any of its land that may be suitable, available and deliverable to meet growth requirements is identified and can be considered by them against the appropriate planning criteria for site allocation.
- 6.2 It is clear from the SACDC papers that there is 'exceptional circumstances' justification for removal of additional lands from the green belt, in suitable locations, to meet the higher growth needs of the area. On that basis officers have looked at the County Council's landholdings that may be capable of meeting the growth needs and the planning criteria for site selection.
- 6.3 Should any of the sites be allocated in an adopted local plan for housing and/or employment use the County Council would then be able to contribute important land supply to assist meeting the growth and infrastructure needs. Additionally it may be expected that very significant latent capital can be unlocked as the land values associated with urban land uses are many multiples of rural land use values.
- 6.4 Where sites are currently in service use for the purposes of the Rural Estate it would be necessary to re-provide or to close the individual service use.

## **7. Financial Implications.**

- 7.1 The successful promotion of these sites through the local plan process to achieve an allocation for alternative development would result in very significant increases in value of these County Council landholdings.
- 7.2 Should it be necessary to terminate Rural Estate service use holdings there may be compensation payable to tenants. These sums are modest in relation to the increase in land value, once planning permission has been granted.

## **8. Equality Act Implications.**

- 8.1 When considering proposals placed before Members it is important that they are fully aware of, and have themselves rigorously considered the Equality implications of the decision that they are making.

- 8.2 Rigorous consideration will ensure that proper appreciation of any potential impact of that decision on the County Council's statutory obligations under the Public Sector Equality Duty. As a minimum this requires decision makers to read and carefully consider the content of any Equalities Impact Assessment (EqIA) produced by officers.
- 8.3 The Equality Act 2010 requires the County Council when exercising its functions to have due regard to the need to (a) eliminate discrimination, harassment, victimisation and other conduct prohibited under the Act; (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it. The protected characteristics under the Equality Act 2010 are age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief, sex and sexual orientation.
- 8.4 It is considered that there are no equalities implications arising from this report, the matter will however be kept under review.

**Background Information**

*July 2016 Cabinet Minutes*

<https://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/346/Committee/8/SelectedTab/Documents/Default.aspx>



**HERTFORDSHIRE COUNTY COUNCIL  
PROPERTY (DEVELOPMENT SERVICES)**

**ST ALBANS CITY AND DISTRICT COUNCIL**

**SUBMISSION TO LOCAL PLAN CALL FOR SITES CONSULTATION**

**ON BEHALF OF HERTFORDSHIRE COUNTY COUNCIL AS  
LANDOWNER**

**JANUARY 2018**

## **1.0 Introduction**

1.1 This document is submitted by Hertfordshire County Council (HCC) Property (Development Services) in response to the St Albans City and District Council Local Plan Call for Sites consultation.

## **2.0 Identified Sites in HCC Ownership**

2.1 A total of 15 sites in the ownership of the County Council have been identified for inclusion in the Local Plan to assist the District Council in achieving its housing and employment land requirements.

2.2 Each of these sites is listed below with plans and completed submission forms for each site contained in in Appendix A.

1. Rural Estate land south of Napsbury
2. Rural Estate land north of Napsbury
3. Land East of Kay Walk, St Albans
4. Land at Stephens Way and Flamsteadbury Lane Redbourn
5. Rural Estate land at Waterdell, adj to Mount Pleasant JMI
6. Rural estate land at Highfield Farm, Tyttenhanger
7. Former Radlett Airfield, Radlett
8. Carpenter's Nursery, Sandridge

2.3 A completed contact form is contained in Appendix B.

## **3.0 Conclusion**

3.1 HCC (Development Services) welcomes the opportunity to participate in the Local Plan Call for Sites consultation. Further information can be provided on any of the submitted sites by contacting the Development Services team.

**Site 1**

**Rural Estate land south of Napsbury**

## Call For Sites - Site Identification Form

Residential, Employment, Health, Schools, Gypsy and Traveller, 'Other' uses.

Please return the **site map and form** to the Spatial Planning Team

**By online consultation portal:** [www.stalbans.gov.uk/callforsites2018](http://www.stalbans.gov.uk/callforsites2018)

**By e-mail to:** [planning.policy@stalbans.gov.uk](mailto:planning.policy@stalbans.gov.uk)

**By post to:** St Albans Council Offices, St Peters Street, St Albans, AL1 3JE

This form has two parts –

**Part A** – Site Identification. Please submit a separate form for each site you wish to promote.

**Part B** – Contact details (you need only submit one copy of Part B).

Please provide **a map** clearly identifying the extent of the site.

Please give your email address/postal address so that we can contact you to clarify site information if needed.

You are invited to put forward any new sites, and the latest information/position regarding existing/known sites, that you would like the Council to consider for its new Local Plan.

Although this 'Call for Sites' focuses primarily on sites for residential development, we are also looking for sites for other uses, such as sites for Employment, Health, Schools, Gypsy and Traveller, and 'Other' uses.

Unfortunately, we cannot treat any of the information you provide as confidential.

Please do not submit sites that already have planning permission for development, unless a new and different proposal is likely in the future

If you wish to update any information about a site previously submitted please use relevant sections of the form.

## Part A: Site Identification Form

**Site address:** Please provide a brief description e.g. land to the south west of (settlement), between the A500 and railway.

Rural Estate land south of Napsbury

**Ownership details:** Please indicate whether freehold or leasehold and length of lease (it is possible that a site may be in multiple ownership).

Freehold

**Area of site** (hectares)

86.2ha

**Current use(s)**

Agricultural - Arable

**Are there any factors that could make the site unavailable for development?** (Please provide any details in the boxes labelled a to d below)

**a. Ownership Constraints** (e.g. multiple ownerships, ransom strips, tenancies, operational requirements)

The site is part of the HCC Rural Estate and is currently leased to tenants.

**b. Awaiting relocation of current use**

n/a

**c. Level of developer interest** (i.e. low, medium, high)

n/a

**d. Likely timeframe for development (i.e. completion).** Please indicate if you anticipate that development may be split over different time periods.

To 2020

2021-2031

2031 onwards

**Are you aware of any particular constraints that might make the site unsuitable for development?** (Please provide any details in the boxes labelled a to d below)

**a. Environmental Constraints** e.g. floodplain, Sites of Special Scientific Interest (SSSIs) or Local Nature Reserve, sites of geological importance.

Ancient Monuments and Archaeological Site subject to recording conditions can be found within the proposed site.

Part of the site falls within Floodzone 2/3.

**b. Other Designations** e.g. Conservation Area, Listed Buildings, Archaeological Sites.

Close proximity to Conservation Area, Historic Parks

**c. Physical Constraints** e.g. poor access, steep slopes, uneven terrain, ground contamination, Tree Preservation Orders

N/A

**d. Policy Constraints** e.g. Green Belt, Landscape Character Area, high quality agricultural land, designated employment area, public or private green space, site with social or community value.

Green Belt, Landscape Development Area

**If any constraints have been identified above, do you think that they could be overcome? If so, how?**

Only part of the site is subject to environmental constraints. These can be mitigated by good design and layout with development avoiding the protected areas and flood zone.

**What is the estimated number of dwellings that could be provided on the site?**

You will need to take into account matters such as:

- appropriate site densities to reflect local circumstances.
- overall size and character of the site
- suitable housing mix for the site

The land south of Napsbury Park has been the subject of extensive technical investigations which informed the preparation of a master plan. This work confirms the suitability, deliverability and availability of the site, prior to any further consideration.

The technical investigations concluded that there were no significant impediments to development and that up to a maximum of 447 dwellings could be accommodated on land south of Napsbury, with community benefits, including the potential provision of a local community centre with facilities as required, enhanced public access and landscape improvements.

It is also considered that the wider landholding offers the opportunity to provide additional community facilities, including schools, if these are required. However, further feasibility and technical investigations would need to be undertaken.

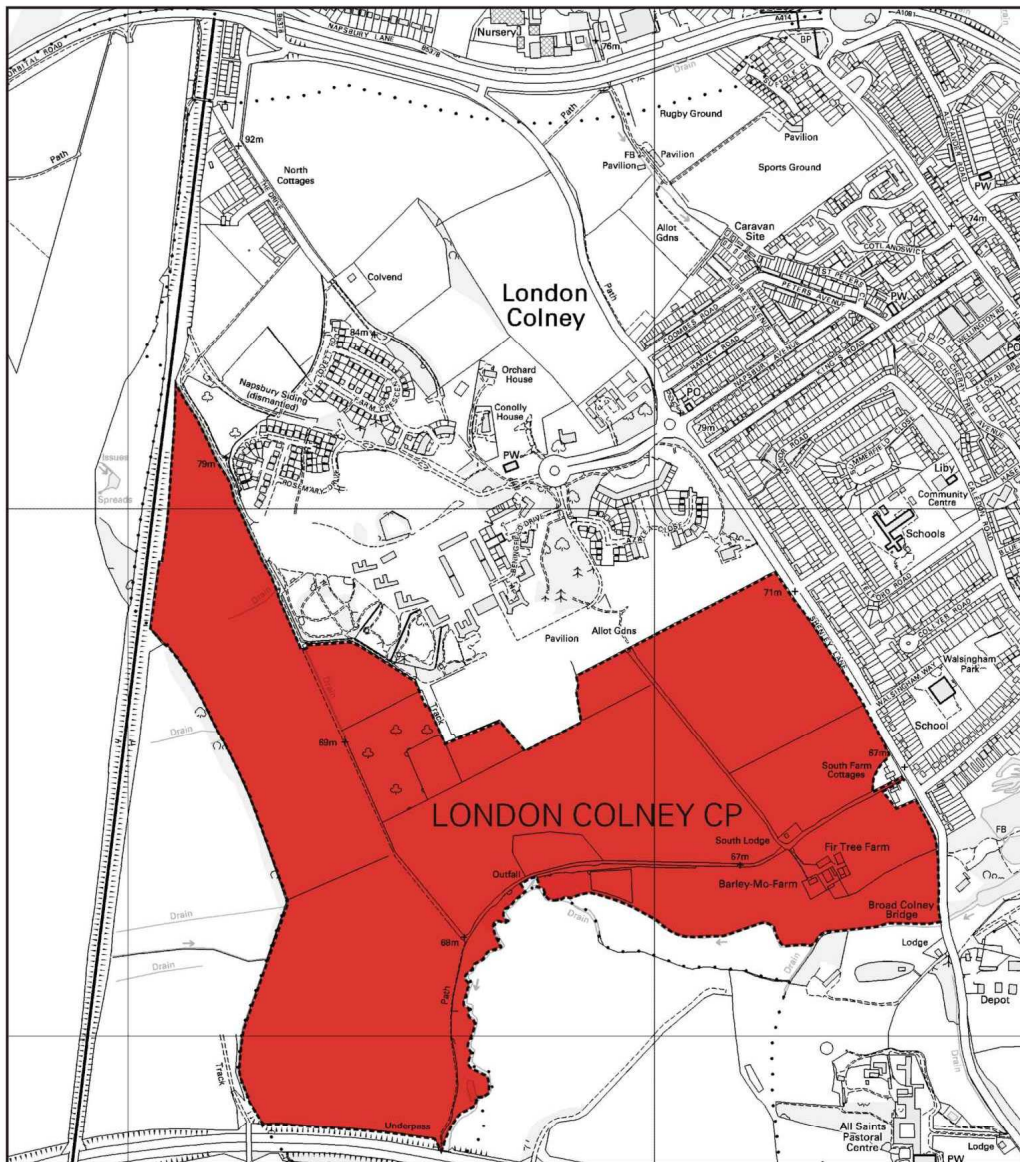
**Sketch scheme** (submitted for information if necessary)

Yes/ No

**Is there any other information that you would like to provide in relation to your proposed site?**  
If yes, please give details below (and attach if necessary)

Detailed information has previously been submitted to SADC regarding this site. Further copies can be provided on request.

# Site Plan 1 - Rural Estate land south of Napsbury



PROJECT TITLE  
**Napsbury Rural Estate**  
**NAPSBURY**

DRAWING TITLE  
 Site location plan

SCALE	DATE	CHECKED
1:10000	AUGUST 2007	
	DRAWN	DATE
	HP	
PROJECT No.		
4695	N	050
<b>VINCENT AND GORBING</b>		
<b>CHARTERED ARCHITECTS AND TOWN PLANNERS</b>		
STERLING COURT NORTON ROAD STEVENAGE HERTS		
TELEPHONE: 01438 316331 FAX:01438 722035		

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**Site 2**

**Rural Estate land north of Napsbury**



## Call For Sites - Site Identification Form

**Residential, Employment, Health, Schools, Gypsy and Traveller, 'Other' uses.**

Please return the **site map and form** to the Spatial Planning Team

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**By e-mail to:** [planning.policy@stalbans.gov.uk](mailto:planning.policy@stalbans.gov.uk)

**By post to:** St Albans Council Offices, St Peters Street, St Albans, AL1 3JE

This form has two parts –

**Part A** – Site Identification. Please submit a separate form for each site you wish to promote.

**Part B** – Contact details (you need only submit one copy of Part B).

Please provide **a map** clearly identifying the extent of the site.

Please give your email address/postal address so that we can contact you to clarify site information if needed.

You are invited to put forward any new sites, and the latest information/position regarding existing/known sites, that you would like the Council to consider for its new Local Plan.

Although this 'Call for Sites' focuses primarily on sites for residential development, we are also looking for sites for other uses, such as sites for Employment, Health, Schools, Gypsy and Traveller, and 'Other' uses.

Unfortunately, we cannot treat any of the information you provide as confidential.

Please do not submit sites that already have planning permission for development, unless a new and different proposal is likely in the future

If you wish to update any information about a site previously submitted please use relevant sections of the form.

## Part A: Site Identification Form

**Site address:** Please provide a brief description e.g. land to the south west of (settlement), between the A500 and railway.

Rural Estate land north of Napsbury

**Ownership details:** Please indicate whether freehold or leasehold and length of lease (it is possible that a site may be in multiple ownership).

Freehold

**Area of site** (hectares)

26.31ha

**Current use(s)**

Agricultural - Arable

**Are there any factors that could make the site unavailable for development?** (Please provide any details in the boxes labelled a to d below)

**a. Ownership Constraints** (e.g. multiple ownerships, ransom strips, tenancies, operational requirements)

This site is part of the HCC Rural Estate and is currently leased to tenants.

**b. Awaiting relocation of current use**

n/a

**c. Level of developer interest** (i.e. low, medium, high)

n/a

**d. Likely timeframe for development (i.e. completion).** Please indicate if you anticipate that development may be split over different time periods.

To 2020	2021-2031	2031 onwards
---------	-----------	--------------

**Are you aware of any particular constraints that might make the site unsuitable for development?** (Please provide any details in the boxes labelled a to d below)

**a. Environmental Constraints** e.g. floodplain, Sites of Special Scientific Interest (SSSIs) or Local Nature Reserve, sites of geological importance.

n/a

**b. Other Designations** e.g. Conservation Area, Listed Buildings, Archaeological Sites.

Part of the site lies within an Historic Parks designation.  
Close proximity to a Conservation Area.

**c. Physical Constraints** e.g. poor access, steep slopes, uneven terrain, ground contamination, Tree Preservation Orders

N/A

**d. Policy Constraints** e.g. Green Belt, Landscape Character Area, high quality agricultural land, designated employment area, public or private green space, site with social or community value.

Green Belt, Landscape Development Area

**If any constraints have been identified above, do you think that they could be overcome? If so, how?**

The constraints identified above could be mitigated through good design and layout of development.

**What is the estimated number of dwellings that could be provided on the site?**

You will need to take into account matters such as:

- appropriate site densities to reflect local circumstances.
- overall size and character of the site
- suitable housing mix for the site

The land north of Napsbury Park has been the subject of extensive technical investigations which informed the preparation of a master plan. This work confirms the suitability, deliverability and availability of the site, prior to any further consideration. The technical investigations concluded that there were no significant impediments to development and that a maximum of 149 dwellings could be accommodated along with a 2 form of entry primary school.

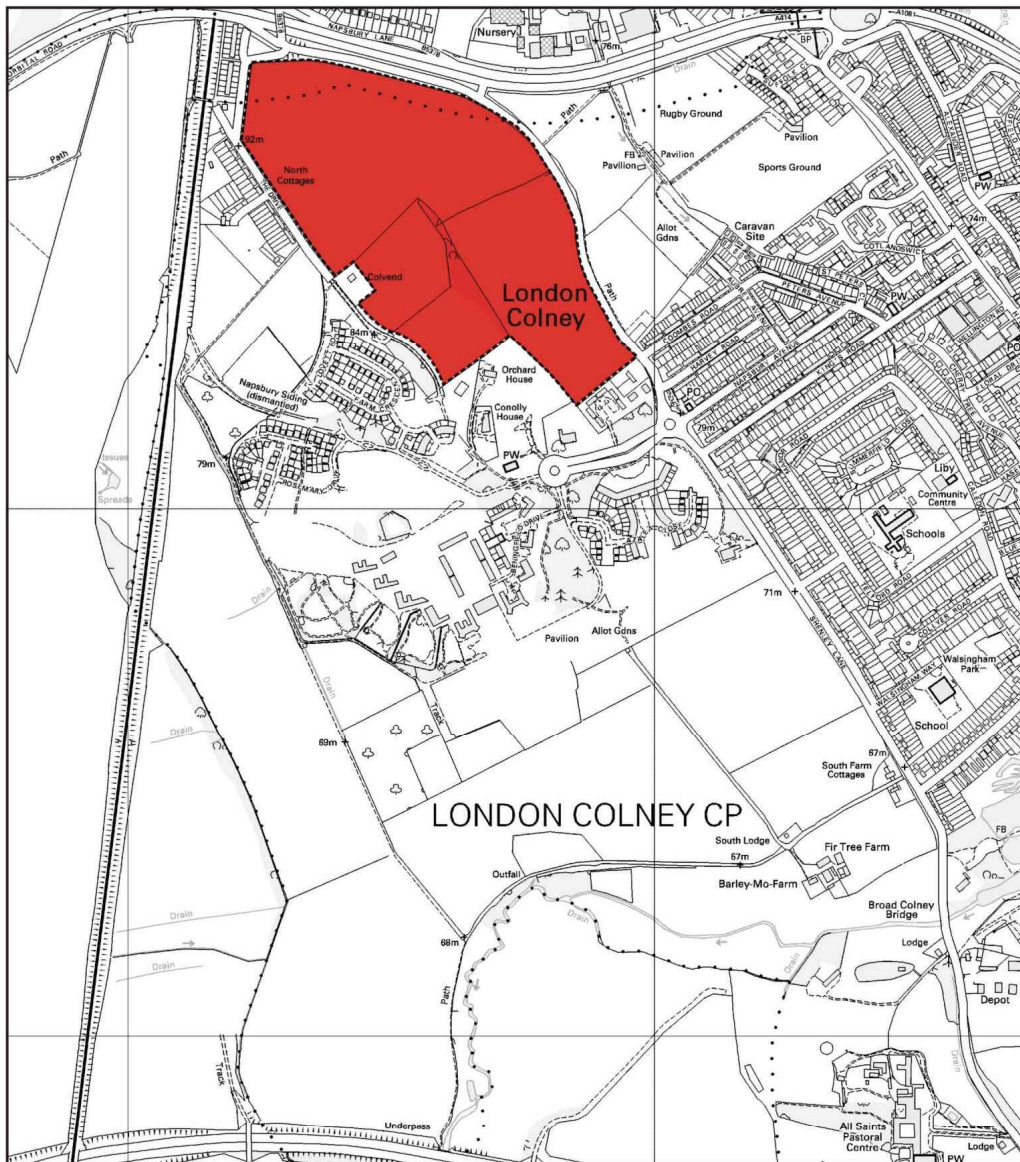
**Sketch scheme** (submitted for information if necessary)

Yes/ No

**Is there any other information that you would like to provide in relation to your proposed site?**  
If yes, please give details below (and attach if necessary)

Detailed information has previously been submitted to SADC regarding this site. Further copies can be provided on request.

# Site Plan 2 - Rural Estate land north of Napsbury



PROJECT TITLE  
**Napsbury Rural Estate  
 NAPSBUURY**

DRAWING TITLE  
**Site location plan**

SCALE	DATE AUGUST 2007	CHECKED
1:10000	DRAWN HP	DATE
PROJECT No. <b>4695</b>	<b>N</b>	<b>040</b>
<b>VINCENT AND GORBING</b>		
<b>CHARTERED ARCHITECTS AND TOWN PLANNERS</b>		
STERLING COURT NORTON ROAD STEVENAGE HERTS TELEPHONE: 01438 316331 FAX:01438 722035		

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**Site 3**

**Land East of Kay Walk, St Albans**

## Call For Sites - Site Identification Form

Residential, Employment, Health, Schools, Gypsy and Traveller, 'Other' uses.

Please return the **site map and form** to the Spatial Planning Team

**By online consultation portal:** [www.stalbans.gov.uk/callforsites2018](http://www.stalbans.gov.uk/callforsites2018)

**By e-mail to:** [planning.policy@stalbans.gov.uk](mailto:planning.policy@stalbans.gov.uk)

**By post to:** St Albans Council Offices, St Peters Street, St Albans, AL1 3JE

This form has two parts –

**Part A** – Site Identification. Please submit a separate form for each site you wish to promote.

**Part B** – Contact details (you need only submit one copy of Part B).

Please provide **a map** clearly identifying the extent of the site.

Please give your email address/postal address so that we can contact you to clarify site information if needed.

You are invited to put forward any new sites, and the latest information/position regarding existing/known sites, that you would like the Council to consider for its new Local Plan.

Although this 'Call for Sites' focuses primarily on sites for residential development, we are also looking for sites for other uses, such as sites for Employment, Health, Schools, Gypsy and Traveller, and 'Other' uses.

Unfortunately, we cannot treat any of the information you provide as confidential.

Please do not submit sites that already have planning permission for development, unless a new and different proposal is likely in the future

If you wish to update any information about a site previously submitted please use relevant sections of the form.

## Part A: Site Identification Form

**Site address:** Please provide a brief description e.g. land to the south west of (settlement), between the A500 and railway.

Land East of Kay Walk, St Albans

**Ownership details:** Please indicate whether freehold or leasehold and length of lease (it is possible that a site may be in multiple ownership).

Freehold

**Area of site** (hectares)

3.3ha

**Current use(s)**

Scrubland

**Are there any factors that could make the site unavailable for development?** (Please provide any details in the boxes labelled a to d below)

**a. Ownership Constraints** (e.g. multiple ownerships, ransom strips, tenancies, operational requirements)

n/a

**b. Awaiting relocation of current use**

n/a

**c. Level of developer interest** (i.e. low, medium, high)

n/a

**d. Likely timeframe for development (i.e. completion).** Please indicate if you anticipate that development may be split over different time periods.

To 2020

2021-2031

2031 onwards

**Are you aware of any particular constraints that might make the site unsuitable for development?** (Please provide any details in the boxes labelled a to d below)

**a. Environmental Constraints** e.g. floodplain, Sites of Special Scientific Interest (SSSIs) or Local Nature Reserve, sites of geological importance.

n/a

**b. Other Designations** e.g. Conservation Area, Listed Buildings, Archaeological Sites.

Site is adjacent to a TPO area to the east.

**c. Physical Constraints** e.g. poor access, steep slopes, uneven terrain, ground contamination, Tree Preservation Orders

N/A

**d. Policy Constraints** e.g. Green Belt, Landscape Character Area, high quality agricultural land, designated employment area, public or private green space, site with social or community value.

Green Belt

**If any constraints have been identified above, do you think that they could be overcome? If so, how?**

No environmental and physical constraints have been identified.

**What is the estimated number of dwellings that could be provided on the site?**

You will need to take into account matters such as:

- appropriate site densities to reflect local circumstances.
- overall size and character of the site
- suitable housing mix for the site

This site forms part of a larger area included in the Strategic Local Plan (SLP) prepared by SADC, as the East St Albans (Oaklands) Broad Location, an area to be excluded from the Green Belt principally for housing. The wider site was identified in the SLP for up to 1,000 homes.

**Sketch scheme** (submitted for information if necessary)

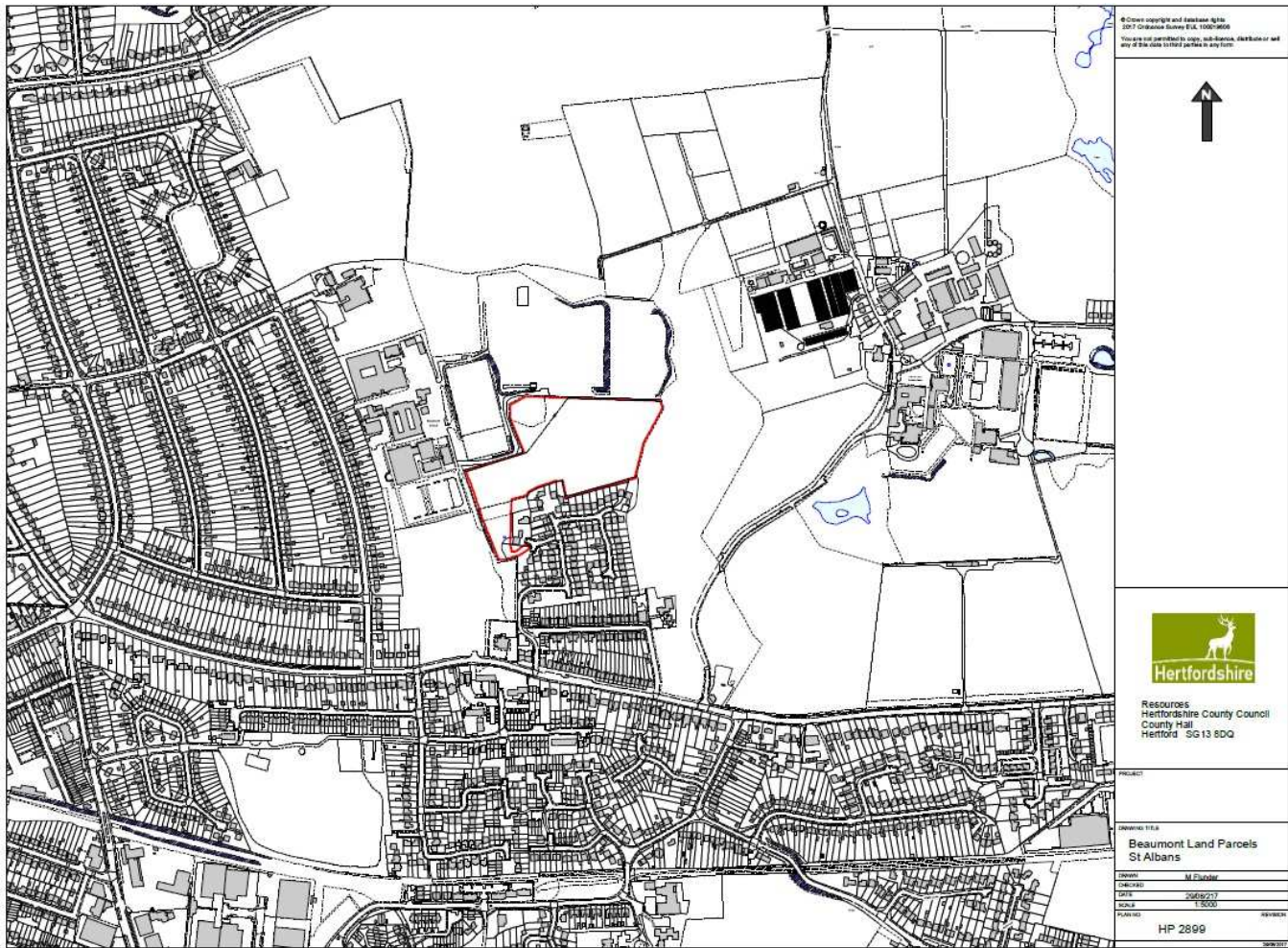
Yes/ No

**Is there any other information that you would like to provide in relation to your proposed site?**  
If yes, please give details below (and attach if necessary)

This site forms part of a larger area included SLP as the East St Albans (Oaklands) Broad Location, an area to be excluded from the Green Belt principally for housing.



### Site Plan 3 – Land East of Kay Walk, St Albans



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**Site 4**

**Land at Stephens Way and Flamsteadbury Lane Redbourn**

## Call For Sites - Site Identification Form

**Residential, Employment, Health, Schools, Gypsy and Traveller, 'Other' uses.**

Please return the **site map and form** to the Spatial Planning Team

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**By e-mail to:** [planning.policy@stalbans.gov.uk](mailto:planning.policy@stalbans.gov.uk)

**By post to:** St Albans Council Offices, St Peters Street, St Albans, AL1 3JE

This form has two parts –

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**Part B** – Contact details (you need only submit one copy of Part B).

Please provide **a map** clearly identifying the extent of the site.

Please give your email address/postal address so that we can contact you to clarify site information if needed.

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Although this 'Call for Sites' focuses primarily on sites for residential development, we are also looking for sites for other uses, such as sites for Employment, Health, Schools, Gypsy and Traveller, and 'Other' uses.

Unfortunately, we cannot treat any of the information you provide as confidential.

Please do not submit sites that already have planning permission for development, unless a new and different proposal is likely in the future

If you wish to update any information about a site previously submitted please use relevant sections of the form.

## Part A: Site Identification Form

**Site address:** Please provide a brief description e.g. land to the south west of (settlement), between the A500 and railway.

Land at Stephens Way and Flamsteadbury Lane, Redbourn

**Ownership details:** Please indicate whether freehold or leasehold and length of lease (it is possible that a site may be in multiple ownership).

Freehold

**Area of site** (hectares)

0.8ha

**Current use(s)**

Open space.

**Are there any factors that could make the site unavailable for development?** (Please provide any details in the boxes labelled a to d below)

**a. Ownership Constraints** (e.g. multiple ownerships, ransom strips, tenancies, operational requirements)

This site is currently leased as open space to the parish council and used as play area.

**b. Awaiting relocation of current use**

This site only has potential if there were to be a wider green belt release being considered which could retain the play area within it and see development on the other component HCC land.

**c. Level of developer interest** (i.e. low, medium, high)

n/a

**d. Likely timeframe for development (i.e. completion).** Please indicate if you anticipate that development may be split over different time periods.

To 2020

2021-2031

2031 onwards

**Are you aware of any particular constraints that might make the site unsuitable for development?** (Please provide any details in the boxes labelled a to d below)

**a. Environmental Constraints** e.g. floodplain, Sites of Special Scientific Interest (SSSIs) or Local Nature Reserve, sites of geological importance.

n/a

**b. Other Designations** e.g. Conservation Area, Listed Buildings, Archaeological Sites.

TPOs in the south of the site boundary

**c. Physical Constraints** e.g. poor access, steep slopes, uneven terrain, ground contamination, Tree Preservation Orders

N/A

**d. Policy Constraints** e.g. Green Belt, Landscape Character Area, high quality agricultural land, designated employment area, public or private green space, site with social or community value.

Green Belt, Landscape Development Area

**If any constraints have been identified above, do you think that they could be overcome? If so, how?**

The layout and design of a development would consider the protected trees in the southern part of the site.

**What is the estimated number of dwellings that could be provided on the site?**

You will need to take into account matters such as:

- appropriate site densities to reflect local circumstances.
- overall size and character of the site
- suitable housing mix for the site

It is anticipated that between 25 and 30 dwellings could be achieved on the site. The density would need to be informed by any feasibility, including the impact upon the protected trees.

**Sketch scheme** (submitted for information if necessary)

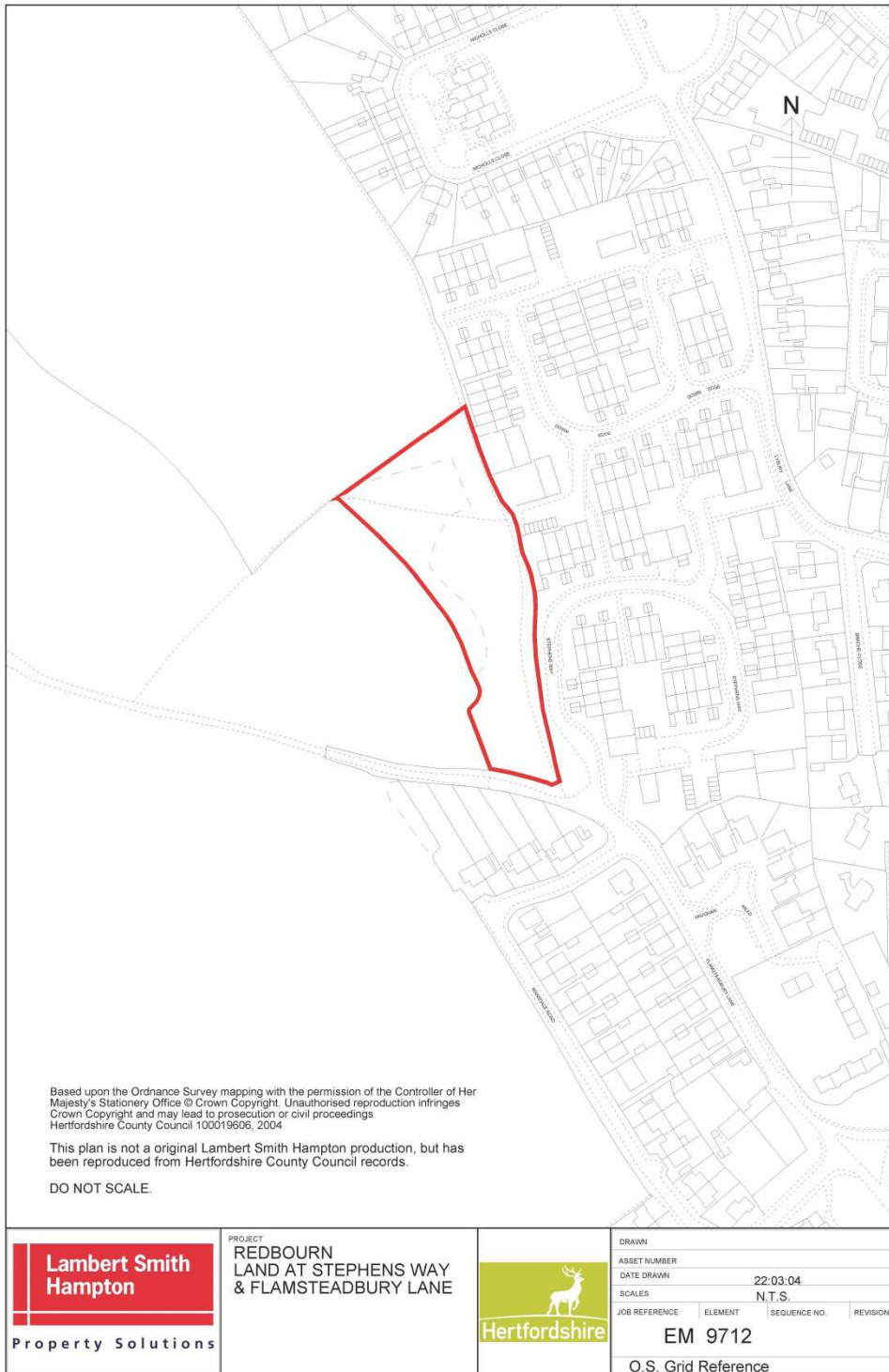
Yes / No

**Is there any other information that you would like to provide in relation to your proposed site?**

If yes, please give details below (and attach if necessary)

This site has been previously submitted.

# Site Plan 4 - Land at Stephens Way and Flamsteadbury Lane Redbourn



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**Site 5**

**Rural Estate land at Waterdell, adj to Mount Pleasant JMI**

## Call For Sites - Site Identification Form

Residential, Employment, Health, Schools, Gypsy and Traveller, 'Other' uses.

Please return the **site map and form** to the Spatial Planning Team

**By online consultation portal:** [www.stalbans.gov.uk/callforsites2018](http://www.stalbans.gov.uk/callforsites2018)

**By e-mail to:** [planning.policy@stalbans.gov.uk](mailto:planning.policy@stalbans.gov.uk)

**By post to:** St Albans Council Offices, St Peters Street, St Albans, AL1 3JE

This form has two parts –

**Part A** – Site Identification. Please submit a separate form for each site you wish to promote.

**Part B** – Contact details (you need only submit one copy of Part B).

Please provide **a map** clearly identifying the extent of the site.

Please give your email address/postal address so that we can contact you to clarify site information if needed.

You are invited to put forward any new sites, and the latest information/position regarding existing/known sites, that you would like the Council to consider for its new Local Plan.

Although this 'Call for Sites' focuses primarily on sites for residential development, we are also looking for sites for other uses, such as sites for Employment, Health, Schools, Gypsy and Traveller, and 'Other' uses.

Unfortunately, we cannot treat any of the information you provide as confidential.

Please do not submit sites that already have planning permission for development, unless a new and different proposal is likely in the future

If you wish to update any information about a site previously submitted please use relevant sections of the form.



## Part A: Site Identification Form

**Site address:** Please provide a brief description e.g. land to the south west of (settlement), between the A500 and railway.

Rural Estate land at Waterdell, adj to Mount Pleasant JMI

**Ownership details:** Please indicate whether freehold or leasehold and length of lease (it is possible that a site may be in multiple ownership).

Freehold

**Area of site** (hectares)

10.49ha

**Current use(s)**

Arable Farming

**Are there any factors that could make the site unavailable for development?** (Please provide any details in the boxes labelled a to d below)

**a. Ownership Constraints** (e.g. multiple ownerships, ransom strips, tenancies, operational requirements)

This site is part of the HCC Rural Estate and is currently leased to tenants.

**b. Awaiting relocation of current use**

n/a

**c. Level of developer interest** (i.e. low, medium, high)

n/a

**d. Likely timeframe for development (i.e. completion).** Please indicate if you anticipate that development may be split over different time periods.

To 2020	2021-2031	2031 onwards
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**Are you aware of any particular constraints that might make the site unsuitable for development?** (Please provide any details in the boxes labelled a to d below)

**a. Environmental Constraints** e.g. floodplain, Sites of Special Scientific Interest (SSSIs) or Local Nature Reserve, sites of geological importance.

n/a

**b. Other Designations** e.g. Conservation Area, Listed Buildings, Archaeological Sites.

n/a

**c. Physical Constraints** e.g. poor access, steep slopes, uneven terrain, ground contamination, Tree Preservation Orders

Close proximity to TPO areas

**d. Policy Constraints** e.g. Green Belt, Landscape Character Area, high quality agricultural land, designated employment area, public or private green space, site with social or community value.

Green Belt, Landscape Development Area

**If any constraints have been identified above, do you think that they could be overcome? If so, how?**

The design and layout of any development would consider the impact upon the protected trees.

**What is the estimated number of dwellings that could be provided on the site?**

You will need to take into account matters such as:

- appropriate site densities to reflect local circumstances.
- overall size and character of the site
- suitable housing mix for the site

Between 30 and 40 dwellings could be accommodated on the site subject to feasibility.

**Sketch scheme** (submitted for information if necessary)

Yes / No

**Is there any other information that you would like to provide in relation to your proposed site?**

If yes, please give details below (and attach if necessary)

This site has been previously submitted.

# Site Plan 5 - Rural Estate land at Waterdell, adj to Mount Pleasant JMI



PROJECT TITLE  
**Land at Waterdell,  
 BRICKET WOOD**

DRAWING TITLE  
**Site location plan**

SCALE	DATE	CHECKED
1:10000	AUGUST 2007	
PROJECT No.	DRAWN	DATE
4695	HP	
	▲ N	060

**VINCENT AND GORBING**

**CHARTERED ARCHITECTS AND TOWN PLANNERS**

STERLING COURT NORTON ROAD STEVENAGE HERTS  
 TELEPHONE: 01438 316331 FAX:01438 722035

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**Site 6**

**Rural Estate land at Highfield Farm, Tyttenhanger**

## Call For Sites - Site Identification Form

Residential, Employment, Health, Schools, Gypsy and Traveller, 'Other' uses.

Please return the **site map and form** to the Spatial Planning Team

**By online consultation portal:** [www.stalbans.gov.uk/callforsites2018](http://www.stalbans.gov.uk/callforsites2018)

**By e-mail to:** [planning.policy@stalbans.gov.uk](mailto:planning.policy@stalbans.gov.uk)

**By post to:** St Albans Council Offices, St Peters Street, St Albans, AL1 3JE

This form has two parts –

**Part A** – Site Identification. Please submit a separate form for each site you wish to promote.

**Part B** – Contact details (you need only submit one copy of Part B).

Please provide **a map** clearly identifying the extent of the site.

Please give your email address/postal address so that we can contact you to clarify site information if needed.

You are invited to put forward any new sites, and the latest information/position regarding existing/known sites, that you would like the Council to consider for its new Local Plan.

Although this 'Call for Sites' focuses primarily on sites for residential development, we are also looking for sites for other uses, such as sites for Employment, Health, Schools, Gypsy and Traveller, and 'Other' uses.

Unfortunately, we cannot treat any of the information you provide as confidential.

Please do not submit sites that already have planning permission for development, unless a new and different proposal is likely in the future

If you wish to update any information about a site previously submitted please use relevant sections of the form.

## Part A: Site Identification Form

**Site address:** Please provide a brief description e.g. land to the south west of (settlement), between the A500 and railway.

Rural estate land at Highfield Farm, Tyttenhanger

**Ownership details:** Please indicate whether freehold or leasehold and length of lease (it is possible that a site may be in multiple ownership).

Freehold

**Area of site (hectares)**

Approximately 97ha

**Current use(s)**

Agricultural Land, Farm buildings, Forestry, etc.

**Are there any factors that could make the site unavailable for development?** (Please provide any details in the boxes labelled a to d below)

**a. Ownership Constraints** (e.g. multiple ownerships, ransom strips, tenancies, operational requirements)

The site forms part of the HCC Rural Estate and is currently leased to tenants.

**b. Awaiting relocation of current use**

n/a

**c. Level of developer interest** (i.e. low, medium, high)

n/a

**d. Likely timeframe for development (i.e. completion).** Please indicate if you anticipate that development may be split over different time periods.

To 2020

2021-2031

2031 onwards

**Are you aware of any particular constraints that might make the site unsuitable for development?** (Please provide any details in the boxes labelled a to d below)

**a. Environmental Constraints** e.g. floodplain, Sites of Special Scientific Interest (SSSIs) or Local Nature Reserve, sites of geological importance.

n/a

**b. Other Designations** e.g. Conservation Area, Listed Buildings, Archaeological Sites.

There are three listed buildings within the site boundary.  
The site is designated as an Archaeological site subject to recording condition (Local Plan Policy 111).

**c. Physical Constraints** e.g. poor access, steep slopes, uneven terrain, ground contamination, Tree Preservation Orders

Close proximity to TPO areas

**d. Policy Constraints** e.g. Green Belt, Landscape Character Area, high quality agricultural land, designated employment area, public or private green space, site with social or community value.

Green Belt, Landscape Development Area

**If any constraints have been identified above, do you think that they could be overcome? If so, how?**

Any potential impact on the setting of the listed building and the archaeology could be mitigated through design and layout of any proposed development.

**What is the estimated number of dwellings that could be provided on the site?**

You will need to take into account matters such as:

- appropriate site densities to reflect local circumstances.
- overall size and character of the site
- suitable housing mix for the site

Low density due to the listed buildings on the site.

**Sketch scheme** (submitted for information if necessary)

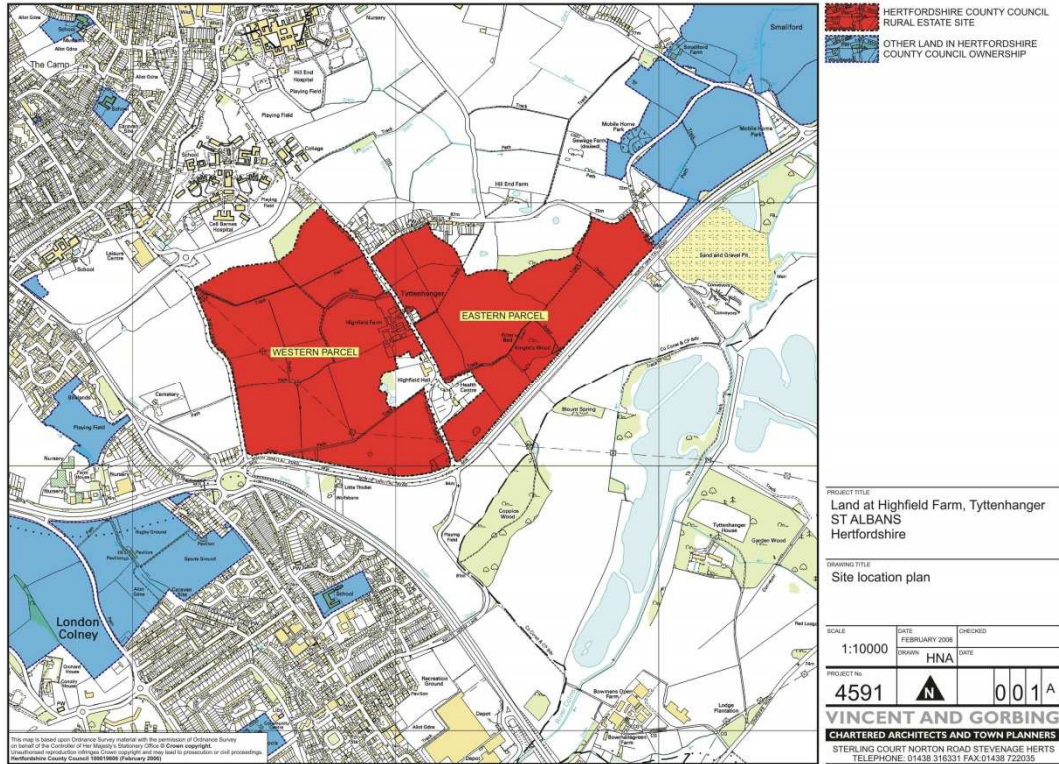
Yes / No

**Is there any other information that you would like to provide in relation to your proposed site?**

If yes, please give details below (and attach if necessary)

Previous feasibility considered that development on the site should be concentrated around the existing farm buildings which may be suitable for conversion to residential with some additional new build.

# Site Plan 6 - Rural estate land at Highfield Farm, Tyttenhanger



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**Site 7**

**Former Radlett Airfield , Radlett**

## Call For Sites - Site Identification Form

**Residential, Employment, Health, Schools, Gypsy and Traveller, 'Other' uses.**

Please return the **site map and form** to the Spatial Planning Team

**By online consultation portal:** [www.stalbans.gov.uk/callforsites2018](http://www.stalbans.gov.uk/callforsites2018)

**By e-mail to:** [planning.policy@stalbans.gov.uk](mailto:planning.policy@stalbans.gov.uk)

**By post to:** St Albans Council Offices, St Peters Street, St Albans, AL1 3JE

This form has two parts –

**Part A** – Site Identification. Please submit a separate form for each site you wish to promote.

**Part B** – Contact details (you need only submit one copy of Part B).

Please provide **a map** clearly identifying the extent of the site.

Please give your email address/postal address so that we can contact you to clarify site information if needed.

You are invited to put forward any new sites, and the latest information/position regarding existing/known sites, that you would like the Council to consider for its new Local Plan.

Although this 'Call for Sites' focuses primarily on sites for residential development, we are also looking for sites for other uses, such as sites for Employment, Health, Schools, Gypsy and Traveller, and 'Other' uses.

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Please do not submit sites that already have planning permission for development, unless a new and different proposal is likely in the future

If you wish to update any information about a site previously submitted please use relevant sections of the form.

## Part A: Site Identification Form

**Site address:** Please provide a brief description e.g. land to the south west of (settlement), between the A500 and railway.

Former Radlett Airfield

**Ownership details:** Please indicate whether freehold or leasehold and length of lease (it is possible that a site may be in multiple ownership).

Freehold

**Area of site** (hectares)

Approximately 119ha

**Current use(s)**

Former Airfield/mineral extraction and restoration site.

**Are there any factors that could make the site unavailable for development?** (Please provide any details in the boxes labelled a to d below)

**a. Ownership Constraints** (e.g. multiple ownerships, ransom strips, tenancies, operational requirements)

n/a

**b. Awaiting relocation of current use**

n/a

**c. Level of developer interest** (i.e. low, medium, high)

n/a

**d. Likely timeframe for development (i.e. completion).** Please indicate if you anticipate that development may be split over different time periods.

To 2020	2021-2031	2031 onwards
---------	-----------	--------------

**Are you aware of any particular constraints that might make the site unsuitable for development?** (Please provide any details in the boxes labelled a to d below)

**a. Environmental Constraints** e.g. floodplain, Sites of Special Scientific Interest (SSSIs) or Local Nature Reserve, sites of geological importance.

n/a

**b. Other Designations** e.g. Conservation Area, Listed Buildings, Archaeological Sites.

Part of the site in the west lies within the Conservation Area of the Park Street Frogmore Character Area.  
Article 4 Direction

**c. Physical Constraints** e.g. poor access, steep slopes, uneven terrain, ground contamination, Tree Preservation Orders

Close proximity to Historic Parks

**d. Policy Constraints** e.g. Green Belt, Landscape Character Area, high quality agricultural land, designated employment area, public or private green space, site with social or community value.

Green Belt, Landscape Development Area

**If any constraints have been identified above, do you think that they could be overcome? If so, how?**

Any potential constraints could be mitigated through design and development management.

**What is the estimated number of dwellings that could be provided on the site?**

You will need to take into account matters such as:

- appropriate site densities to reflect local circumstances.
- overall size and character of the site
- suitable housing mix for the site

This site would be a suitable location for a Garden Village. Approximately 2,000 houses could be provided with employment uses and supporting infrastructure.

**Sketch scheme** (submitted for information if necessary)

No

**Is there any other information that you would like to provide in relation to your proposed site?**

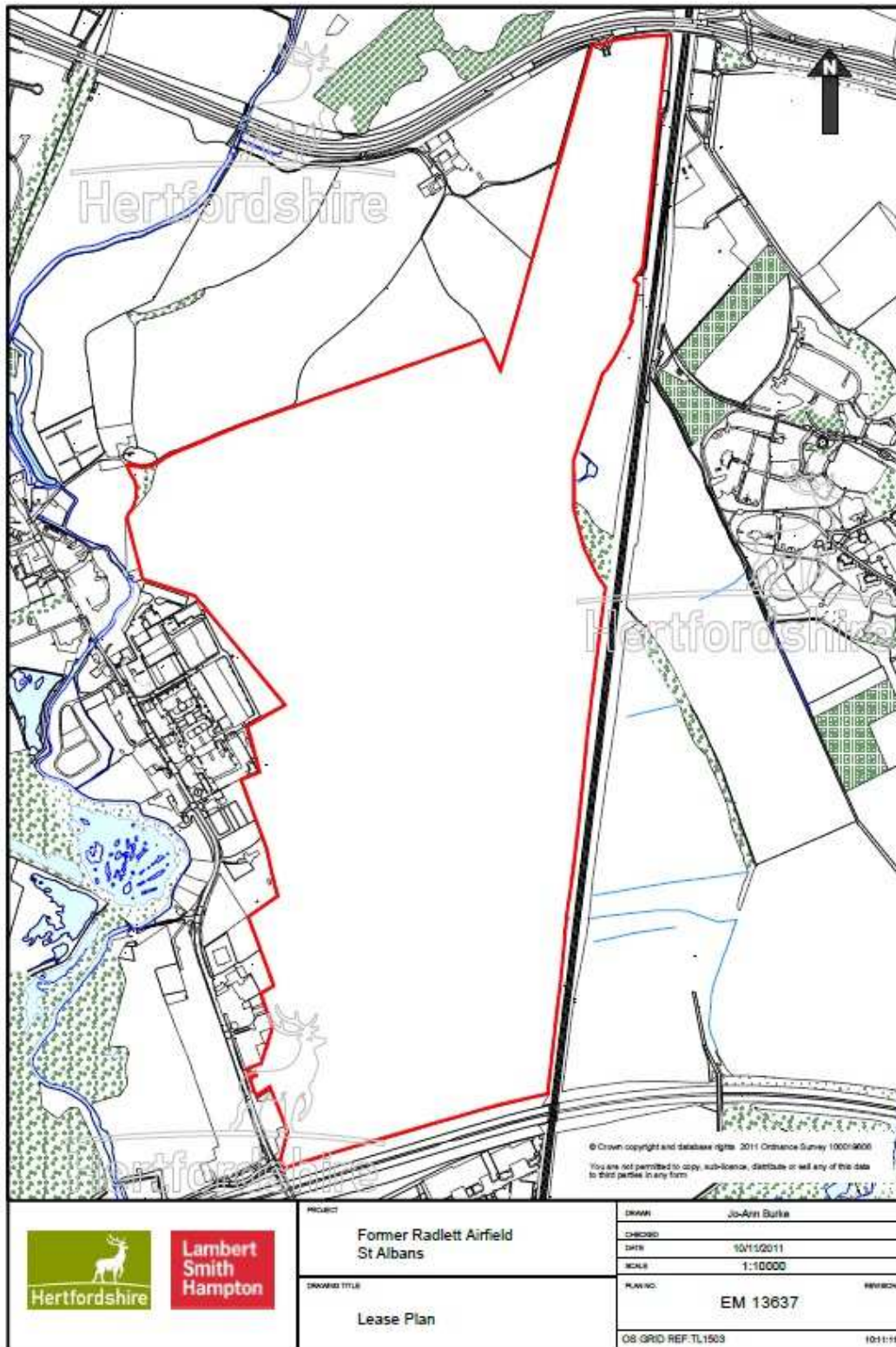
If yes, please give details below (and attach if necessary)

This site forms the major part of land bounded by the M25 Motorway to the south, the Midland Main Line railway to the east, the A414 principal road to the north and the urban edge of Park Street to the east. It is located only three miles to the south of St Albans. It is a 'self-contained' block of land, with long term defensible boundaries, where the County Council is the majority land owner, and the remaining minor part is in a single ownership. See on plan the attached, HP2959, and the County Council's land is shown edged red.

These lands already have outline planning permission, granted by the Secretary of State, for development as a Strategic Rail Freight Interchange (SRFI), to meet a north of London regional transport infrastructure need. It is anticipated that full detailed planning permission will be agreed by SCADC, at its Committee on 5 March 2018. Once reserved matters are approved and all conditions precedent have been satisfied, the development of the SRFI scheme can be lawfully begun and if that occurs the planning permission will then enure permanently for the benefit of the lands. The County Council has not been approached to make its land available but if it is it will have to make its decision in accordance with public law principles.

It is considered that the site is large enough to accommodate a Garden Village, which could include housing and employment along with the infrastructure to support the community, including schools.

# Site Plan 7 - Former Radlett Airfield



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**Site 8**

**Carpenter's Nursery, Sandridge**

## Call For Sites - Site Identification Form

**Residential, Employment, Health, Schools, Gypsy and Traveller, 'Other' uses.**

Please return the **site map and form** to the Spatial Planning Team

**By online consultation portal:** [www.stalbans.gov.uk/callforsites2018](http://www.stalbans.gov.uk/callforsites2018)

**By e-mail to:** [planning.policy@stalbans.gov.uk](mailto:planning.policy@stalbans.gov.uk)

**By post to:** St Albans Council Offices, St Peters Street, St Albans, AL1 3JE

This form has two parts –

**Part A** – Site Identification. Please submit a separate form for each site you wish to promote.

**Part B** – Contact details (you need only submit one copy of Part B).

Please provide **a map** clearly identifying the extent of the site.

Please give your email address/postal address so that we can contact you to clarify site information if needed.

You are invited to put forward any new sites, and the latest information/position regarding existing/known sites, that you would like the Council to consider for its new Local Plan.

Although this 'Call for Sites' focuses primarily on sites for residential development, we are also looking for sites for other uses, such as sites for Employment, Health, Schools, Gypsy and Traveller, and 'Other' uses.

Unfortunately, we cannot treat any of the information you provide as confidential.

Please do not submit sites that already have planning permission for development, unless a new and different proposal is likely in the future

If you wish to update any information about a site previously submitted please use relevant sections of the form.

## Part A: Site Identification Form

**Site address:** Please provide a brief description e.g. land to the south west of (settlement), between the A500 and railway.

Carpenter's Nursery, Sandridge

**Ownership details:** Please indicate whether freehold or leasehold and length of lease (it is possible that a site may be in multiple ownership).

Freehold

**Area of site** (hectares)

Approximately 23.52ha

**Current use(s)**

Agricultural Land, Nursery

**Are there any factors that could make the site unavailable for development?** (Please provide any details in the boxes labelled a to d below)

**a. Ownership Constraints** (e.g. multiple ownerships, ransom strips, tenancies, operational requirements)

Part of the site was re-let to Carpenter's Nursery in 2015 for a 20 year term.

**b. Awaiting relocation of current use**

n/a

**c. Level of developer interest** (i.e. low, medium, high)

n/a

**d. Likely timeframe for development (i.e. completion).** Please indicate if you anticipate that development may be split over different time periods.

To 2020

2021-2031

2031 onwards



**Are you aware of any particular constraints that might make the site unsuitable for development?** (Please provide any details in the boxes labelled a to d below)

**a. Environmental Constraints** e.g. floodplain, Sites of Special Scientific Interest (SSSIs) or Local Nature Reserve, sites of geological importance.

n/a

**b. Other Designations** e.g. Conservation Area, Listed Buildings, Archaeological Sites.

Part of the site in the north lies within the Archaeological Sites (subject to Recording Conditions) (Local Plan Policy 111).

**c. Physical Constraints** e.g. poor access, steep slopes, uneven terrain, ground contamination, Tree Preservation Orders

Close proximity to TPOs, Article 4 Direction and Ancient Monuments

**d. Policy Constraints** e.g. Green Belt, Landscape Character Area, high quality agricultural land, designated employment area, public or private green space, site with social or community value.

Green Belt, Landscape Development Area

**If any constraints have been identified above, do you think that they could be overcome? If so, how?**

The proximity to Archaeological Sites would need to be considered through design and layout of any development.

**What is the estimated number of dwellings that could be provided on the site?**

You will need to take into account matters such as:

- appropriate site densities to reflect local circumstances.
- overall size and character of the site
- suitable housing mix for the site

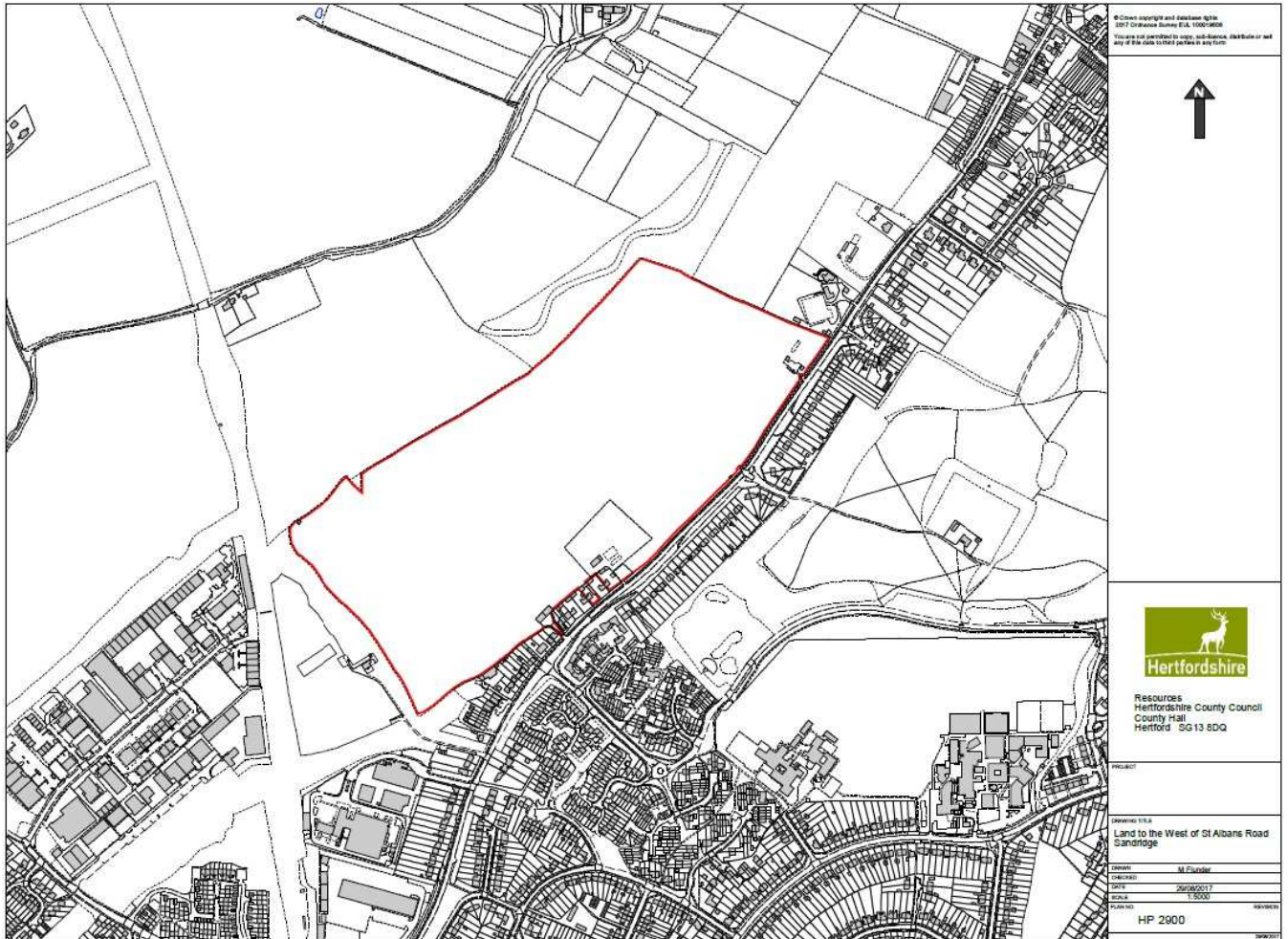
No feasibility has been undertaken for this site so it is not known how the archaeology could impact upon the developable area. If 50% of the site is developed at 30 dwellings per hectare approximately 350 residential units could be provided on the site.

**Sketch scheme** (submitted for information if necessary)

Yes / No

**Is there any other information that you would like to provide in relation to your proposed site?**  
If yes, please give details below (and attach if necessary)

# Site Plan 8 - Carpenter's Nursery, Sandridge



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**Part B: Contact Details**

**Name**

Andrea Gilmour

**Company/Organisation (if relevant)**

Hertfordshire County Council

**Address**

Development Services,  
Hertfordshire County Council,  
County Hall,  
Pegs Lane,  
Hertford SG13 8DQ

**Telephone number**

01992 556477

**Email address**

[development.services@hertfordshire.gov.uk](mailto:development.services@hertfordshire.gov.uk)

Please tick all of the following that apply to you:

<b>Landowner</b>	<input checked="" type="checkbox"/>
<b>Land agent</b>	<input type="checkbox"/>
<b>Planning consultant</b>	<input checked="" type="checkbox"/>
<b>Registered social landlord</b>	<input type="checkbox"/>
<b>Developer</b>	<input type="checkbox"/>
<b>Other</b>	<input type="checkbox"/>

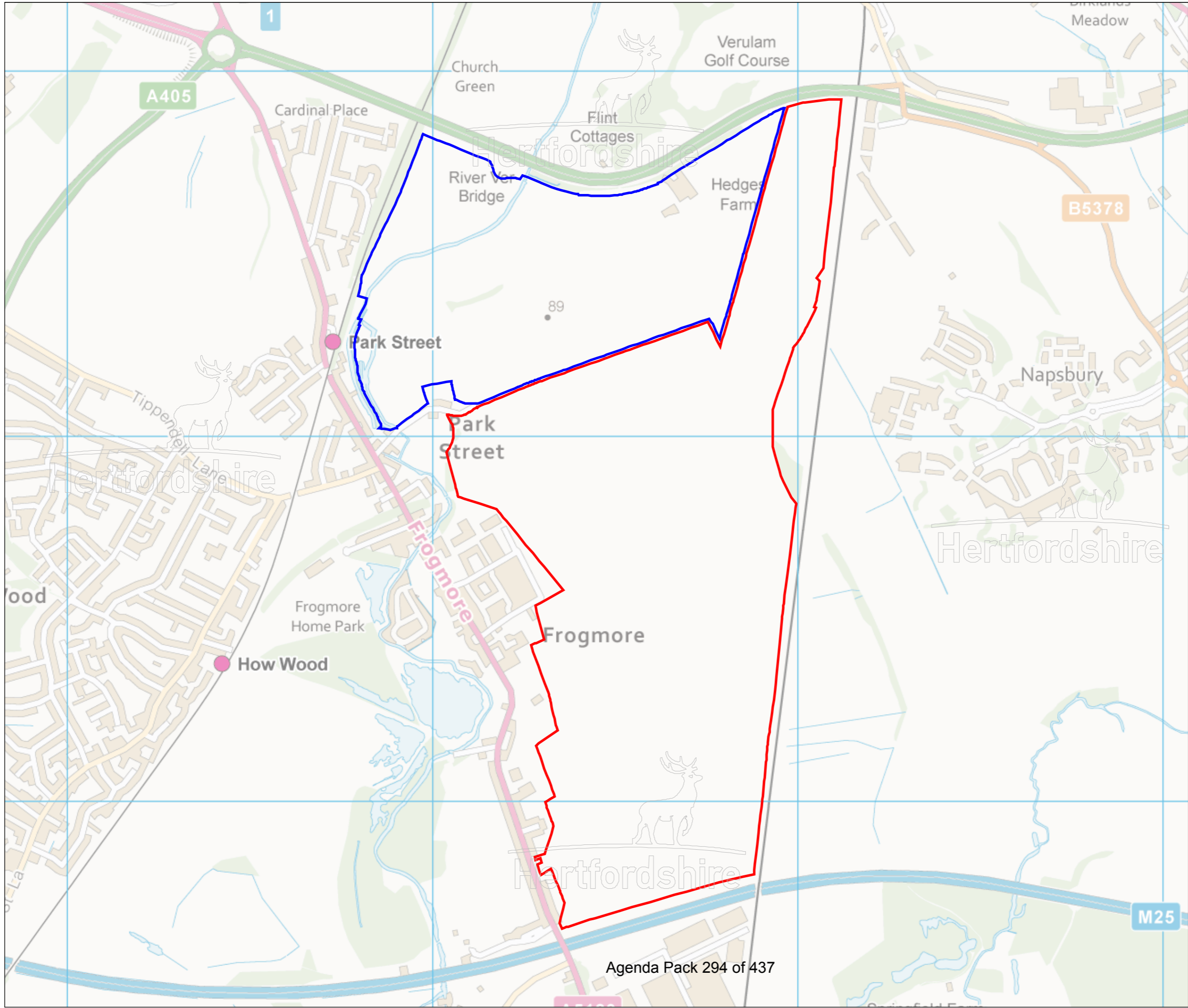
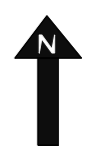
**St Albans City and District Council Call for Sites Consultation (Jan/Feb 2018)**  
**Hertfordshire County Council sites (sites in red are no longer being promoted)**

Site Name	Existing Feasibility	Feasibility Required	Reason for no longer promoting this site
Detached playing field, Aboyne Lodge School	High level highway assessment (2008) Planning Appraisal	Archaeology/heritage asset assessment Ecological appraisal High Level Highway Assessment Tree Survey	Relocation of school required. No opportunity in the town centre. Site required for school use.
Smallford Farm and Smallford Pit, Smallford	None	Planning feasibility – to look at site capacity, masterplanning and environmental constraints	Smallford Pit is contaminated and requires remediation.
Land at Perham Way, London Colney	Planning application to be submitted subject to re-providing tennis courts		Planning application about to be submitted.
Land south of Napsbury	Detailed technical feasibility work (2007/9) carried out and representations submitted to LPA proving capacity of site to accommodate circa 447 dwellings (V&G)	Refresh of 2007/9 feasibility work	
Land north of Napsbury	Detailed technical feasibility work (2007/9) and representations submitted to LPA proving capacity of the site to accommodate 149 dwellings and a 2 form entry primary school (V&G)	Refresh of 2007/9 feasibility work	
Smallford Recreation Ground, Oaklands Lane, St Albans	None	Planning appraisal High Level Highway Assessment Archaeology assessment Ecological appraisal	No suitable alternative site to relocate playing pitches (detached playing field for Onslow St Audrey's School, Hatfield) and sports facilities
Land East of Kay Walk, St Albans	None	Planning feasibility – to look at site capacity, masterplanning and environmental constraints	
Land to rear of Harpenden Fire Station, Leyton Road, Harpenden	None	HLHA Archaeology/heritage asset assessment Tree Survey Ecological Appraisal	Submit planning application.

**St Albans City and District Council Call for Sites Consultation (Jan/Feb 2018)**  
**Hertfordshire County Council sites (sites in red are no longer being promoted)**

Redbourn Library, Lamb Lane, Redbourn		None	Planning application submitted September 2017.
Land at Stephens Way and Flamsteadbury Lane, Redbourn	None	Planning feasibility – to look at site capacity, masterplanning and environmental constraints Tree Survey	
Rural Estate land at Waterdell, adjacent to Mount Pleasant JMI	None - Reps made to Core Strategy consultations identifying potential contribution to enabling expansion of primary school.	Planning feasibility – to look at site capacity, masterplanning and environmental constraints Tree Survey	
Land at Highfield Farm, Tyttenhanger	Planning feasibility (Nov 2017) AMEC	None – planning application for residential redevelopment of existing farm buildings to be submitted outside of Local Plan process	
Former Radlett Aerodrome, Radlett	Indications from the early work of TW and Harrow Estates provide evidence that the site is potentially suitable and deliverable to meet housing growth needs.	The site access would need to be identified, and the SFRI scheme includes a Park Street bypass.	
Carpenter's Nursery, Sandridge	Planning appraisal (2017)	Planning feasibility – to look at site capacity, masterplanning and environmental constraints Archaeology assessment	
Land at Kingfisher Close, Wheathampstead	None	Flood Risk Assessment Topographical survey Transport Statement Tree Survey Ecological appraisal Potential site layout/design Planning Statement	Commission site feasibility work and submit a planning application.

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- Hertfordshire CC
- Gorehambury Estate



Resources  
Hertfordshire County Council  
County Hall  
Hertford SG13 8DQ

PROJECT  
Former Radlett Airfield

DRAWING TITLE  
Location Plan

DRAWN	J. Nunn
CHECKED	
DATE	26/01/2018
SCALE	1:10000 @ A3
PLAN NO.	HP 2959
REVISION	

**HERTFORDSHIRE COUNTY COUNCIL**

**CABINET  
MONDAY, 19 FEBRUARY 2018 AT 2:00PM**

Agenda Item  
No:

**12**

**TO CONSIDER THE FUTURE OF RURAL ESTATE LAND AT BALDOCK**

*Report of the Director of Resources*

Author: Roger Arbon, Senior Estates Officer, 01992 588052

Executive Member: David Williams, Leader of the Council (as responsible for the Resources, Property and the Economy portfolio)

Local Members: Steve Jarvis, Royston West and Rural  
Michael Muir, Baldock and Letchworth East

**1. Purpose of Report**

- 1.1 For Cabinet consideration of the future of the land as set out in the report and to seek agreement that it be made available for development for the uses for which it is being allocated in the North Hertfordshire District ("NHDC") Local Plan.
- 1.2 To enable Cabinet to consider a strategy for the closure of the rural estate business at Baldock as detailed in this report and to authorise the release of the lands for disposal and development of the urban extensions to the town after adoption of the new NHDC Local Plan.

**2. Summary**

- 2.1 The County Council has been requested to advance land at Baldock for development to assist NHDC in meeting its housing supply and other growth requirements within the new Local Plan period. The County Council owns a large area of agricultural land to the east and north of Baldock (currently let as farms and managed by the County Council's Rural Estate team such land subsequently referred to as the Baldock Rural Estate) which can be made available to meet proportion of the requirement. Initial planning indicates a likelihood of the ability to provide lands to accommodate some 3,300 dwellings with associated infrastructure and local facilities, together with a substantial area of employment land.
- 2.2 Part of this land is a site at Royston Road that was taken out of use and reserved as a primary school site but never used. It is no longer required for school use as the master-planning work for the urban extensions shows other more appropriate sites for a school. It is located at the eastern edge of existing development and is capable of immediate housing development (subject to planning permission).
- 2.3 Planning applications have been submitted.

### **3. Recommendation**

3.1 The Resources, Property and the Economy Cabinet Panel will consider a report on this item of business at its meeting on 14 February 2018. The Panel will be invited to recommend that Cabinet:-

- (i) agrees the land at Royston Road, East of Clothall Common, Baldock as shown on the plan (Site identification 101A), attached at Appendix A to the report, is surplus to County Council requirements and approves the proposed disposal of the land,
- (ii) delegates to the Director of Resources in consultation with the Leader of the Council (as responsible for the Resources, Property and the Economy portfolio) and the Executive Member for Environment, Planning and Transport, to approve the terms of the sale of the land at Royston Road, Baldock.
- (iii) agrees that the rural estate lands to the North and East of Baldock (as shown on the attached plan RE2842/F, attached as Appendix B to the report, are surplus to needs and can be released for disposal for the creation of urban extensions developments and authorises a programme of phased closure of the Hertfordshire County Council's Rural Estate service in this location to achieve the required timetable of land releases and disposals for those developments, with the details to be agreed by the Director of Resources in consultation with the Leader of the Council (as responsible for the Resources, Property and the Economy portfolio) and the Executive Member for Environment, Planning and Transport; and
- (iv) authorises a scheme for rationalisation of the Baldock Estate be prepared by the Director of Resources and tenants consulted prior to its implementation, and that the Director of Resources in consultation with the Leader of the Council (as responsible for the Resources, Property and the Economy portfolio) be authorised to agree the termination of tenancies and payment of appropriate compensation.

3.2 The Cabinet Panel's recommendation/s to Cabinet will be reported orally at the Cabinet meeting and circulated to Members in the Order of Business sheet.

### **4. Background**

4.1 Large areas of farmland at Baldock were purchased by the County Council in the early 1920s to develop colonies of smallholdings. The nature of the holdings has changed with many of the houses being sold off and the land merged with adjoining holdings leaving a smaller number of larger units.

4.2 In the early 21<sup>st</sup> Century, the County Council promoted part of the lands, principally those enclosed by the by-pass, for residential development to assist the supply of housing land for the area. During discussions with the Local Planning Authority regarding its development of a new Local Plan, the County Council was encouraged to revisit its original Masterplan (showing c 1000 dwellings) in view of the emerging



increase in the required housing numbers and was asked to review the possibility of promoting all of the Rural Estate property at Baldock enclosed by the by-pass and to the north of the railway line. The scheme now shows a capacity for c3300 dwellings.

- 4.3 These areas of land are let under various tenancies which will require discussions to be had with the tenants whose livelihoods will be severely impacted and in some instances completely curtailed and as such the situation needs to be managed in a sensitive manner. The majority of the tenants have been farming for many years and are unlikely to be able to start again elsewhere if dispossessed; however, by careful planning and timing of any terminations, the impact to tenants and cost to the County Council can be minimised. A clear timetable for possession is therefore essential.
- 4.4 The tenancy agreements allow the County Council to regain possession of the land for development where planning permission has been granted following the service of appropriate notices. Processes will be examined in detail in the proposed strategy document.
- 4.5 In some circumstances, statutory compensation will be payable for the loss of tenancy and tenant's improvements. Such compensation can only be fully assessed on the termination of the tenancy. It is possible early possession of the land could be obtained; but this would be through negotiation and subject to an enhanced level of compensation above the statutory levels.
- 4.6 A full strategy for enabling the Rural Estates Land will be developed by the project team with a view to keeping the land occupied and farmed until required for development giving due consideration to sensitivity and timescales.
- 4.7 The land to the North and East of Baldock forms a significant part of the Rural Estates Service in North Hertfordshire.
- 4.8 The land (including the Former Reserve School Site) at Royston Road, Baldock forms part of a larger land holding which was originally acquired for Rural Estate use. During the 1980s, land adjoining the site and known as Clothall Common was sold for residential development. This site was also taken out of the rural estate use and was allocated as a reserve one form of entry junior school site, but never developed. The site lies outside of the green belt. It is currently fallow, with no income.
- 4.9 The County Council no longer regards one form of entry schools to be viable from either a cost or community point of view and current primary school needs have been catered for by permanent school expansions. Other school sites are contained within the masterplan for the urban extensions and this site is therefore no longer required.
- 4.10 Residential use of the site has been proposed and careful attention given to development in advance of the Urban extension areas. Compatibility issues have been resolved and suitable access to the site established and a Planning Application submitted.

## **7. Town Planning**

- 7.1 The Rural Estate Land has been allocated for development in the emerging North Herts Local Plan. The Plan is now at Examination until the end of March. Matters relating to Baldock are to be discussed at the Examination hearing session on 6 February 2018. The published timetable regarding the Local Development Scheme schedules the new Local Plan to be adopted at March 2018; however delays in the process suggest a more realistic timing of September 2018.
- 7.2 Applications for outline planning permission were submitted to NHDC for the urban extension sites on 21 December 2017. These will not be determined until the Local Plan is adopted. Please see at Appendix A the application location plan.
- 7.3 The former reserve school site (as shown in appendix B) has potential for residential development and an application for outline planning permission has been submitted to NHDC.

## **8. Financial Implications**

- 8.1 With regard to the Rural Estate Lands, whilst a detailed valuation is not available as yet, it is anticipated that the net residual value of the land is likely to be in excess of £100m over a development period of ten years or so.
- 8.2 It is estimated that compensation payments should not exceed £250,000 compensation rates are defined by statute with regard to agricultural holdings.
- 8.3 The loss of revenue to the Rural Estates Service would be £100,000per annum
- 8.4 In respect to the estimated value of the Royston Road site, with the benefit of outline planning consent, a capital receipt is estimated at approximately £4m.

## **9. Equality Act Implications**

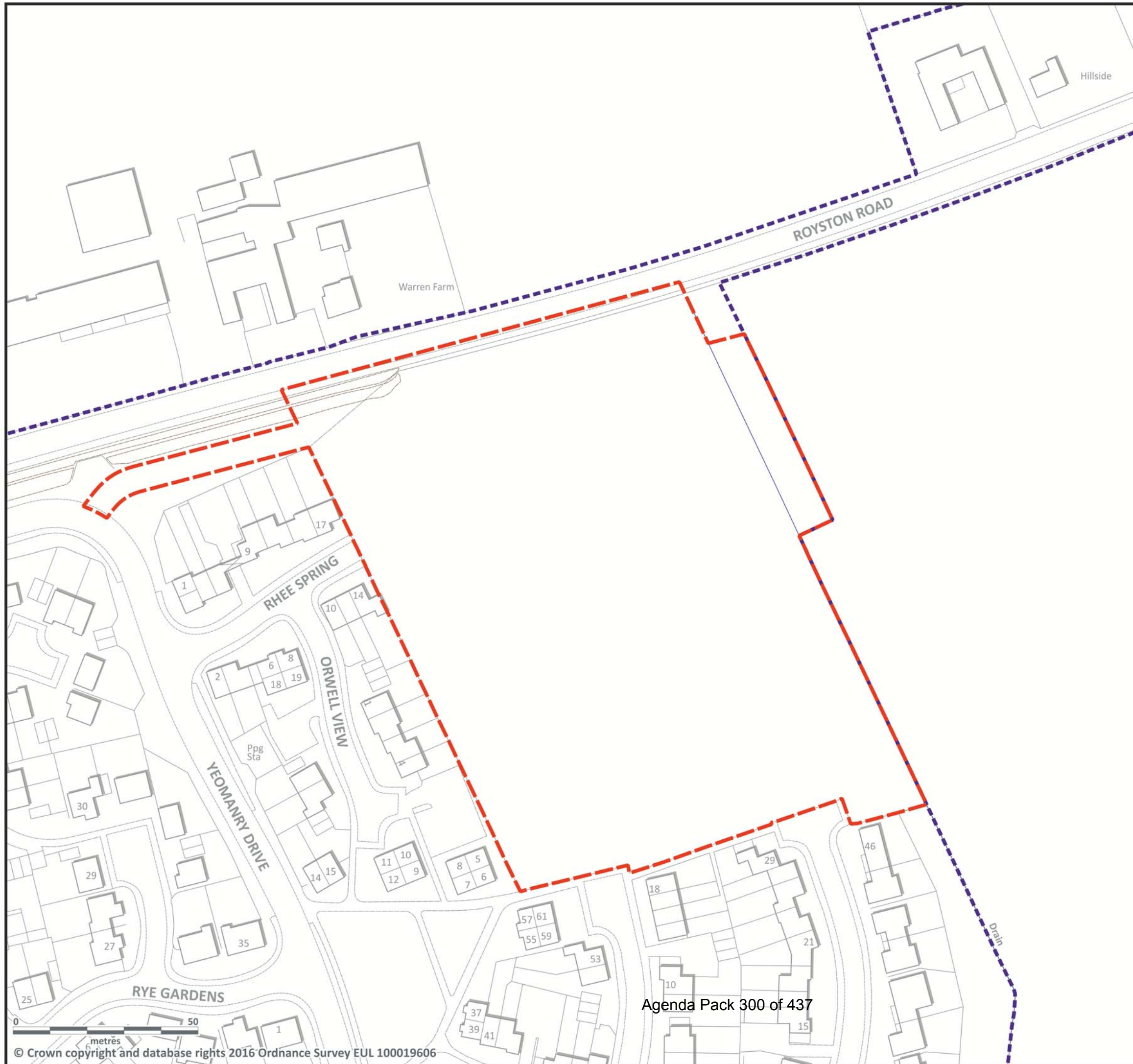
- 9.1 When considering proposals placed before Members it is important that they are fully aware of, and have themselves rigorously considered the Equality implications of the decision that they are making.
- 9.2 Rigorous consideration will ensure that proper appreciation of any potential impact of that decision on the County Council's statutory obligations under the Public Sector Equality Duty. As a minimum this requires decision makers to read and carefully consider the content of any Equalities Impact Assessment (EqIA) produced by officers.
- 9.3 The Equality Act 2010 requires the County Council when exercising its functions to have due regard to the need to (a) eliminate discrimination, harassment, victimisation and other conduct prohibited under the Act; (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it. The

protected characteristics under the Equality Act 2010 are age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief, sex and sexual orientation.

9.4 It is considered that there are no equalities implications arising from this report, the matter will however be kept under review.

**Background Information**

*None.*



- APPLICATION BOUNDARY  
1.75ha 4.34ac
- OTHER LAND IN APPLICANTS OWNERSHIP

## APPENDIX A

**REVISION A:**  
Site boundary amendment  
HNA/23-03-2017

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PROJECT TITLE  
**Site 4 Royston Road  
BALDOCK  
Hertfordshire**

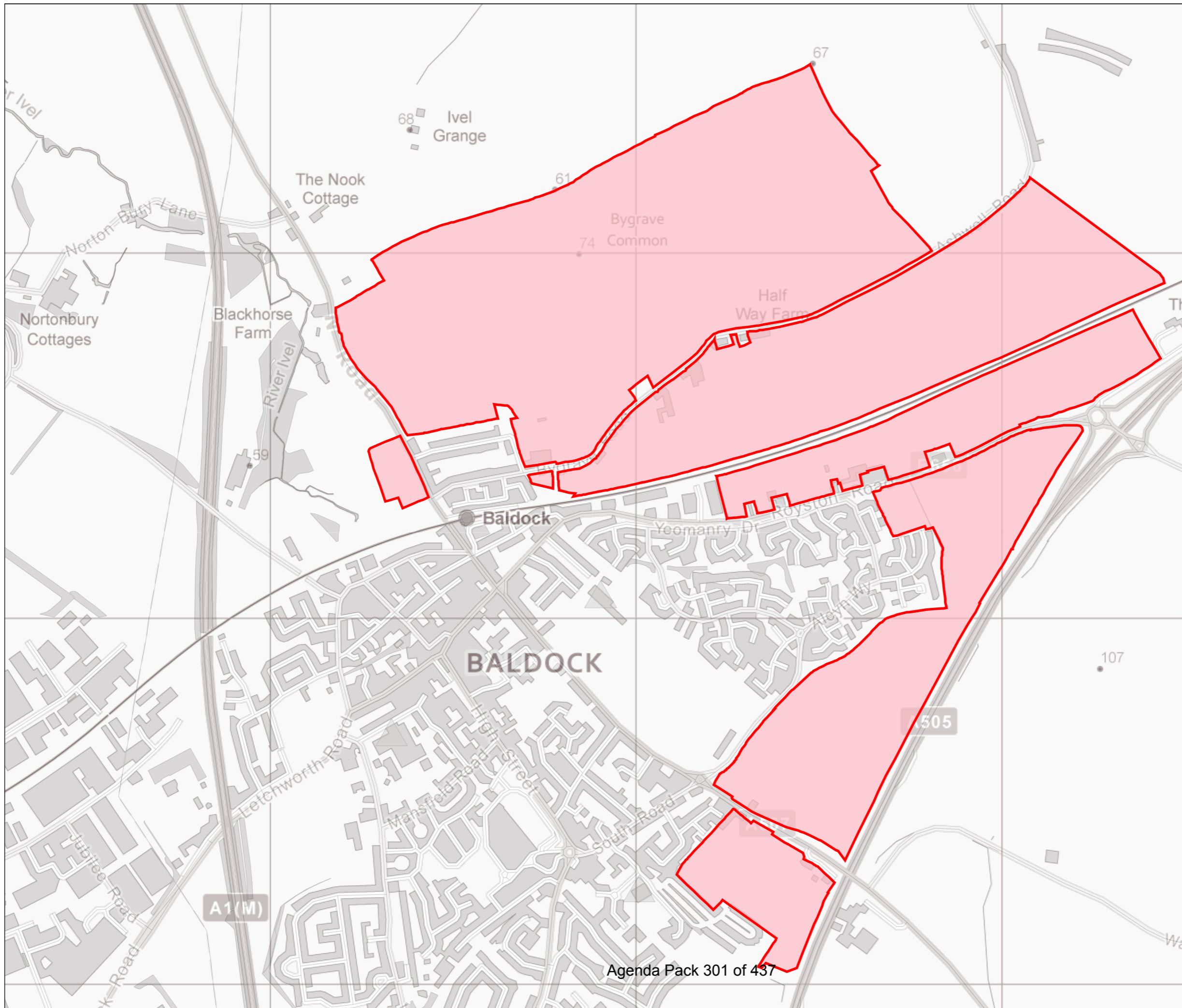
DRAWING TITLE  
**Site identification**

SCALE	DATE	CHECKED
1:1000	OCTOBER 2014	
	DRAWN	DATE
	HNA	

PROJECT No.	<b>N</b>	101A
<b>5028</b>		

**VINCENT AND GORING**  
**CHARTERED ARCHITECTS AND TOWN PLANNERS**  
STERLING COURT NORTON ROAD STEVENAGE HERTS  
TELEPHONE: 01438 316331 FAX:01438 722035

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Resources  
 Hertfordshire County Council  
 County Hall  
 Hertford SG13 8DQ

PROJECT  
**Baldock  
 Rural Estate Outline**

DRAWING TITLE

DRAWN M Flunder

CHECKED

DATE 18/01/2018

SCALE 1:10000 @ A3

PLAN NO. REVISION

RE 2842 / F

**HERTFORDSHIRE COUNTY COUNCIL**

**CABINET**

**MONDAY, 19 FEBRUARY 2018 AT 2.00PM**

**WHEATSHEAF FARM, HIGH CANONS, BOREHAMWOOD – TO  
CONSIDER THE FUTURE OF THE FARMHOUSE AND FARM BUILDINGS**

Report of the Director of Resources

Report Author: Sharon Roskilly, Senior Estates Officer  
01992 555988

Executive Member: David Williams, Leader of the Council (as  
responsible for the Resources, Property and the  
Economy portfolio)

Local Member: Morris Bright, Potters Bar West & Shenley

**1. Purpose of Report**

1.1 To enable Cabinet to consider the future of the farmhouse and farm buildings at Wheatsheaf Farm, High Canons, Borehamwood.

**2. Summary**

2.1 The County Council holds freehold title to the farmhouse and farm buildings at Wheatsheaf Farm Borehamwood. The farm was held as part of the County Council's Rural Estate and declared surplus to service needs in 2017.

2.2 Wheatsheaf Farm is located within the Metropolitan Green Belt and the Farmhouse is Grade 2 listed. The farm also contains an identified County Wildlife Site (the pond). All of the buildings are in a poor state of repair and significant capital expenditure would be required to permit reoccupation.

2.3 The property was taken out of use by the Rural Estate and is now managed as part of the County Council's Property Management Agreement (PMA) contract whilst town planning issues and opportunities for future use of the listed building have been more fully investigated.

2.4 Early discussions with Hertsmere Borough Council as Local Planning Authority have identified the potential for two/ three additional dwellings (as additions to that of the Farmhouse Block). The approval of the Secretary of State will also be required as the property is subject to the Green Belt Act 1938.

- 2.5 Approval is sought to allow disposal of the farmhouse block and farm buildings once outline planning permission and all other relevant consents have been obtained.
- 2.6 The disposal would reflect the enhanced value of the site due to the outline planning consent and result in the realisation of a capital receipt for the County Council.
- 2.7 The remaining 15 acres of grazing land at Wheatsheaf Farm are adjacent to other areas of farm land held by the County Council's Rural Estate. The 15 acres are to be retained by the County Council and re-let as part of the County's Rural Estate.

### **3. Recommendations.**

- 3.1 The Resources, Property and The Economy Cabinet Panel will consider a report on this item of business at its meeting on 14 February 2018. The Panel will be invited to recommend to Cabinet that Cabinet:-
  - i) approves that the farmhouse block and farm buildings at Wheatsheaf Farm, as marked red and blue on the Site Location Plan (EM 14446) at Appendix 1 to the report are declared surplus and to requirements and disposed of subject to 3.1 (ii).
  - ii) delegates to the Director of Resources in consultation the Leader of the Council (as responsible for the Resources, Property and the Economy portfolio) and the Executive Member for Environment, Planning and Transport to agree and approve the terms of the sale and disposal of the farmhouse block and farm buildings at Wheatsheaf Farm and take such other steps as are appropriate to secure disposal of the site.
- 3.2 The Cabinet Panel's recommendation/s to Cabinet will be reported orally at the Cabinet meeting and circulated to Members in the Order of Business sheet.

### **4. Background**

- 4.1 The County Council holds the freehold interest of the farmhouse and farm buildings at Wheatsheaf Farm, High Canons, Borehamwood. A Site Location Plan number EM14446 is attached at Appendix 1. The holding includes a Grade 2 listed farmhouse, annexe and outer buildings (edged red) and various equestrian buildings, yards and hard standing areas (edged blue).
- 4.2 The Grade 2 listed farmhouse dates from the 17<sup>th</sup> Century and has been extended to the north east to include a bedsit, additional rooms and a garage. There is a further range of small ancillary outer buildings and a garden to the rear.

- 4.3 The Wheatsheaf Farm stables are immediately adjacent to the farmhouse and comprise 22 stables, indoor menage, various associated outer buildings and hard standing area, together with curtilage and yard areas. The farmhouse and stables areas have separate but adjoining access from the highway.
- 4.4 The County Council acquired the land as part of the High Canons Estate in 1937. A Green Belt Scheme deed between Hertfordshire County Council and London County Council dated 3<sup>rd</sup> March 1938 referred to these said lands as “hereby declared to be part of the Green Belt around London”.
- 4.5 The farm was identified in the Rural Estates Improvement Plan (REIP) in November 2003 (and 2011 plan review) as Non-Core, as it did not meet the service’s core objectives.
- 4.6 The land and buildings were previously let out to a tenant with an equestrian business but were subsequently vacated. The property was declared surplus to service needs in 2017 and currently forms part of the County Council’s Corporately Managed Property estate managed by its retained Property Management Agent.
- 4.7 The options for the future of the land are to;
- a) Do nothing; the buildings continue to be managed as part of the County’s Corporately Managed Estate incurring management charges and the need for essential repairs and maintenance to keep the main buildings wind and weather tight,
  - b) The buildings are brought up to a tenantable standard and re-let; with the County Council providing a significant capital sum to fund the repair and refurbishment of the Grade 2 listed farmhouse and ancillary buildings.
  - c) To declare the buildings surplus and dispose of them subject to a satisfactory planning permission consent and completion of all necessary approvals and pre-sale processes.
- 4.8 Option a) is not recommended due to deteriorating condition of the listed buildings.
- 4.9 Option b) is not recommended as this would involve a considerable capital sum to fund the required works.
- 4.10 Option c) considers the sale of farmhouse and buildings, which with the benefit of outline planning permission consent for additional houses will yield a significant capital receipt.



## **5. Town Planning**

- 5.1 Wheatsheaf Farm is located within the Metropolitan Green Belt. The farm also contains an identified County Wildlife Site (the pond). Planning enquiries have identified the potential for additional dwellings (in addition to that of the Grade 2 listed farmhouse and annexe).
- 5.2 The planning consultation with Hertsmere Borough Council is against the backdrop of the Grade 2 listed farmhouse and a heritage specialist is to be consulted with regard to this building and its immediate curtilage prior to submission of an outline planning application for replacement of the farm buildings with two or three new dwellings. Regard is also to be had to the rural location and the setting which incorporates the County Wildlife site (the pond).

## **6. Property Implications**

- 6.1 The County Council will be disposing of potentially surplus buildings with significant repairing liabilities and gaining an enhanced capital receipt.
- 6.2 The adjoining grazing land will be retained by the County Council and re let for farming use as part of its Rural Estate.

## **7. Financial Implications**

- 7.1 The County Council has and will continue to seek independent property and valuation advice regarding the disposal of the Wheatsheaf farmhouse block and farm buildings and will ensure compliance with section 123 of Local Government Act 1972 to ensure best consideration is received on disposal of the land.
- 7.2 This report should be read in conjunction with the accompanying Part II report which sets out existing and alternative use valuation detail.

## **8. Equality Act Implications**

- 8.1 When considering proposals placed before Members it is important that they are fully aware of, and have themselves rigorously considered the Equality implications of the decision that they are making.
- 8.2 Rigorous consideration will ensure that proper appreciation of any potential impact of that decision on the County Council's statutory obligations under the Public Sector Equality Duty. As a minimum this requires decision makers to read and carefully consider the content of any Equalities Impact Assessment (EqIA) produced by officers.
- 8.3 The Equality Act 2010 requires the County Council when exercising its functions to have due regard to the need to (a) eliminate discrimination, harassment, victimisation and other conduct prohibited under the Act;

(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it. The protected characteristics under the Equality Act 2010 are age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief, sex and sexual orientation.

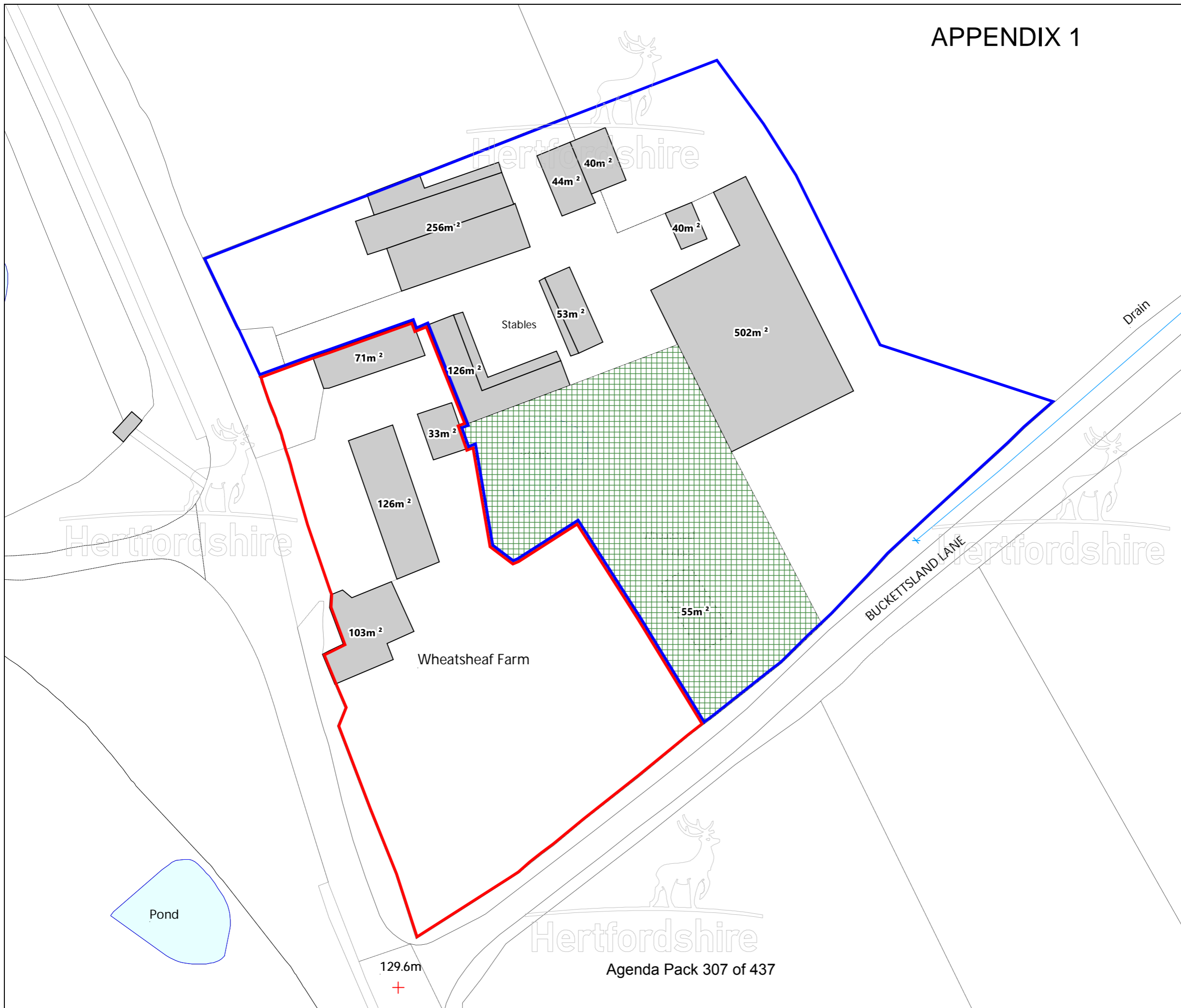
- 8.4 An EqlA has not been completed at this stage of the process. This will remain under review although there are not any direct equality implications arising from this report.

*Background Information*

*None.*

# APPENDIX 1

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**Lambert  
Smith  
Hampton**



PROJECT  
 Wheatsheaf Farm  
 Well End Road  
 Borehamwood

DRAWING TITLE  
 Site Location Plan

DRAWN Jo-Ann Burke

CHECKED

DATE 04/08/2015

SCALE 1:500@A3

PLAN NO. EM 14446

REVISION

GRID REF: TQ2098

04/08/2015

**HERTFORDSHIRE COUNTY COUNCIL**

**CABINET**

**MONDAY, 19 FEBRUARY 2018 AT 2.00PM**

**LAND AT FOXGROVE PATH, SOUTH OXHEY- TO CONSIDER THE FUTURE OF THE LAND**

Report of the Director of Resources

Report Author: Sharon Roskilly, Senior Estates Officer  
01992 555988

Executive Member: David Williams, Leader of the Council (as responsible for Resources, Property & the Economy portfolio)

Local Member: Joan King, South Oxhey & Eastbury

**1. Purpose of report**

1.1 To enable Cabinet to consider the future of the land at Foxgrove Path, South Oxhey.

**2. Summary**

2.1 The County Council holds the freehold title to the land at Foxgrove Path, South Oxhey, which comprises approximately 1.55 hectares (3.84 acres) of grazing land. An asset plan (number 00182501) is attached at Appendix 1.

2.2 The land was acquired as part of a portfolio of sites for new schools from the London County Council in 1958. Although acquired originally for education purposes, it has never been used for educational use.

2.3 The land is allocated within the Three Rivers District Council's Local Plan local plan for housing and a planning application has been submitted by the County Council for 49 new dwellings (including affordable housing). A decision on the application is expected shortly.

**3. Recommendations**

3.1 The Resources, Property and the Economy Cabinet Panel will consider a report on this item of business at its meeting on 14 February 2018. The Panel will be invited to recommend to Cabinet that Cabinet:-

- i) declares the land at Foxgrove Path, South Oxhey, as shown on the plan at Appendix 1 to the report, surplus to requirements and be disposed of.

- ii) delegates to the Director of Resources in consultation with the Leader of the Council (as responsible for the Resources, Property and the Economy portfolio) and the Executive Member for Environment, Planning and Transport the authority to agree the terms of the sale of the land and dispose of the land at Foxgrove Path, South Oxhey.
- 3.2. The Cabinet Panel's recommendation/s to Cabinet will be reported orally at the Cabinet meeting and circulated to Members in the Order of Business sheet.

#### **4. Background**

- 4.1 The land is currently part of the County Council's Corporately Managed Property Portfolio and subject to a yearly grazing licence. An aerial view of the land is attached at Appendix 2.
- 4.2 The land does not perform any current service use and is considered surplus to requirements. It is noted within the County Council's current Asset Management Plan as "not fit for purpose".
- 4.3 The options for the future of the land are to;
- a) Do nothing; the land continues to be managed and let for grazing;
  - b) To dispose of the land subject to a satisfactory planning permission consent and completion of all necessary approvals and pre-sale processes.
- 4.4 Option a) is not recommended due to the low value rental receipts and ongoing costs of management.
- 4.5 Option b) considers the sale of land, which with the benefit of outline planning permission consent for residential redevelopment which will yield a significant capital receipt.

#### **5. Property Implications.**

- 5.1 The County Council will be disposing of surplus land which is currently managed as part of the County Council's corporately managed estate and let on an annual grazing licence.

#### **6. Financial Implications.**

- 6.1 The County Council has and will continue to seek independent property and valuation advice regarding the disposal of the land at Foxgrove Path and will ensure compliance with section 123 of Local Government Act 1972 to ensure best consideration is received on disposal of the land.

6.2 This report should be read in conjunction with the accompanying Part II report which sets out existing and alternative use valuation detail.

## **7. Equality Act Implications**

7.1 When considering proposals placed before Members it is important that they are fully aware of, and have themselves rigorously considered the Equality implications of the decision that they are making.

7.2 Rigorous consideration will ensure that proper appreciation of any potential impact of that decision on the County Council's statutory obligations under the Public Sector Equality Duty. As a minimum this requires decision makers to read and carefully consider the content of any Equalities Impact Assessment (EqIA) produced by officers.

7.3 The Equality Act 2010 requires the County Council when exercising its functions to have due regard to the need to (a) eliminate discrimination, harassment, victimisation and other conduct prohibited under the Act; (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it. The protected characteristics under the Equality Act 2010 are age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief, sex and sexual orientation.

7.4 An EqIA has not been completed at this stage of the process. This will remain under review although there are not any direct equality implications arising from this report.

### *Background Information*

*None.*

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**HCC Land Asset Plan**

	Freehold
	Leasehold

Asset Name  
**Detached Playing Field Let for Grazing at Foxgrove Path  
12 Foxgrove Path  
South Oxhey**

Terrier Ref.	H151E
Site area	1.555 ha
Land Registry Title No.	Unregistered
Ordnance Survey map ref.	TQ1192SE
Reference Date	01/04/2009
Event Change Date	00/00/0000
Operational Designation	
Drawn	Jo-Ann Burke
Checked	LJ
Scale	1:1250

UPRN  
**00182501**





**HERTFORDSHIRE COUNTY COUNCIL**

**CABINET**

**MONDAY, 19 FEBRUARY 2018 AT 2.00PM**

**ADDITIONAL SCHOOL PLACES - INFORMATION ABOUT THE NEXT PRIMARY EXPANSION PROGRAMME; APPROVALS TO THE NEXT SECONDARY EXPANSION PROGRAMME (IN ST. ALBANS; STEVENAGE AND FOR HATFIELD); ADDITIONAL ACCOMMODATION SCHEMES; S106 FUNDS; AND FOR PROJECTS IN BISHOPS STORTFORD**

*Report of the Director of Children's Services*

Report Author: Pauline Davis, Head of School Planning  
Tel: 01992 555865  
Simon Newland, Director of Operations (Education)  
Tel: 01992 588755  
Dick Bowler, Estates Manager  
Tel: 01992 556223

Executive Member: Terry Douris (Education, Libraries & Localism)

Local members: Stephen Boulton (Hatfield Rural), Eric Buckmaster (Sawbridgeworth), Ken Crofton (Hertford Rural), Susie Gordon (Hatfield East), John Hale (Colney Heath & Marshalswick), Michael Hearn (Shepall), Charlotte Hogg (St. Albans North), Tina Howard (Hemel Hempstead South East), Graham McAndrew (Bishop's Stortford Rural), Robin Parker (Chells), Nigel Quinton (Handside & Peartree), Anthony Rowlands (St. Albans East), Colin Woodward (Bishop's Stortford West), Sandy Walkington (St. Albans South), John Wyllie (Bishop's Stortford East), Paul Zukowskyj (Hatfield South).

**Purpose of report**

1.1 To update Members on a number of issues related to primary and secondary school additional school place proposals.

**2. Summary**

2.1 The proposed primary expansion requirements for September 2019 and 2020 (PEP8), which are currently subject to consultation, are set out in this report. Approval is sought for the proposed third secondary expansion programme (SEC3), for two additional accommodation schemes, for funding for temporary accommodation for September

2018 and the application of S106 funds to support school expansion projects.

- 2.2 Approval is also sought to commence with a compulsory purchase order process to secure unfettered ownership of a leasehold site in Stevenage.
- 2.3 Updates are also provided on school proposals in Bishop's Stortford (both north and south) and funding approvals sought, some of the details of which are contained in the accompanying Part II report.

### **3. Recommendations**

3.1 The Education, Libraries & Localism Cabinet Panel considered a report on this item of business at its meeting on 6 February 2018. The Panel noted:

- (i) that the Director of Children's Services is consulting on the proposed permanent school expansion by 1.0 f.e. of Belswains, Hemel Hempstead from September 2019 and St. Peter's, St. Albans, from September 2020;
- (ii) the overall scale of the current estimated cost of that primary expansion programme;
- (iii) the latest position on developments in Bishop's Stortford;

3.2 and recommended to Cabinet that Cabinet approves:

- (iv) the Council entering into funding agreements with the secondary schools identified in paragraph 5.3 of the report and the accompanying Part II report; the terms of such funding agreements to be agreed by the Director of Children's Services in consultation with the Executive Member for Education, Libraries and Localism;
- (v) the Council entering into a funding agreement with Samuel Ryder Academy, St Albans for additional accommodation as identified in the accompanying Part II report; the terms of such funding agreement to be agreed by the Director of Children's Services in consultation with the Executive Member for Education, Libraries and Localism.
- (vi) the Council entering into a funding agreement with Tewin Cowper Primary school, Tewin for a contribution of £0.31m towards its additional accommodation scheme; the terms of such funding agreement to be agreed by the Director of Children's Services in consultation with the Executive Member for Education, Libraries and Localism.

- (vii) the use of £2.0m additional funds for temporary expansions for September 2019, where required.
- (viii) the application of S106 funds identified in Appendix E subject to town planning approvals where appropriate.
- (ix) the making of a Compulsory Purchase Order for the acquisition of the freehold interest in all of the land demised under the 1564 lease, and now comprising the former East site of Barnwell School, Stevenage and the site of Ashtree Primary School, Stevenage and the costs outlined in the Part II report, and delegates to the Director of Resources, in consultation with the Leader of the Council (as responsible for Resources, Property and the Economy) and the Executive Member for Education, Libraries and Localism authority to agree the detail of and to issue the Compulsory Purchase Order.
- (x) the revision to the agreed capital budget for the Bishops Stortford North schools schemes as mentioned in the report;
- (xi) the addition of the scheme for relocation and expansion of The Bishops Stortford High School within the terms set out in Part II of this report.
- (xii) a further contribution of £1.4m to The Herts & Essex High School towards its expansion.

#### **4. Background**

##### **Primary**

- 4.1 This report informs the Panel of the next programme of primary school expansions and the Director of Children's Services consultation on the expansion of school premises at four schools by 2019 and 2020.

##### Primary Expansion Programme for September 2019 & 2020 (PEP8)

- 4.2 Work has been undertaken to identify where expansions are required for 2019. The demand for primary school places county-wide is forecast to have reached its peak and therefore the requirement for permanent expansion continues to be lower than in previous years. For 2019 and 2020 permanent expansion is considered for two areas, necessary in Hemel Hempsted and desirable in St. Albans. Options within each area have been assessed using the Director of Children's Services' four tests:

- does it provide the right number of places in the right location?
- does it support and not undermine school effectiveness?
- are the implications for buildings, environment and cost feasible and affordable?
- transitional implications.

- 4.3 Having considered the above four tests the Director of Children’s Services had decided to consult on proposals to expand the following schools, all of which require statutory process.

Area	School name	Expansion by form of entry (FE)	Increase in admission number	Year
Hemel Hempstead	Belswains	1.0 f.e. (1 to 2 f.e.)	30	2019
St. Albans	St. Peter’s	1.0 f.e. (1 to 2 f.e.)	30	2020

- 4.4 Copies of the consultation letters, containing relevant information on the need and rationale for the places, are attached as appendices A and B.

Next steps

- 4.5 The Director of Children’s Services’ is consulting on the expansion of Belswains, and St. Peter’s primary schools, which forms the first stage of any statutory processes for the permanent expansion of the school premises. The schools are aware of their potential inclusion in the proposed programme. The Local Members have also been informed and offered involvement in the formulation of specific proposals.
- 4.6 The timetable of future action in relation to proposals on which the County Council is consulting would be:

Public consultation	23 Jan – 13 Mar (Belswains) 29 Jan – 19 Mar (St. Peter’s)
Panel (to receive the outcome of the consultation)	17 April
Cabinet (to approve the publication of statutory notices and capital projects)	23 April
Statutory Notice period	w/c 30 April -27 May
Cabinet (for final approval if objections received)	9 July
Implementation	September 2019 (Belswains) September 2020 (St. Peter’s)

- 4.7 Planning permission will also be required and in some cases, may present challenges. Should any proposal reach final approval stage it will be conditional upon the receipt of town planning permission.

## 5. Secondary

### Secondary Expansion Programme (SEC3)

- 5.1 The growth in demand for places continues into the secondary sector and it is necessary to secure additional places in several areas of the county from 2019 onwards. The Panel is asked to recommend to Cabinet on 19 February 2018 that the Authority be authorised to enter into funding agreements for the expansion of secondary schools outlined in para. 5.3 below.
- 5.2 The need for additional places has been identified for three areas of the county.
- 5.3 Negotiations with four schools have reached a conclusion as to the number of additional places to be made available and the amount of additional accommodation required to support them.

School name	Status	Area	Date of expansion	Increase in admission number
Sandringham	Academy	St. Albans	2019	30
St. Albans Girls'	Academy	St. Albans	2019	30
Stanborough	Academy	Welwyn Hatfield	2019	30
Chancellors	Foundation	Welwyn Hatfield	2019	30

### St. Albans

- 5.4 A shortage of places of at least two forms of entry (2 f.e.) is forecast for St. Albans from 2019 onwards.

	SCHOOL ADMISSIONS 2017	2015/16 ACTUAL	2016/17 ACTUAL	2017/18 FORECAST	2018/19 FORECAST	2019/20 FORECAST	2020/21 FORECAST
Actual Number on Roll		1488	1547				
Number of Year 7 Places Available	1716			1716	1740	1698	1698
Demand				1623	1626	1755	1765
Surplus/Shortage				93	114	-57	-67
% Surplus/Shortage				5.4%	6.6%	-3.4%	-3.9%
No of FE				3.1	3.8	-1.9	-2.2

- 5.5 In St Albans, pupil numbers have risen significantly in the last ten years. At the primary phase, an additional 9.3FE has been created since 2008 to meet rising demand. These larger cohorts are now moving into the secondary phase. An additional 4FE secondary school places have already been made available through expansions at Beaumont, Marlborough, St Albans Girls School, Sandringham and Verulam. A further 2FE secondary school places are needed to ensure sufficient capacity is available for September 2019 onwards.

## Welwyn/Hatfield

- 5.6 Forecasts for Hatfield indicate a need for additional secondary school places of over 3FE by 2019.

	SCHOOL ADMISSIONS 2017	2015/16 ACTUAL	2016/17 ACTUAL	2017/18 FORECAST	2018/19 FORECAST	2019/20 FORECAST	2020/21 FORECAST
Actual Number on Roll		294	313				
Number of Year 7 Places Available	330			330	300	300	300
Demand				337	338	398	394
Surplus/Shortage				-7	-38	-98	-94
% Surplus/Shortage				-2.1%	-12.7%	-32.7%	-31.3%
No of FE				-0.2	-1.3	-3.3	-3.1

- 5.7 Significant additional primary capacity has been created in Hatfield to meet demand for reception places (4FE in 2011), along with a number of additional temporary 'bulge' classes in order to meet demand. These enlarged primary cohorts are working their way through to secondary school. The two secondary schools in Hatfield are full to their current Published Admission Numbers (PANs) and for the last two years, Onslow St. Audrey's School has offered additional places to ensure every child could access a local school place. Onslow is seeking to increase its PAN by 30 (1 f.e.) permanently and is awaiting approval from the Regional Schools Commissioner to its proposal. Both schools will then be at their maximum capacity and cannot expand further. There would then be a need for a further 2FE from 2019. This excludes any demand arising from pupil yield from proposed new housing.
- 5.8 In order to meet this demand negotiations have been held with the next nearest schools, Stanborough in Welwyn Garden City, conditional upon a change in the schools' admissions criteria to ensure the additional 30 places offered are prioritised to Hatfield applicants, and Chancellors in Brookman's Park, to ensure that 25 of the 30 places are prioritised for Hatfield applicants.
- 5.9 In the longer term, the County Council is seeking a secondary school site allocation in the Welwyn Hatfield Local Plan, capable of up to 10FE, to accommodate a new secondary school to serve the Hatfield settlement. Once this new school is established, Chancellors and Stanborough's admissions rules will revert and no longer specifically prioritise Hatfield applicants. It is anticipated that, by this point, the additional capacity created at these two schools will be required to meet the rising needs in their own areas.

## **6. Other requirements**

- 6.1 In addition to the proposed expansions above, additional accommodation is required at one primary and one secondary school in order for them to retain their PANs (without which expansion would need to be made and funded elsewhere).

Samuel Ryder (secondary), St. Albans

6.2 Samuel Ryder school was established as an all-through school in 2012 following this authority's proposal to help to provide additional primary school places in St Albans to meet demand. The school became an academy as part of that process. The County Council delivered additional primary accommodation, which resulted in a loss of secondary accommodation. At the time the school was admitting significantly less secondary pupils than its Published Admission Number (PAN). There was also a surplus of places within St. Albans and this was therefore not a pressing issue; the priority was to re-establish the school. Since then, however, both the popularity of the school and demand for secondary school places across St Albans has significantly increased. As indicated in paragraph 5.4, a shortage of places is now forecast, and the level of deficit relies on all existing schools to fill to their published PANs. Additional accommodation is therefore required to enable it to do so, without which it would need to reduce its PAN (and the authority needing to find even more additional places in other schools).

6.3 The estimated cost is contained within the Part II report. The school is an academy and will deliver the project itself. Authority is therefore sought to enter into a funding agreement with the Academy.

Tewin Cowper Primary, Tewin

6.4 Tewin Cowper is the only school in the Tewin village. In recent years the school's reception intake has been close to its PAN of 25, and over (27) in 2016.

6.5 The current forecast across this wider area made up of separate villages suggests a deficit of places in 2019/20, with demand closely matching the number of places for other forecast years.

	SCHOOL ADMISSIONS 2017	2015/2016 ACTUAL	2016/2017 ACTUAL	2017/18 FORECAST	2018/19 FORECAST	2019/20 FORECAST	2020/21 FORECAST
Actual Number on Roll		73	70				
Number of Reception Places Available	75			75	75	75	75
Demand				64	71	77	70
Surplus/Shortage				11	4	-2	5
% Surplus/Shortage				14.7%	5.3%	-2.7%	6.7%
No of FE				0.4	0.1	-0.1	0.2

6.6 Historically, Tewin Cowper school's pupil numbers were lower which has meant that it has been able to run mixed year group classes across Key Stage 2. A rise in pupil numbers in recent years means that this will no longer be possible and an additional class will be needed from September 2018.

6.7 The contribution is £0.31m. This is a voluntary aided school and the work will be undertaken by the school via the St. Alban's Diocesan framework. Authorisation is therefore sought for officers to enter into a funding agreement with the school/Diocese.

### Stevenage land acquisition/Compulsory Purchase Order (CPO)

- 6.8 In light of the scale of anticipated future housing growth, within Stevenage, to the north of Stevenage within North Herts and to the east within East Herts, there will be a need for additional school places including new school provision via local plan allocations and other existing sites. The timing of that provision will depend on the rate of building in and around the town. The need for that provision could be as early as 2021 or 2022.
- 6.9 There is a site on which there is a former secondary school building (Collenswood – and more recently occupied by Barnwell school before it centralised on sites in the south of the town), an Education Support Centre (ESC), and an existing primary school (Ashtree).
- 6.10 The site is a leasehold and is shown on the plan attached as appendix C outlined blue. It was acquired in 1961 via assignment of a lease dated 1564 for 500 years. At the time of assignment the Landlord was unknown and subsequent enquiries/searches etc. have failed to identify the details of any current Freeholder. There are only 47 years remaining on the original lease.
- 6.11 Consideration has been given, and legal opinion sought, on how the County Council's interest could be consolidated. The advice received is that the only achievable option would be to instigate a Compulsory Purchase Order to acquire the freehold interest. The need to do this is because any new school would be an academy and there would be a requirement by central government that ownership or the availability of a 125 year lease is available before approving both investment in and establishment of a new school. Also, the existing primary school is seeking transfer to Academy status and the County Council will be required to establish the same lease terms. The ESC could remain on site.
- 6.12 In July 2014, Cabinet provided authority to authorise the making of a Compulsory Purchase Order for the acquisition of the freehold interest in of all of the land demised under the 1564 lease, see: <https://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/153/Committee/8/Default.aspx> Item 12. With the educational need case for a new secondary school in Stevenage now clear, and the impending academisation of the primary school, Cabinet is asked to reconsider the request, to agree the capital funding and to give approval to proceed.

### Temporary accommodation requirements for 2018

- 6.13 Additional funding is likely to be required to meet a number of primary and secondary temporary expansions for September 2018, based on



latest forecasts, where the need for permanent expansion cannot be evidenced.

#### Bishop's Stortford

- 6.14 An update on school provision in Bishops Stortford in both the North (BSN) and South (BSS) of the town, with the latest estimated financial positions is provided and either the inclusion of, or revisions to previously agreed, capital budgets is requested.

#### North Development Area (BSN)

- 6.15 The achievement of a preferred pattern of schools to serve the BSN development area has been a particularly complex and challenging process.
- 6.16 The starting point was that the planning permissions granted to BSN developers included three primary schools: a 1FE school in the west neighbourhood, a 2/3FE school in the east neighbourhood (i.e. with additional land attached to the 2FE sufficient to accommodate a 3<sup>rd</sup> FE to cater for peak demand) and a 1FE school at the farthest east part of the BSN area, known as ASR5 area. No secondary school was included in the development area, as the developers identified the County Council's existing site at Hadham Road, outside of the BSN area.
- 6.17 The County Council's preferred pattern of provision is for fewer larger primary schools and the negotiations have been to secure this alternative.
- 6.18 The process for this is coming to the end and it is necessary to review the capital provision for the schemes in the light of the progress that has been made and the information that is now available. It is anticipated commencement of projects will be required in 2018/19 and that they will run over several years.
- 6.19 Cabinet has previously received a number of reports and has given approval to a range of activities relating to and including: the acquisition and disposal of land; seeking sponsorship for an operator of the new schools; the overall budget for the schemes; and procurement of school buildings. A full list of those reports/approvals are attached as appendix D.
- 6.20 The current position is that:
- planning permissions have been granted for the secondary school, the western neighbourhood 2FE primary school and for a 3FE primary school at the Bishops Stortford Town Council (BSTC) site at Farnham Road;

- the ASR5 area developer has commenced development, there is a live s106 agreement, and that includes provision for the County Council to 'swap out' of that site, and it be sold at housing land value;
  - the consortium of developers of the west and east neighbourhood has commenced development and a variation of the s106 agreement for that scheme has been agreed that will enable the western site to be at 2FE capacity and the eastern site also to be 'swapped out' and it be sold at housing land value;
  - terms have been agreed for acquisition of the BSTC site and once acquired the County Council will be able to serve the notices in respect of the swap out sites. In principle the capital receipts from the sale of those two sites will be used to pay for the BSTC site via a 'pass-porting' process in the agreement with the BSTC.
- 6.21 Officers are now in a position to update Panel on the capital costs of the overall BSN schools projects. Approval to land costs and to the self-financing aspects for use of the capital receipts from the corresponding disposal site values is also sought. Details are contained in the accompanying Part II report.
- 6.22 The County Council intends to launch a competition process to identify a sponsor to operate the BSN new school provision later this term. At the end of this process, the final decision will lie with the Regional Schools Commissioner on behalf of the Secretary of State.

#### South Development Area (BSS)

- 6.23 The achievement of a project to enable the expansion of the Herts & Essex High School (H&EHS) and the relocation and expansion of The Bishops Stortford High School (TBSHS) has been a particularly complex and challenging process.
- 6.24 The starting point for each scheme was the availability of farm land near-by that would allow the H&EHS to have detached playing fields and free up existing its sites for additional school buildings and that would allow TBSHS to have a new site within the Bishops Stortford South (BSS) development area.
- 6.25 A contract for the additional land for H&EHS has been secured and planning permissions granted for its scheme. Once external capital funding discussions have been concluded H&EHS will be able to commence its scheme.

- 6.26 A contract for the new site for TBSHS is well advanced as is the progress of the Draft District Local Plan which will remove the BSS development area from the green belt and allocate it for 750 dwellings, a primary school, a secondary school, a local centre and employment. Potentially the new Local Plan will be adopted in mid-2018, and planning permissions for the overall development and for the relocated secondary scheme will be agreed in the second half of 2018.
- 6.27 The current position is that:
- once H&EHS has completed its funding discussions, it will decide to implement its planning permissions and that will trigger the completion of the acquisition of the additional land by the County Council. The cash flow of the existing capital programme provision will then become fully clear. Currently it is expected to occur in 2017/18;
  - for the scheme for TBSHS, as soon as the contract of the new site has been exchanged it will be appropriate to have capital programme provision for that scheme, with the provision to be in line with the estimates set out in the Part II report of 11 July 2016, updated with the latest information from the Education and Skills Funding Agency and consultants. Given that planning permission for the new school premises could be achieved by mid-2018, and that would trigger acquisition of the new site, there could be established and contemporaneous contracts for the forward sale of the existing school site and for the new school premises by the summer of 2019, and completion of the new premises by Autumn 2020, and completion of sale of the existing site immediately thereafter.
- 6.28 This report is accompanied by a Part II report that provides an updated set of costs and values in respect of the scheme that will be available for relocation and expansion of TBSHS by 0.5FE, to 6FE capacity.

#### Herts & Essex High School

- 6.29 In February 2016 Cabinet approved the provision of £600,000 of capital funding to Herts & Essex School to provide match funding to a bid made to central government via the Education and Skills Funding Agency (ESFA) for funds to allow the provision of a school sports hall and the expansion of the school's capacity by 0.5FE by adaptation of its current gym and ancillary buildings. The bid was successful and £2.4m was allocated to the project by the ESFA. Additional funding was secured via East Herts District Council to enhance the sports provision to support community use of the new facilities.
- 6.30 Whilst permanent additional school places were not required at that time, it did meet the county's temporary need and the project set the scene for a more-substantial future expansion of the school. To ensure that, in due course, the school would be able to expand to 8FE from its current 5.5FE, Cabinet in July 2016 approved the acquisition of land

adjoining the school's current playing fields. These current playing fields are the location of the proposed sports hall.

- 6.31 The school has reported that through the scheme development process additional costs have been identified to the core facilities, without which the scheme cannot proceed. It has requested an additional £1.4m support to achieve its aims. Failure of the scheme at this point would mean that the benefit to the school and community of these new facilities would be lost and the significant funding secured from other parties may not be available in the future. At the point of any later significant expansion the cost to the County Council of the core facilities would therefore be greater. On that basis, Panel is asked to recommend that cabinet approve the additional funds to support the scheme.

## **7. Financial implications**

### **Revenue funding**

- 7.1 Revenue funding has been made available to support the feasibility work for the primary school expansion programme.

### **Capital funding**

#### Primary expansions

- 7.2 The total estimated cost of the proposed PEP8 permanent expansion programme at this stage is £8.2m. The early cost estimates for the primary programme are based on the value engineered tender costs within the most recent expansion programmes and reflect the anticipated market position. Acknowledgement only of the scale of the permanent primary proposals is sought at this point. Specific scheme and capital approval for the specific primary projects will be sought in April 2018 when Cabinet is asked to consider the outcome of public consultation on the statutory proposals and decide whether or not to approve the publication of statutory notice for them. During that time scheme designs and estimates will have progressed further.

#### Secondary expansions, additional and temporary accommodation and S106

- 7.3 Approval is sought for £20.25m for the SEC3 programme and the additional accommodation scheme at Samuel Ryder; the contribution to the Tewin Cowper scheme at £0.13m; and £2.0m for any temporary accommodation which may be required for September 2019.
- 7.4 Additional funds are available to support the provision of new school places in relation to the pupil yield from new housing, via developers' contributions under S106 of the Town and Country Planning Act 1990 as amended. Approval to apply funds able to support the proposed PEP8 schemes will be sought in April 2018, alongside budget

approvals. Funds able to be applied to previous school expansion projects and the proposed SEC3 schemes at a total of c£2.8m are included in Appendix E. Included are funds to support Leventhorpe's expansion project: Cabinet on 20 February 2017 ([CMIS > Calendar of council meetings](#)) approved applying £712,081.71 as a contribution to the school's project, conditional upon it securing a Capital Improvent Fund allocation from central government. It failed to achieve that but has since secured replacement funding and is now asking again for s106 funds (which have since grown marginally). Approval is therefore sought to the application of s106 funds identified in Appendix E is requested.

Bishop's Stortford North (BSN)

- 7.5 In setting the current agreed budget Cabinet in 2014 noted, in light of the on-going and complex negotiations at that time around land and school buildings to support the preferred pattern of provision to serve the new homes, the uncertainties surrounding this figure.
- 7.6 This report is accompanied by a Part II report that provides a fully updated set of costs and values in respect of the scheme now available for a 6FE secondary school, and 2FE and 3FE primary schools.
- 7.7 The construction costs and funding sources are set out separately from the land costs and values. A revised construction budget is proposed, founded and funded at set out in the Part II report.
- 7.8 Approval to land costs and to the self-financing aspects for use of the capital receipts from the corresponding disposal site values is also sought.

Bishop's Stortford South (BSS)

- 7.9 It is appropriate to consider the capital provision for the schemes in the light of the progress, the information that is now available, and as it is anticipated commencement of TBSHS project is now expected in 2018/19 and it will run over several years. The inclusion of a capital budget for the scheme for TBSHS is sought.

Summary position

- 7.10 The updated summary financial position, reviewing funds available from grants received to date, approved section 106, less existing commitments, and the proposed primary proposals above is:

Funds currently available up to 2019/20:	£63.7 m
S106 funds to be approved	£2.802m

**Sub total:** **£66.502m**

Less

proposed cost of SEC3/Samuel Ryder/CPO and Bishops Stortford North proposals:	£30.767
Contribution to Tewin Cowper additional accommodation scheme:	£0.31m
Cost of temporary accommodation for 2018	£2.0m
Contribution to The Herts & Essex High school Project	£1.4m
<b>Sub total</b>	<b>£34.477m</b>
<b>Allocation remaining</b>	<b>£32.025m</b>

- 7.11 The allocation remaining will be required for PEP8 and any newly emerging primary needs for 2020/21 and secondary needs from 2021 onwards.
- 7.12 The allocation remaining is likely to change with any further basic need allocation for 2020/21 (which is due in early 2018) and any future approvals to the application of S106 funds.
- 7.13 Costs have been assessed on the current market conditions.

## **8. Equalities**

- 8.1 When considering proposals placed before Members it is important that they are fully aware of, and have themselves rigorously considered the Equality implications of the decision that they are making.
- 8.2 Rigorous consideration will ensure that proper appreciation of any potential impact of that decision on the County Council's statutory obligations under the Public Sector Equality Duty. As a minimum this requires decision makers to read and carefully consider the content of any Equalities Impact Assessment (EqIA) produced by officers.
- 8.3 The Equality Act 2010 requires the County Council when exercising its functions to have due regard to the need to (a) eliminate discrimination, harassment, victimisation and other conduct prohibited under the Act; (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and (c) foster good relations between persons who share a relevant

protected characteristic and persons who do not share it. The protected characteristics under the Equality Act 2010 are age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief, sex and sexual orientation.

- 8.4 Equalities Impact Assessments (EqlAs) have been carried out and updated where necessary on all proposed school expansions contained within this report ([Appendix F<sup>1</sup>](#)). They will be made available in the Members' Lounge prior to, and at the Cabinet meeting in order that Members are fully aware of any equality issues arising from the proposals. The EqlAs will be reviewed and updated as part of any future public consultation. Consideration has been given to the likely impact of the proposals, and current assessments conclude that it is not anticipated that people with protected characteristics will be affected disproportionately.
- 8.5 The Local Authority is bound by the Admissions Code and Regulations and this does not allow for any discrimination in this respect.
- 8.6 The expansion of school premises will enable additional school places to be made available as close as possible to the demand for them. In that way they will improve access to school places to all sectors of the communities in which they are located, and avoid very young children having to travel longer distances to access education.
- 8.7 The expansion of existing schools provides for enhanced education opportunities and an enriched curriculum offer which has a positive impact on the whole school community.
- 8.8 School expansion schemes provide positive impacts, offering the opportunity for improved facilities for disabled access in new buildings.

### Background Information

*Appendices A-F as attached.*



**Hertfordshire County Council  
County Hall  
Hertford  
SG13 8DF**

**Tel:** 0300 123 4043

**My ref:** School Planning

**Date:** 23 January 2018

Dear Consultee

**Consultation on the proposal to enlarge the premises of Belswains Primary School, Barnfield, Hemel Hempstead, Hertfordshire, HP3 9QJ**

We are consulting you on the following proposal:

**The enlargement of the premises of Belswains Primary School, Barnfield, Hemel Hempstead, Hertfordshire, HP3 9QJ by 30 places (1 form of entry<sup>2</sup>) from September 2019.**

The proposal will support a permanent increase in the size of this school by 30 places (1 f.e.). This means the school will then have the capacity to admit 60 reception aged children in September 2019 and in each subsequent year thereafter, growing to a full 2 f.e. school (with 420 places available) by September 2025. The current capacity of the school is 210 and the eventual capacity will be 420 pupils (excluding Nursery pupils).

The school does not currently have enough classrooms to accommodate the extra children. It is therefore proposed to provide additional accommodation and associated external play space to support the increased number of children.

**Why is this being proposed?**

In line with recent national trends we are seeing an increase in the demand for reception class places in parts of Hertfordshire. The county council considers it important to ensure that there are sufficient places available for very young children as near as possible to their homes. There is more information on

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<sup>2</sup> 1 form of entry (f.e.) is 30 pupils per year group  
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how we plan to meet the demand for school places and our methods for forecasting pupil demand at [www.hertfordshire.gov.uk/schoolplaces](http://www.hertfordshire.gov.uk/schoolplaces).

## The position in Hemel Hempstead

The latest forecast indicates that there is a deficit of places in South East Hemel Hempstead from 2018/19 onwards.

HEMEL HEMPSTEAD SOUTH EAST		2017/18 SUMMER INTERIM FORECAST					
	SCHOOL ADMISSIONS 2017	2015/2016 ACTUAL	2016/2017 ACTUAL	2017/18 FORECAST	2018/19 FORECAST	2019/20 FORECAST	2020/21 FORECAST
Actual Number on Roll		355	386				
Number of Reception Places Available	360			360	360	360	360
Demand				353	382	379	401
Surplus/Shortage				7	-22	-19	-41
% Surplus/Shortage				1.9%	-6.1%	-5.3%	-11.4%
No of FE				0.2	-0.7	-0.6	-1.4

Placing children in schools in the wider area is an unsustainable option as the forecast for the whole of Hemel Hempstead Town indicates a deficit of places from 2019/20 onwards. Some housing developments in the area have yet to be completed, the yield from which is not fully accounted for in the forecasts. Coupled with further new housing planned for within Dacorum Borough Council's Local Plan, the enlargement of Belswains School is the first proposal to meet rising demand for school places. A new school in the locality may also be required in the medium to long term.

## Why this school has been chosen for enlargement

The proposal to enlarge this school has been assessed against, and is considered to meet, the county council's *Four Tests*. These are:

- Does it provide the right number of places in the right location?
- Does it support and not undermine school effectiveness?
- Are the implications for buildings, environment and cost, feasible and affordable?
- What are the transitional implications?

Belswains Primary School has been selected as it is located close to the area of demand. Initial feasibility work concludes that the site is capable of accommodating an enlargement, subject to further design work and town planning permission. An increase of 1 f.e. will mean the school becoming a 2 f.e. school permanently, which is the county council's preferred size, offering a broad curriculum and enhanced opportunities for staff development.

For further information on the possible options that were considered, please see [www.hertfordshire.gov.uk/schoolplaces](http://www.hertfordshire.gov.uk/schoolplaces).

### **The alterations required for enlargement**

If a decision is made to enlarge this school, the county council would work closely with the school to provide the additional accommodation required. We would work hard to make sure that the accommodation supports pupils' needs whilst also ensuring that good value for money is achieved in the context of restrictions on public sector finance. The work would be managed by the county council using contractors who would ensure a safe environment for pupils and staff, and minimise the impact of any building works at the school.

### **Have your say**

The county council believes that the enlargement of Belswains Primary School would have a positive impact for its existing pupils, staff and local community by improving access to school places, providing for enhanced education opportunities and providing improved facilities in new buildings.

You have until 12 March 2018 to let us know your views. The easiest way you can do this is by completing the online response form on our website at [www.hertfordshire.gov.uk/consultations](http://www.hertfordshire.gov.uk/consultations). You can tell us if you agree or disagree with the proposal and leave your comments.

If you do not have access to the internet you can visit your local library where free access is available to all Hertfordshire residents. Should you wish to request a hard copy of the response form or need help understanding this information you can email [contact@hertfordshire.gov.uk](mailto:contact@hertfordshire.gov.uk) or alternatively please call us on 0300 123 4043. An interpreting service is available for those who need it.

Your comments must be received by 12 March 2018. We will not be able to acknowledge or respond individually to your comments but they will be taken into account, as explained below.

### **How the decision will be taken**

This is a consultation and no decision has been made yet. All comments received will be made available to elected members who make the final decision. All responses may be made available in public reports, although personal details will be removed to respect individual privacy.

The following timetable outlines the decision-making process. Please note that meetings marked with \* will be open to the public. Although it will not be possible to inform everyone individually of the decisions made, you will be able to access this information throughout the process at:

[www.hertfordshire.gov.uk/committees](http://www.hertfordshire.gov.uk/committees).

<b>Process</b>	<b>Date</b>
Public consultation	23 January – 12 March 2018
Education Panel*	17 April 2018
Cabinet*	23 April 2018
Statutory notice period (4 weeks)	Week commencing 30 April 2018
Cabinet * (for final approval if objections received)	9 July 2018
Implementation	September 2019

Yours faithfully

**Jenny Coles**  
**Director of Children's Services**



**Hertfordshire County Council  
County Hall  
Hertford  
SG13 8DF**

**Tel:** 0300 123 4043

**My ref:** School Planning

**Date:** 29 January 2018

Dear Consultee

**Consultation on the proposal to enlarge the premises of St Peter's School, Cottonmill Lane, St Albans, Hertfordshire, AL1 1HL**

We are consulting you on the following proposal:

**The enlargement of the premises of St Peter's School, Cottonmill Lane, St Albans, Hertfordshire, AL1 1HL by 30 places (1 form of entry<sup>3</sup>) from September 2020.**

The proposal will support a permanent increase in the size of this school by 30 places (1 f.e.). This means the school will then have the capacity to admit 60 reception aged children in September 2020 and in each subsequent year thereafter, growing to a full 2 f.e. school (with 420 places) by September 2026. The current capacity of the school is 210 and the eventual capacity will be 420 pupils (excluding Nursery pupils).

The school does not currently have enough classrooms to accommodate the extra children. It is therefore proposed to provide additional accommodation and associated external play space to support the increased number of children.

**Why is this being proposed?**

In line with recent national trends we are seeing an increase in the demand for reception class places in parts of Hertfordshire. The county council considers it important to ensure that there are sufficient places available for very young

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<sup>3</sup> 1 form of entry (f.e.) is 30 pupils per year group  
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children as near as possible to their homes. There is more information on how we plan to meet the demand for school places and our methods for forecasting pupil demand at [www.hertfordshire.gov.uk/schoolplaces](http://www.hertfordshire.gov.uk/schoolplaces).

## The position in St Albans

Whilst there are sufficient primary school places across the whole St Albans City area, there continues to be a high concentration of demand within the city centre, particularly in light of new housing development in the city centre and around London Road. The current forecast for these central areas indicates that from 2019/20 onwards there is minimal surplus available, which does not provide flexibility for any future increase in demand and/or in-year admissions.

ST ALBANS CENTRAL, SOUTHWEST & WEST (13.3, 13.8 & 13.12)	SCHOOL ADMISSIONS 2017	2017/18 SUMMER INTERIM FORECAST					
		2015/2016 ACTUAL	2016/2017 ACTUAL	2017/18 FORECAST	2018/19 FORECAST	2019/20 FORECAST	2020/21 FORECAST
Actual Number on Roll		479	517				
Number of Reception Places Available	487			487	487	487	487
Demand				500	477	486	486
Surplus/Shortage				-13	10	1	1
% Surplus/Shortage				-2.7%	2.1%	0.2%	0.2%
No of FE				-0.4	0.3	0.0	0.0

In addition, birth registration data indicates that there are significantly more children resident in the area than places available. A key area of pressure is around St Peter's School. By necessity, children in the area have been placed in schools located some distance away, at schools which are usually not within typical walking distance.

The county council wishes to ensure that, as far as is practicable, parents have access to good, local schools for their children.

## Why this school has been chosen for enlargement

The proposal to enlarge this school has been assessed against, and is considered to meet, the county council's *Four Tests*. These are:

- Does it provide the right number of places in the right location?
- Does it support and not undermine school effectiveness?
- Are the implications for buildings, environment and cost, feasible and affordable?
- What are the transitional implications?

St Peter's School has been selected as it is located close to the area of demand. Initial feasibility work concludes that the site is capable of

accommodating an enlargement, subject to further design work and town planning permission. An increase of 1 f.e. will mean the school becoming a 2 f.e. school permanently, which is the county council's preferred size, offering a broad curriculum and enhanced opportunities for staff development.

For further information on the possible options that were considered, please see [www.hertfordshire.gov.uk/schoolplaces](http://www.hertfordshire.gov.uk/schoolplaces).

### **The alterations required for enlargement**

If a decision is made to enlarge this school, the county council would work closely with the school to provide the additional accommodation required. We would work hard to make sure that the accommodation supports pupils' needs whilst also ensuring that good value for money is achieved in the context of restrictions on public sector finance. The work would be managed by the county council using contractors who would ensure a safe environment for pupils and staff, and minimise the impact of any building works at the school.

Planning permission will be necessary and any specific town planning matters associated with this school site would need to be addressed as part of the planning application, including highways, parking, flood risk and conservation area issues.

### **Have your say**

The county council believes that the enlargement of St Peter's School would have a positive impact for its existing pupils, staff and local community by improving access to school places, providing for enhanced education opportunities and providing improved facilities in new buildings.

You have until 19 March 2018 to let us know your views. The easiest way you can do this is by completing the online response form on our website at [www.hertfordshire.gov.uk/consultations](http://www.hertfordshire.gov.uk/consultations). You can tell us if you agree or disagree with the proposal and leave your comments.

If you do not have access to the internet you can visit your local library where free access is available to all Hertfordshire residents. Should you wish to request a hard copy of the response form or need help understanding this information you can email [contact@hertfordshire.gov.uk](mailto:contact@hertfordshire.gov.uk) or alternatively please call us on 0300 123 4043. An interpreting service is available for those who need it.

Your comments must be received by 19 March 2018. We will not be able to acknowledge or respond individually to your comments but they will be taken into account, as explained below.

## How the decision will be taken

This is a consultation and no decision has been made yet. All comments received will be made available to elected members who make the final decision. All responses may be made available in public reports, although personal details will be removed to respect individual privacy.

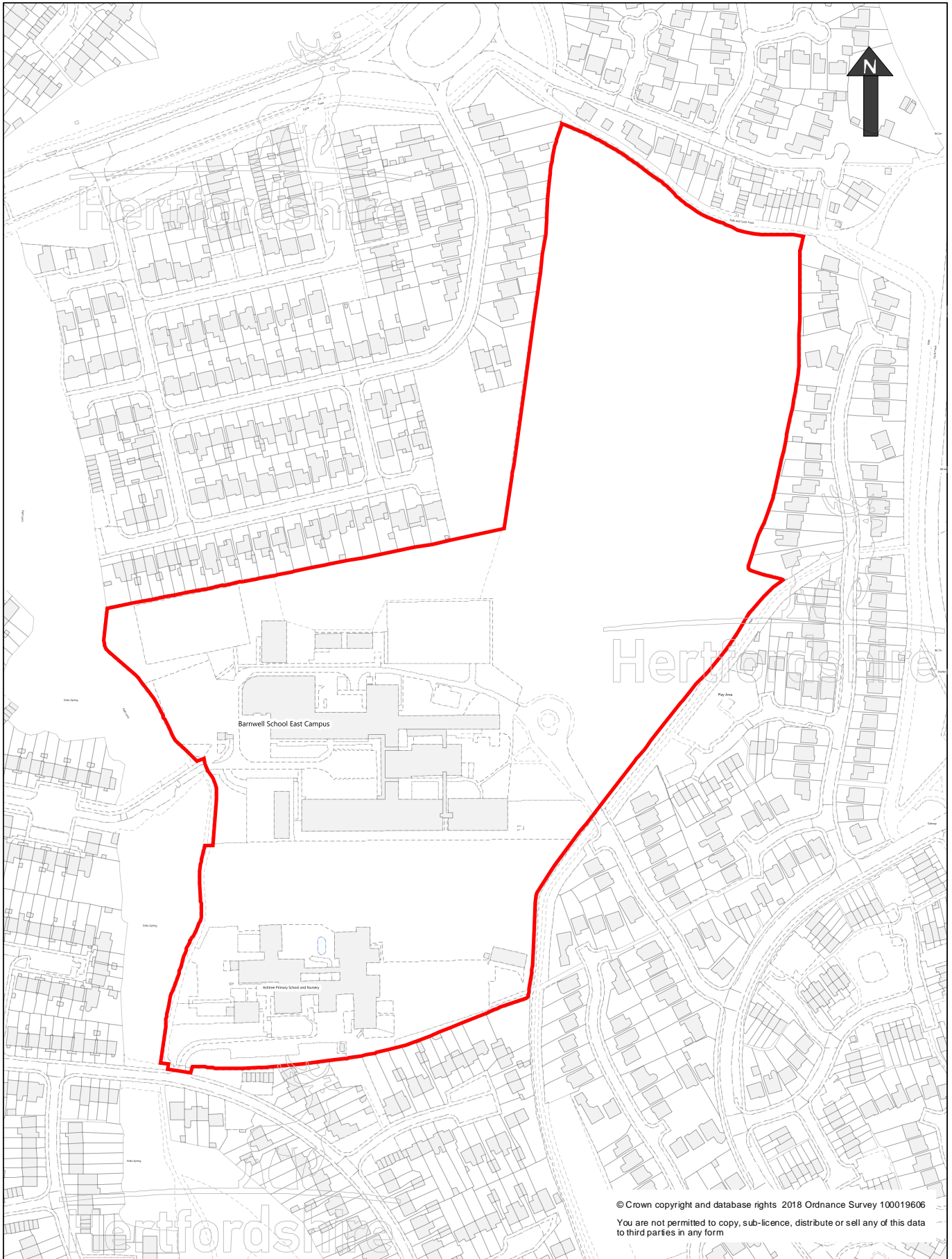
The following timetable outlines the decision-making process. Please note that meetings marked with \* will be open to the public. Although it will not be possible to inform everyone individually of the decisions made, you will be able to access this information throughout the process at:

[www.hertfordshire.gov.uk/committees](http://www.hertfordshire.gov.uk/committees).

<b>Process</b>	<b>Date</b>
Public consultation	29 January –19 March 2018
Education Panel*	17 April 2018
Cabinet*	23 April 2018
Statutory notice period (4 weeks)	Week commencing 30 April 2018
Cabinet * (for final approval if objections received)	9 July 2018
Implementation	September 2020

Yours faithfully

**Jenny Coles**  
**Director of Children's Services**



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PROJECT

**Collenswood and Ashtree sites**

DRAWING TITLE

**Location Plan**  
 Agenda Pack 336 of 437

DRAWN

J. Nunn

CHECKED

DATE

25/01/2018

SCALE

NTS

PLAN NO.

HP 2958

REVISION



## Appendix D

### Bishops Stortford

#### Previous Cabinet approvals

##### North

1. 24 February 2014 – Cabinet authorised the acquisition of land for a new secondary school to serve the development, and the disposal of the site at Hadham Road, see:  
<http://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/453/Committee/8/SelectedTab/Documents/Default.aspx> Item 11
2. 22 September 2014 - Cabinet approved:
  - i) proposals be sought from those interested in being the sponsor of the necessary new school provision planned to serve the Bishops Stortford & Sawbridgeworth area;
  - ii) establishment of a capital budget of £44m to deliver new school provision and noted the uncertainties currently surrounding this figure, the finalisation of the budget to be determined by the Deputy Chief Executive in consultation with the Executive Member of Resources and Transformation and the Executive Member for Enterprise, Education & Skills; and
  - iii) approved the commencement of the procurement and other processes required for delivery of the new school premises identified. See:  
[http://www.hertsdirect.org/your-council/civic\\_calendar/cabinet/18306278/](http://www.hertsdirect.org/your-council/civic_calendar/cabinet/18306278/) Item 12
3. 23 February 2015 - Cabinet authorised the acquisition of land immediately adjacent to the 1FE primary school site within BSN western neighbourhood to enable the development of a 2FE primary school at that location. See:  
<http://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/6/Committee/8/Default.aspx> Item 9
4. 14 December 2015 – Cabinet was advised of the progress in negotiations to secure just 2 primary schools, of 2FE and 3FE capacity and authorised acquisition of land owned by Bishops Stortford Town Council (BSTC), within the BSN area, to provide the 3FE site. See:  
<http://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/339/Committee/8/Default.aspx> Item 13

South

5. 11 July 2016 – Cabinet authorised the acquisition of land for the H&E and TBSHS schemes see:  
<http://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/346/Committee/8/Default.aspx> Item 14

And in the Part II report there was provided estimates of the costs and values of the land involved and of the capital works costs.

6. 20 February 2017 - Cabinet authorised the expenditure on feasibility work to establish the planning permissions that are necessary to underpin the scheme for TBSHS which is expected to proceed on a largely self-financing basis (including the grant available to TBSHS from the Education and Skills Funding Agency) see:  
<http://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/508/Committee/8/Default.aspx> Items 13 and 13b
7. 22 February 2016 - Cabinet approved a contribution of £0.6m for 0.5 forms of entry places at The Herts & Essex High School for Girls from 2017 onwards, conditional upon receipt by the School of sufficient central Government grant for its proposed project; see  
<https://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/341/Committee/8/SelectedTab/Documents/Default.aspx> Item 7.
8. 11 July 2016 - Cabinet approved the acquisition of land south of Beldams Lane, Bishops Stortford to provide additional playing fields for the Herts & Essex High School, part of which would facilitate the project to provide 6 forms of entry (FE) capacity and sufficient total area to allow sufficient site for a capacity of 8(FE) in the longer term. See  
<https://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/346/Committee/8/SelectedTab/Documents/Default.aspx> Item 14.

## Appendix E

District	Development address	Recommended school	Primary £	Secondary £	Grand Total £
Dacorum	62 Alexandra Road	South Hill	1,101.12		1,101.12
Dacorum	Clovelly	South Hill	7,790.82		7,790.82
<b>Dacorum Total</b>			<b>8,891.94</b>		<b>8,891.94</b>
East Hertfordshire	Former Waters Garage Site	Simon Balle (Primary phase)	30,488.28		30,488.28
East Hertfordshire	Land east of Millfields & Lawrence Avenue	Leventhorpe		105,800.00	105,800.00
East Hertfordshire	Terlings Park, Eastwick Road	Leventhorpe		355,417.36	355,417.36
East Hertfordshire	Terlings Park, Eastwick Road	Leventhorpe		356,661.35	356,661.35
<b>East Herts Total</b>			<b>30,488.28</b>	<b>817,878.71</b>	<b>848,366.99</b>
North Hertfordshire	Hitchin Hospital	William Ransom	83,248.45		£83,248.45
<b>North Herts Total</b>			<b>83,248.45</b>		<b>83,248.45</b>
St Albans	Lea Industrial Estate	High Beeches	66,110.81		66,110.81
<b>St Albans Total</b>			<b>66,110.81</b>		<b>66,110.81</b>
Watford	Land Rear Of 96 Sheepcot Lane	Leavesden Green	1,266.88		1,266.88
Watford	Land Adjacent to 17 Redheath Close	Leavesden Green	1,337.92		1,337.92
Watford	124 Leggatts Way	Orchard	1,266.88		1,266.88
<b>Watford Total</b>			<b>3,871.68</b>		<b>3,871.68</b>
Welwyn Hatfield	Land to Rear of 44-52 Garden Avenue	Chancellors		4,583.76	4,583.76
Welwyn Hatfield	Land at former Smurfit Factory Site, Brayfields	Stanborough		1,713,213.09	1,713,213.09
Welwyn Hatfield	Former Hatfield Aerodrome	Stanborough		48,499.00	48,499.00
Welwyn Hatfield	Land at Dunhams Courtyard, Park Street	Stanborough		25,949.84	25,949.84
<b>Welwyn Hatfield Total</b>			<b>£0.00</b>	<b>1,792,245.69</b>	<b>1,792,245.69</b>
<b>Grand Total</b>			<b>192,611.16</b>	<b>2,610,124.40</b>	<b>2,802,735.56</b>

## Equality Impact Assessment (EqIA)

### STEP 1: Responsibility and involvement

<b>Title of proposal/ project/strategy/ procurement/policy</b>	Enlargement of the premises of Belswains Primary School, from 1FE to 2FE from September 2019.	<b>Head of Service or Business Manager</b>	Pauline Davis
<b>Names of those involved in completing the EqIA:</b>	Tom Stacey	<b>Lead officer contact details:</b>	Phil Brunt
<b>Date completed:</b>	01/11/2017	<b>Review date:</b>	April 2018

### STEP 2: Objectives of proposal and scope of assessment – what do you want to achieve?

<p><b>Proposal objectives:</b></p> <ul style="list-style-type: none"> <li>–what you want to achieve</li> <li>–intended outcomes</li> <li>–purpose and need</li> </ul>	<p>To identify the impact of the proposed enlargement of the premises of Belswains Primary School, Barnfield, Hemel Hempstead, Hertfordshire, HP3 9QJ, to support an increase in the intake of the school from 30 to 60 places (1FE to 2FE) for September 2019.</p> <p>The proposed enlargement of the premises of Belswains Primary School is part of the Primary Expansion Programme Phase 8 (PEP8) set up to identify and implement primary school expansion schemes to meet the need for additional school places as of September 2019. This need is based on current pupil forecasts.</p> <p>We intend to carry out a six-week public consultation.</p> <p>Consultation letters will be provided to staff, parents, pupils and governing bodies of the affected schools and local residents and other key stakeholders, including neighbouring local authorities, MP's, local members, parish councils, local schools and nurseries, the Roman Catholic and Church of England Dioceses, community groups and relevant staff at Hertfordshire County Council.</p> <p>Posters will be displayed in local libraries and other selected public places. The consultation will also be on the Hertfordshire County Council website, Hertfordshire.gov.uk. The consultation documents will be made available in other formats on request, including large print, braille and other languages.</p>
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## Equality Impact Assessment (EqIA)

	At the conclusion of the consultation all responses will be carefully considered and where issues are raised regarding any of the protected characteristics they will be considered as part of updated EqIA.
<p><b>Stakeholders:</b> Who will be affected: the public, partners, staff, service users, local Member etc.</p>	<p>Parents/carers/pupils, staff and governors at the school concerned; Residents local to the school concerned; Local Pre-Schools, Nursery, Primary, Secondary and Special schools; MPs, County Councillors, District Councillors, Parish and Town Councils and Local Authority Chief Executives; Trade Union representatives; Church Diocese representatives; NHS representatives; Parent Governor representatives on the Overview and Scrutiny Committee at Hertfordshire County Council; Further Education establishments, pre-schools, playgroups, Children's Centres, toddler groups and day nurseries; Libraries and Citizen's Advice Bureaux; Senior officers in Hertfordshire County Council's Children's Services department and in Herts Property Services</p>

### STEP 3: Available data and monitoring information

Relevant equality information	What the data tells us about equalities												
<p>January 2017 school census data on gender split, English as an additional language (EAL), ethnicity, free school meal (FSM) eligibility, number of children with SEN Statements (S), Education &amp; Health Care Plans (E) or SEN Support (K). <i>Countywide data includes pupils at special schools.</i></p>	<p><b>January 2017</b> school census data</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th></th> <th style="text-align: center;">Belswains Primary School</th> <th style="text-align: center;">Primary Countywide</th> </tr> </thead> <tbody> <tr> <td>Students (Years R to 6)</td> <td style="text-align: center;">239</td> <td style="text-align: center;">100130</td> </tr> <tr> <td>Number Minority Ethnic Students (not White British and excluding Refused and Not Obtained)</td> <td style="text-align: center;">67</td> <td style="text-align: center;">30506</td> </tr> <tr> <td>% Minority Ethnic Students (not White British and excluding Refused and Not Obtained)</td> <td style="text-align: center;">28.03%</td> <td style="text-align: center;">30.47%</td> </tr> </tbody> </table>		Belswains Primary School	Primary Countywide	Students (Years R to 6)	239	100130	Number Minority Ethnic Students (not White British and excluding Refused and Not Obtained)	67	30506	% Minority Ethnic Students (not White British and excluding Refused and Not Obtained)	28.03%	30.47%
	Belswains Primary School	Primary Countywide											
Students (Years R to 6)	239	100130											
Number Minority Ethnic Students (not White British and excluding Refused and Not Obtained)	67	30506											
% Minority Ethnic Students (not White British and excluding Refused and Not Obtained)	28.03%	30.47%											

## Equality Impact Assessment (EqIA)

	Number EAL (English as an alternative Language) (First language Not English or believed not to be English excluding Refused and Not Obtained)	32	16719
	% EAL (English as an alternative Language) (First language Not English or believed not to be English)	13.39%	16.70%
	Number with Statement (or EHCP (S or E))	5	1866
	% with Statement (or EHCP (S or E))	2.09%	1.86%
	Number SEN Provision (K)	43	11879
	% SEN Provision (K)	17.99%	11.86%
	Number Eligible for FSM (at date of Census)	28	8733
	% FSM (Free School Meals) (at date of Census)	11.72%	8.72%
	Number of Male Students	112	51271
	% of Male Students	46.86%	51.20%
	Number of Female Students	127	48859
	% of Female Students	53.14%	48.80%
<p>The percentage of Minority Ethnic pupils and pupils with EAL is slightly lower than the County Average whilst those eligible for free school meals the SEN provision is higher.</p>			

### STEP 4: Impact Assessment – Service Users, communities and partners (where relevant)

Guidance on groups of service users to consider within each protected group can be found [here](#)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
<b>Age</b>	It is not anticipated that the proposals will affect people disproportionately because of their age. We are aware that some groups may require information in a different format.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Disability Including Learning Disability</b>	School planning officers are liaising with the Headteacher who has identified that there are children currently at the	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
	<p>school with physical disabilities including hearing and visual impairments. We will liaise with the Headteacher and their staff to identify any potential negative impacts upon these children with disabilities and take them into account accordingly.</p> <p>Should the proposals proceed, appropriate advice will be sought in respect of any changes that are made to the school.</p> <p>It is not currently anticipated that the proposals will affect people disproportionately because of their disability.</p>	<p>then the Action Plan will be amended accordingly.</p> <p>Any issues identified or known, as well as the duties found within Part 6, Section 149 and Schedules 10 and 13 of the Equality Act 2010 concerning disability will be factored into the individual scheme designs. Any building scheme will also meet the requirements to avoid Disability Discrimination under Section 15 of the Equality Act 2010.</p>
<b>Race</b>	<p>The expansion of existing schools provides for enhanced education opportunities and an enriched curriculum offer which has a positive impact on the whole school community.</p> <p>It is not anticipated that the proposals will affect people disproportionately because of their race. However, school planning officers will liaise with the Headteacher and their staff to identify any potential negative impacts upon children from specific ethnic groups arising from the proposal related to their school, and these will be taken into account accordingly.</p>	<p>The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.</p>

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
<b>Gender reassignment</b>	It is not currently anticipated that the proposals will affect people with this characteristic disproportionately.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Pregnancy and maternity</b>	It is not currently anticipated that the proposals will affect people with this characteristic disproportionately.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Religion or belief</b>	<p>The expansion of existing schools provides for enhanced education opportunities and an enriched curriculum offer which has a positive impact on the whole school community.</p> <p>It is not anticipated that the proposals will affect people disproportionately because of their religion or belief.</p>	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Sex</b>	It is not anticipated that the proposals will affect people disproportionately because of issues around sex.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Sexual orientation</b>	It is not anticipated that the proposals will affect people disproportionately because of issues around sexual orientation.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Marriage &amp; civil partnership</b>	It is not anticipated that the proposals will affect people disproportionately because of issues around marriage and civil partnership.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.



## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
<b>Carers (by association with any of the above)</b>	<p>Should the expansion proposals go ahead it is anticipated that it will allow more children to attend a school in their locality and extend the range of successful preferences available to parents/carers.</p> <p>Currently it does not appear that there are any disproportionate negative impacts concerning this protected characteristic.</p>	<p>The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.</p>
<b>Opportunity to advance equality of opportunity and/or foster good relations</b> (Please refer to the guidance for more information on the public sector duties)		
<p>Should the enlargement proposal for Belswains Primary School go ahead it is anticipated that it will allow more children to attend a school in their locality and extend the range of successful preferences available to parents/carers. It will also provide for enhanced education opportunities and an enriched curriculum offer which has a positive impact on the whole school community.</p> <p>We will ensure that all new accommodation provided to the school as part of enlargement works will be fully accessible to disabled pupils and staff. Any building scheme will be compliant with Equality Act.</p>		

### Impact Assessment – Staff (where relevant)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
<b>Age</b>	<p>It is not anticipated that the proposals will affect people disproportionately because of their age. We are aware that some groups may require information in a different format.</p>	<p>The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.</p>
<b>Disability Including Learning Disability</b>	<p>It is not anticipated at this stage that the proposals will affect people disproportionately because of the issues of disability. In addition should the proposals proceed, appropriate professional</p>	<p>The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.</p>

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
	<p>advice will be sought in respect of any changes that are made to the School.</p> <p>We are aware that some groups may require information in a different format.</p>	<p>Any issues identified or known as well as the duties found within Part 6, Section 149 and Schedules 10 and 13 of the Equality Act 2010 concerning disability will be factored into the individual scheme designs. Any building scheme will also meet the requirements to avoid Disability Discrimination under Section 15 of the Equality Act 2010.</p>
<b>Race</b>	It is not anticipated that the proposals will affect people disproportionately because of their race.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Gender reassignment</b>	It is not anticipated that the proposals will affect people disproportionately because of their gender reassignment.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Pregnancy and maternity</b>	It is not anticipated that the proposals will affect people disproportionately because of their pregnancy and maternity.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Religion or belief</b>	It is not anticipated that the proposals will affect people disproportionately because of their religion/belief.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Sex</b>	It is not anticipated that the proposals will affect people disproportionately because of issues around sex.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Sexual orientation</b>	It is not anticipated that the proposals will affect people disproportionately because of issues around sexual orientation	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
		then the Action Plan will be amended accordingly.
<b>Marriage &amp; civil partnership</b>	It is not anticipated that the proposals will affect people disproportionately because of issues around marriage and civil partnership	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Carers (by association with any of the above)</b>	It is not anticipated that the proposals will affect people disproportionately because of issues around caring responsibilities.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Opportunity to advance equality of opportunity and/or foster good relations</b> (Please refer to the guidance for more information on the public sector duties)		
<p>Enlargement of the school will provide staff with more opportunities for career development.</p> <p>We will ensure that all new accommodation provided to schools as part of enlargement works will be fully accessible to disabled pupils and staff. Any building scheme will be compliant with Equality Act.</p>		

### STEP 5: Gaps identified

<p><b>Gaps identified</b></p> <p>Do you need to collect more data/information or carry out consultation? (A 'How to engage' consultation guide is on Compass). How will you make sure your consultation is accessible to those affected?</p>	<p>We intend to carry out a six-week public consultation, which will commence on Tuesday 23 January 2018. Consultation letters will be provided to staff, parents, pupils and governing bodies of the affected schools and local residents and other key stakeholders, including the MP, neighbouring local authorities, local members, parish councils, local schools and nurseries, the RC and Church of England Dioceses, community groups and relevant staff at Hertfordshire County Council.</p> <p>Posters will be displayed in local libraries and other selected public places. The consultation will also be on the Hertfordshire County Council website:  <a href="https://www.hertfordshire.gov.uk/home.aspx">https://www.hertfordshire.gov.uk/home.aspx</a></p>
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### STEP 6: Other impacts

## Equality Impact Assessment (EqIA)

Consider if your proposal has the potential (positive and negative) to impact on areas such as health and wellbeing, crime and disorder and community relations. There is more information in the guidance.

### STEP 7: Conclusion of your analysis

Select one conclusion of your analysis	Give details
<input type="checkbox"/> <b>No equality impacts identified</b> – No change required to proposal.	
<input type="checkbox"/> <b>Minimal equality impacts identified</b> – Adverse impacts have been identified, but have been objectively justified (provided you do not unlawfully discriminate). – Ensure decision makers consider the cumulative effect of how a number of decisions impact on equality.	
<input checked="" type="checkbox"/> <b>Potential equality impacts identified</b> – Take ‘mitigating action’ to remove barriers or better advance equality. – Complete the action plan in the next section.	Ensure that the proposals do not impact adversely upon pupils with disabilities and ensure that the communications strategy takes into account the differing needs of the local community including staff.
<input type="checkbox"/> <b>Major equality impacts identified</b> – Stop and remove the policy. – The adverse effects are not justified, cannot be mitigated or show unlawful discrimination. – Ensure decision makers understand the equality impact.	

## Equality Impact Assessment (EqIA)

### STEP 8: Action Plan

Issue or opportunity identified relating to: – Mitigation measures – Further research – Consultation proposal – Monitor and review	Action proposed	Officer Responsible and target date
Explore ways of supporting parents, carers, governors and staff through the change process.	Ensure the communication strategy recognises that some groups may require information in a different format for example if they have a disability or do not speak English as a first language.  We are aware that the school may have its own communication strategy.	Phil Brunt July 2018
Catering for disabled pupils.	Ensure that any known issues around disability are factored into the individual scheme designs and that all building schemes are compliant with the Equalities Act.  Obtain information around individual needs of children with disabilities.	Phil Brunt July 2018  Phil Brunt July 2018

**This EqIA has been reviewed and signed off by:**

**Head of Service or Business Manager: P. Davis**

**Date: December 2017**

**Equality Action Group Chair:**

**Date:**

HCC's Diversity Board requires the Equality team to compile a central list of EqIAs so a random sample can be quality assured. Each Equality Action Group is encouraged to keep a forward plan of key service decisions that may require an EqIA, but please can you ensure the Equality team is made aware of any EqIAs completed so we can add them to our list. (email: [equalities@hertfordshire.gov.uk](mailto:equalities@hertfordshire.gov.uk)). Thank you.

## Equality Impact Assessment (EqIA)

### STEP 1: Responsibility and involvement

<b>Title of proposal/ project/strategy/ procurement/policy</b>	Enlargement of the premises of St Peter's (St Alban's) Primary School, from 1FE to 2FE from September 2019.	<b>Head of Service or Business Manager</b>	Pauline Davis
<b>Names of those involved in completing the EqIA:</b>	Tom Stacey	<b>Lead officer contact details:</b>	Dan Hardy
<b>Date completed:</b>	01/11/2017	<b>Review date:</b>	April 2018

### STEP 2: Objectives of proposal and scope of assessment – what do you want to achieve?

<b>Proposal objectives:</b> –what you want to achieve –intended outcomes –purpose and need	<p>To identify the impact of the proposed enlargement of the premises of St Peter's School, Cottonmill Lane, St. Albans Hertfordshire, AL1 1HL to support an increase in the intake of the school from 30 to 60 places (1FE to 2FE) for September 2019.</p> <p>The proposed enlargement of the premises of St Peter's Primary School is part of the Primary Expansion Programme Phase 8 (PEP8) set up to identify and implement primary school expansion schemes to meet the need for additional school places as of September 2019. This need is based on current pupil forecasts.</p>
<b>Stakeholders:</b> Who will be affected: the public, partners, staff, service users, local Member etc.	<p>Parents/carers/pupils, staff and governors at the school concerned;</p> <p>Residents local to the school concerned;</p> <p>Local Pre-Schools, Nursery, Primary, Secondary and Special schools;</p> <p>MPs, County Councillors, District Councillors, Parish and Town Councils and Local Authority Chief Executives;</p> <p>Trade Union representatives;</p> <p>Church Diocese representatives;</p> <p>NHS representatives;</p> <p>Parent Governor representatives on the Overview and Scrutiny Committee at Hertfordshire County Council;</p> <p>Further Education establishments, pre-schools, playgroups, Children's Centres, toddler groups and day nurseries;</p>

## Equality Impact Assessment (EqIA)

	Libraries and Citizen's Advice Bureaux; Senior officers in Hertfordshire County Council's Children's Services department and in Herts Property Services
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### STEP 3: Available data and monitoring information

<p><b>Relevant equality information</b> For example: Community profiles / service user demographics, data and monitoring information (local and national), similar or previous EqIAs, complaints, audits or inspections, local knowledge and consultations.</p>	<p><b>What the data tells us about equalities</b> We intend to carry out a six-week public consultation.</p> <p>Consultation letters will be provided to staff, parents, pupils and governing bodies of the affected schools and local residents and other key stakeholders, including neighbouring local authorities, MP's, local members, parish councils, local schools and nurseries, the Roman Catholic and Church of England Dioceses, community groups and relevant staff at Hertfordshire County Council.</p> <p>Posters will be displayed in local libraries and other selected public places. The consultation will also be on the Hertfordshire County Council website, Hertfordshire.gov.uk. The consultation documents will be made available in other formats on request, including large print, braille and other languages.</p> <p>At the conclusion of the consultation all responses will be carefully considered and where issues are raised regarding any of the protected characteristics they will be considered as part of updated EqIA.</p>												
<p>January 2017 school census data on gender split, English as an additional language (EAL), ethnicity, free school meal (FSM) eligibility, number of children with SEN Statements (S), Education &amp; Health Care Plans (E) or SEN Support (K). <i>Countywide data includes pupils at special schools.</i></p>	<p><b>January 2017 school census data</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 65%;"></th> <th style="width: 17.5%; text-align: center;">St Peter's School</th> <th style="width: 17.5%; text-align: center;">Primary Countywide</th> </tr> </thead> <tbody> <tr> <td>Students (Years R to 6)</td> <td style="text-align: center;">209</td> <td style="text-align: center;">100130</td> </tr> <tr> <td>Number Minority Ethnic Students (not White British and excluding Refused and Not Obtained)</td> <td style="text-align: center;">71</td> <td style="text-align: center;">30506</td> </tr> <tr> <td>% Minority Ethnic Students (not White British and excluding Refused and Not Obtained)</td> <td style="text-align: center;">33.97%</td> <td style="text-align: center;">30.47%</td> </tr> </tbody> </table>		St Peter's School	Primary Countywide	Students (Years R to 6)	209	100130	Number Minority Ethnic Students (not White British and excluding Refused and Not Obtained)	71	30506	% Minority Ethnic Students (not White British and excluding Refused and Not Obtained)	33.97%	30.47%
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## Equality Impact Assessment (EqIA)

	Number EAL (English as an alternative Language) (First language Not English or believed not to be English excluding Refused and Not Obtained)	46	16719
	% EAL (English as an alternative Language) (First language Not English or believed not to be English)	22.01%	16.70%
	Number with Statement (or EHCP (S or E))	5	1866
	% with Statement (or EHCP (S or E))	2.39%	1.86%
	Number SEN Provision (K)	20	11879
	% SEN Provision (K)	9.57%	11.86%
	Number Eligible for FSM (at date of Census)	7	8733
	% FSM (Free School Meals) (at date of Census)	3.35%	8.72%
	Number of Male Students	108	51271
	% of Male Students	51.67%	51.20%
	Number of Female Students	101	48859
	% of Female Students	48.33%	48.80%
<p>The percentage of Minority Ethnic pupils, pupils with EAL and those with statements or EHCPs is higher than the County average whilst those eligible for free school meals and SEN is lower than the County Average.</p>			

### STEP 4: Impact Assessment – Service Users, communities and partners (where relevant)

Guidance on groups of service users to consider within each protected group can be found [here](#)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
<b>Age</b>	It is not anticipated that the proposals will affect people disproportionately because of their age. We are aware that some groups may require information in a different format.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Disability Including Learning Disability</b>	School planning officers are liaising with the Headteacher to identify whether any of the children currently at the school are wheelchair users	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be



## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
	<p>and or have physical disabilities. If so, we will liaise with the Headteacher and their staff to identify any potential negative impacts and take them into account accordingly.</p> <p>Should the proposals proceed, appropriate advice will be sought in respect of any changes that are made to the school.</p> <p>It is not currently anticipated that the proposals will affect people disproportionately because of their disability.</p>	<p>amended accordingly.</p> <p>Any issues identified or known, as well as the duties found within Part 6, Section 149 and Schedules 10 and 13 of the Equality Act 2010 concerning disability will be factored into the individual scheme designs. Any building scheme will also meet the requirements to avoid Disability Discrimination under Section 15 of the Equality Act 2010.</p>
<b>Race</b>	<p>The expansion of existing schools provides for enhanced education opportunities and an enriched curriculum offer which has a positive impact on the whole school community.</p> <p>It is not anticipated that the proposals will affect people disproportionately because of their race. However, school planning officers will liaise with the Headteacher and their staff to identify any potential negative impacts upon children from specific ethnic groups arising from the proposal related to their school, and these will be taken into account accordingly.</p>	<p>The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.</p>
<b>Gender reassignment</b>	<p>It is not currently anticipated that the proposals will affect people with this characteristic disproportionately.</p>	<p>The position will continue to be monitored and if any issues in respect of the protected characteristic are identified</p>

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
		then the Action Plan will be amended accordingly.
<b>Pregnancy and maternity</b>	It is not currently anticipated that the proposals will affect people with this characteristic disproportionately.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Religion or belief</b>	<p>The expansion of existing schools provides for enhanced education opportunities and an enriched curriculum offer which has a positive impact on the whole school community.</p> <p>It is not anticipated that the proposals will affect people disproportionately because of their religion or belief.</p>	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Sex</b>	It is not anticipated that the proposals will affect people disproportionately because of issues around sex.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Sexual orientation</b>	It is not anticipated that the proposals will affect people disproportionately because of issues around sexual orientation.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Marriage &amp; civil partnership</b>	It is not anticipated that the proposals will affect people disproportionately because of issues around marriage and civil partnership.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Carers (by association with any of the above)</b>	Should the expansion proposals go ahead it is anticipated that it will allow more children to attend a school in their locality and	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
	<p>extend the range of successful preferences available to parents/carers.</p> <p>Currently it does not appear that there are any disproportionate negative impacts concerning this protected characteristic.</p>	amended accordingly.
<p><b>Opportunity to advance equality of opportunity and/or foster good relations</b> (Please refer to the guidance for more information on the public sector duties)</p>		
<p>Should the enlargement proposal for St Peter's Primary School (St Alban's) go ahead it is anticipated that it will allow more children to attend a school in their locality and extend the range of successful preferences available to parents/carers. It will also provide for enhanced education opportunities and an enriched curriculum offer which has a positive impact on the whole school community.</p> <p>We will ensure that all new accommodation provided to the school as part of enlargement works will be fully accessible to disabled pupils and staff. Any building scheme will be compliant with DDA regulations.</p>		

### Impact Assessment – Staff (where relevant)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
<b>Age</b>	It is not anticipated that the proposals will affect people disproportionately because of their age. We are aware that some groups may require information in a different format.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Disability Including Learning Disability</b>	<p>It is not anticipated at this stage that the proposals will affect people disproportionately because of the issues of disability. In addition should the proposals proceed, appropriate professional advice will be sought in respect of any changes that are made to the School.</p> <p>We are aware that some groups</p>	<p>The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.</p> <p>Any issues identified or known as well as the duties found within Part 6, Section 149 and Schedules 10 and 13 of the</p>

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
	may require information in a different format.	Equality Act 2010 concerning disability will be factored into the individual scheme designs. Any building scheme will also meet the requirements to avoid Disability Discrimination under Section 15 of the Equality Act 2010.
<b>Race</b>	It is not anticipated that the proposals will affect people disproportionately because of their race.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Gender reassignment</b>	It is not anticipated that the proposals will affect people disproportionately because of their gender reassignment.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Pregnancy and maternity</b>	It is not anticipated that the proposals will affect people disproportionately because of their pregnancy and maternity.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Religion or belief</b>	It is not anticipated that the proposals will affect people disproportionately because of their religion/belief.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Sex</b>	It is not anticipated that the proposals will affect people disproportionately because of issues around sex.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Sexual orientation</b>	It is not anticipated that the proposals will affect people disproportionately because of issues around sexual orientation	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Marriage &amp; civil partnership</b>	It is not anticipated that the proposals will affect people disproportionately because of	The position will continue to be monitored and if any issues in respect of the protected

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
	issues around marriage and civil partnership	characteristic are identified then the Action Plan will be amended accordingly.
<b>Carers (by association with any of the above)</b>	It is not anticipated that the proposals will affect people disproportionately because of issues around caring responsibilities.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Opportunity to advance equality of opportunity and/or foster good relations</b> (Please refer to the guidance for more information on the public sector duties)		
<p>Enlargement of the school will provide staff with more opportunities for career development.</p> <p>We will ensure that all new accommodation provided to schools as part of enlargement works will be fully accessible to disabled pupils and staff. Any building scheme will be compliant with DDA regulations.</p>		

### STEP 5: Gaps identified

<p><b>Gaps identified</b></p> <p>Do you need to collect more data/information or carry out consultation? (A 'How to engage' consultation guide is on Compass). How will you make sure your consultation is accessible to those affected?</p>	<p>We intend to carry out a six-week public consultation, which will commence on Monday 29 January 2018. Consultation letters will be provided to staff, parents, pupils and governing bodies of the affected schools and local residents and other key stakeholders, including the MP, neighbouring local authorities, local members, parish councils, local schools and nurseries, the RC and Church of England Dioceses, community groups and relevant staff at Hertfordshire County Council.</p> <p>Posters will be displayed in local libraries and other selected public places. The consultation will also be on the Hertfordshire County Council website, Hertfordshire.gov.uk.</p>
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### STEP 6: Other impacts

Consider if your proposal has the potential (positive and negative) to impact on areas such as health and wellbeing, crime and disorder and community relations. There is more information in the guidance.

### STEP 7: Conclusion of your analysis

## Equality Impact Assessment (EqIA)

Select one conclusion of your analysis	Give details
<input type="checkbox"/> <b>No equality impacts identified</b> – No change required to proposal.	
<input type="checkbox"/> <b>Minimal equality impacts identified</b> – Adverse impacts have been identified, but have been objectively justified (provided you do not unlawfully discriminate). – Ensure decision makers consider the cumulative effect of how a number of decisions impact on equality.	
<input checked="" type="checkbox"/> <b>Potential equality impacts identified</b> – Take ‘mitigating action’ to remove barriers or better advance equality. – Complete the action plan in the next section.	Ensure that the proposals do not impact adversely upon pupils with disabilities and ensure that the communications strategy takes into account the differing needs of the local community including staff.
<input type="checkbox"/> <b>Major equality impacts identified</b> – Stop and remove the policy. – The adverse effects are not justified, cannot be mitigated or show unlawful discrimination. – Ensure decision makers understand the equality impact.	

## Equality Impact Assessment (EqIA)

### STEP 8: Action Plan

Issue or opportunity identified relating to: <ul style="list-style-type: none"> <li>– Mitigation measures</li> <li>– Further research</li> <li>– Consultation proposal</li> <li>– Monitor and review</li> </ul>	Action proposed	Officer Responsible and target date
Explore ways of supporting parents, carers, governors and staff through the change process.	<p>Ensure the communication strategy recognises that some groups may require information in a different format for example if they have a disability or do not speak English as a first language.</p> <p>We are aware that the school may have its own communication strategy.</p>	Dan Hardy July 2018
Catering for disabled pupils.	<p>Ensure that any known issues around disability are factored into the individual scheme designs and that all building schemes are DDA compliant.</p> <p>Obtain information around individual needs of children with disabilities.</p>	<p>Dan Hardy July 2018</p> <p>Dan Hardy July 2018</p>

**This EqIA has been reviewed and signed off by:**

**Head of Service or Business Manager: P. Davis**

**Date: December 2017**

**Equality Action Group Chair:**

**Date:**

HCC's Diversity Board requires the Equality team to compile a central list of EqIAs so a random sample can be quality assured. Each Equality Action Group is encouraged to keep a forward plan of key service decisions that may require an EqIA, but please can you ensure the Equality team is made aware of any EqIAs completed so we can add them to our list. (email: [equalities@hertfordshire.gov.uk](mailto:equalities@hertfordshire.gov.uk)). Thank you.

## Equality Impact Assessment (EqIA)

### STEP 1: Responsibility and involvement

<b>Title of proposal/ project/strategy/ procurement/policy</b>	Provision of funding for school based project to provide sufficient accommodation to meet the number of pupils on roll.	<b>Head of Service or Business Manager</b>	Pauline Davis
<b>Names of those involved in completing the EqIA:</b>	Tom Stacey	<b>Lead officer contact details:</b>	Dan Hardy
<b>Date completed:</b>	01/11/2017	<b>Review date:</b>	July 2018

### STEP 2: Objectives of proposal and scope of assessment – what do you want to achieve?

<b>Proposal objectives:</b> –what you want to achieve –intended outcomes –purpose and need	<p>To identify the impact of the provision of funding to Samuel Ryder Academy, Drakes Drive, St. Albans, Hertfordshire, AL1 5AR for it to provide sufficient accommodation to meet the number of pupils on roll.</p> <p>The School is responsible for delivering the school expansion.</p> <p>This assessment considers the Equality Impact Assessments (“EQiAs”) undertaken to seek to identify whether any equality issues can be identified as a consequence of a contribution of funds and how they may be addressed.</p>
<b>Stakeholders:</b> Who will be affected: the public, partners, staff, service users, local Member etc.	<p>Parents/carers/pupils, staff and governors at the school concerned; Residents local to the school concerned; Local Secondary schools; Students and Parents in the surrounding area Local Members</p> <p>The school will consult relevant parties.</p>



# Equality Impact Assessment (EqIA)

## STEP 3: Available data and monitoring information

<b>Relevant equality information</b> For example: Community profiles / service user demographics, data and monitoring information (local and national), similar or previous EqIAs, complaints, audits or inspections, local knowledge and consultations.	<b>What the data tells us about equalities</b>																																										
January 2017 school census data on gender split, English as an additional language (EAL), ethnicity, free school meal (FSM) eligibility, number of children with SEN Statements (S), Education & Health Care Plans (E) or SEN Support (K). <i>Countywide data includes pupils at special schools.</i>	<p><b>January 2017 school census data</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 60%;"></th> <th style="width: 20%;">Samuel Ryder Academy</th> <th style="width: 20%;">Secondary Countywide</th> </tr> </thead> <tbody> <tr> <td>Students (Years R to 6)</td> <td>882</td> <td>82218</td> </tr> <tr> <td>Number Minority Ethnic Students (not White British and excluding Refused and Not Obtained)</td> <td>361</td> <td>22170</td> </tr> <tr> <td>% Minority Ethnic Students (not White British and excluding Refused and Not Obtained)</td> <td>40.93%</td> <td>30.47%</td> </tr> <tr> <td>Number EAL (English as an alternative Language) (First language Not English or believed not to be English excluding Refused and Not Obtained)</td> <td>218</td> <td>9930</td> </tr> <tr> <td>% EAL (English as an alternative Language) (First language Not English or believed not to be English)</td> <td>24.72%</td> <td>16.70%</td> </tr> <tr> <td>Number with Statement (or EHCP (S or E))</td> <td>4</td> <td>2094</td> </tr> <tr> <td>% with Statement (or EHCP (S or E))</td> <td>0.45%</td> <td>1.86%</td> </tr> <tr> <td>Number SEN Provision (K)</td> <td>147</td> <td>9651</td> </tr> <tr> <td>% SEN Provision (K)</td> <td>16.67%</td> <td>11.86%</td> </tr> <tr> <td>Number Eligible for FSM (at date of Census)</td> <td>87</td> <td>5521</td> </tr> <tr> <td>% FSM (Free School Meals) (at date of Census)</td> <td>9.86%</td> <td>8.72%</td> </tr> <tr> <td>Number of Male Students</td> <td>463</td> <td>41396</td> </tr> <tr> <td>% of Male Students</td> <td>52.49%</td> <td>51.20%</td> </tr> </tbody> </table>		Samuel Ryder Academy	Secondary Countywide	Students (Years R to 6)	882	82218	Number Minority Ethnic Students (not White British and excluding Refused and Not Obtained)	361	22170	% Minority Ethnic Students (not White British and excluding Refused and Not Obtained)	40.93%	30.47%	Number EAL (English as an alternative Language) (First language Not English or believed not to be English excluding Refused and Not Obtained)	218	9930	% EAL (English as an alternative Language) (First language Not English or believed not to be English)	24.72%	16.70%	Number with Statement (or EHCP (S or E))	4	2094	% with Statement (or EHCP (S or E))	0.45%	1.86%	Number SEN Provision (K)	147	9651	% SEN Provision (K)	16.67%	11.86%	Number Eligible for FSM (at date of Census)	87	5521	% FSM (Free School Meals) (at date of Census)	9.86%	8.72%	Number of Male Students	463	41396	% of Male Students	52.49%	51.20%
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## Equality Impact Assessment (EqIA)

	Number of Female Students	419	40822	
	% of Female Students	47.51%	48.80%	
<p>The percentage of Minority Ethnic pupils, pupils with EAL, SEN and FSM is higher than the County Secondary Average.</p>				

### STEP 4: Impact Assessment – Service Users, communities and partners (where relevant)

Guidance on groups of service users to consider within each protected group can be found [here](#)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
<b>Age</b>	It is not anticipated that the proposal will affect people disproportionately because of their age but the position will be monitored if the Proposal proceeds.	It is noted that the school will be responsible for delivering the project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Disability Including Learning Disability</b>	It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of disability but the position will be monitored if the Proposal proceeds.	It is noted that the school will be responsible for delivering the project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Race</b>		

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
	<p>It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of race but the position will be monitored if the proposals proceeds.</p>	<p>It is noted that the school will be responsible for delivering the project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.</p>
<p><b>Gender reassignment</b></p>	<p>It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of Gender reassignment but the position will be monitored if the Proposal proceeds.</p>	<p>It is noted that the school will be responsible for delivering the project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.</p>
<p><b>Pregnancy and maternity</b></p>	<p>It is not anticipated that the proposal will affect people disproportionately because of issues around Pregnancy and Maternity but the position will be monitored if the proposal proceeds.</p>	<p>It is noted that the school will be responsible for delivering the project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by</p>

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
		the County Council then the Action Plan will be amended accordingly.
<b>Religion or belief</b>	It is not anticipated that the proposal will affect people disproportionately because of their religion/belief sex but the position will be monitored if the proposal proceeds.	It is noted that the school will be responsible for delivering the project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Sex</b>	It is not anticipated that the proposals will affect people disproportionately because of issues around sex but the position will be monitored if the proposal proceeds.	It is noted that the school will be responsible for delivering the project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Sexual orientation</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around Sexual orientation but the position will be monitored if the proposal proceeds.	It is noted that the school will be responsible for delivering the project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Marriage &amp; civil partnership</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around Marriage and	It is noted that the school will be responsible for delivering the project and therefore will be responsible for taking

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
	Civil Partnership but the position will be monitored if the proposal proceeds.	equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Carers (by association with any of the above)</b>	It is not anticipated that the proposal will affect people disproportionately because of caring responsibilities but the position will be monitored if the proposal proceeds.	It is noted that the school will be responsible for delivering the project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Opportunity to advance equality of opportunity and/or foster good relations</b> (Please refer to the guidance for more information on the public sector duties)		
<p>It is felt by officers that should Cabinet approve funds to enable the delivery of sufficient accommodation to meet the number of pupils on roll then the school will not have to reduce its PAN, allowing students to continue to attend a secondary school in their locality and continue the range of successful preferences available to parents/carers.</p>		

### Impact Assessment – Staff (where relevant)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
<b>Age</b>	It is not anticipated that the proposal will affect people disproportionately because of their age but the position will be monitored if the Proposal proceeds.	It is noted that the school will be responsible for delivering the project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
		in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Disability Including Learning Disability</b>	It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of disability but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Race</b>	It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of race but the position will be monitored if the proposals proceeds.	It is noted that the school will be responsible for delivering the project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Gender reassignment</b>	It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of Gender reassignment but the position will be monitored if the Proposal proceeds.	It is noted that the school will be responsible for delivering the project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Pregnancy and maternity</b>	It is not anticipated that the proposal will affect people disproportionately because of	It is noted that the school will be responsible for delivering the project and therefore will

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
	issues around Pregnancy and Maternity but the position will be monitored if the Proposal proceeds.	be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Religion or belief</b>	It is not anticipated that the proposal will affect people disproportionately because of their religion/belief but the position will be monitored if the Proposal proceeds.	It is noted that the school will be responsible for delivering the project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Sex</b>	It is not anticipated that this proposal will affect people disproportionately because of their sex but the position will be monitored if the Proposal proceeds.	It is noted that the school will be responsible for delivering the project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Sexual orientation</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around Sexual orientation but the position will be monitored if the Proposal proceeds.	It is noted that the school will be responsible for delivering the project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
		accordingly.
<b>Marriage &amp; civil partnership</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around Marriage and Civil Partnership but the position will be monitored if the Proposal proceeds.	It is noted that the school will be responsible for delivering the project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Carers (by association with any of the above)</b>	It is not anticipated that the proposal will affect people disproportionately because of caring responsibilities but the position will be monitored if the Proposal proceeds.	It is noted that the school will be responsible for delivering the project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Opportunity to advance equality of opportunity and/or foster good relations</b> (Please refer to the guidance for more information on the public sector duties)		
It is noted that the school will be responsible for delivering the project and therefore will be responsible for taking equalities into account.		

### STEP 5: Gaps identified

<p><b>Gaps identified</b> Do you need to collect more data/information or carry out consultation? (A 'How to engage' consultation guide is on Compass). How will you make sure your consultation is</p>	<p>It appears to Officers that there is no need to collect further data/information in light of the information that is available and has been considered. However, any further information identified will be considered as part of the continued EqIA.</p>
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## Equality Impact Assessment (EqIA)

accessible to those affected?	
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### STEP 6: Other impacts

Consider if your proposal has the potential (positive and negative) to impact on areas such as health and wellbeing, crime and disorder and community relations. There is more information in the guidance.

### STEP 7: Conclusion of your analysis

Select one conclusion of your analysis	Give details
<input checked="" type="checkbox"/> <b>No equality impacts identified</b> – No change required to proposal.	Officers feel that if the proposal is taken forward the obligations under the Equality Act will be the responsibility of the Academy as it is delivering the expansion project. However the County Council, as the provider of funds for the project will also continue to monitor the position and if any issues in respect of protected characteristics are identified by the County Council it will liaise with the Academy directly to raise these.
<input type="checkbox"/> <b>Minimal equality impacts identified</b> – Adverse impacts have been identified, but have been objectively justified (provided you do not unlawfully discriminate). – Ensure decision makers consider the cumulative effect of how a number of decisions impact on equality.	
<input type="checkbox"/> <b>Potential equality impacts identified</b> – Take ‘mitigating action’ to remove barriers or better advance equality. – Complete the action plan in the next section.	
<input type="checkbox"/> <b>Major equality impacts identified</b> – Stop and remove the policy. – The adverse effects are not justified, cannot be mitigated or show unlawful discrimination. – Ensure decision makers understand the equality impact.	

## Equality Impact Assessment (EqIA)

Select one conclusion of your analysis	Give details

### STEP 8: Action Plan

<b>Issue or opportunity identified relating to:</b> <ul style="list-style-type: none"> <li>– Mitigation measures</li> <li>– Further research</li> <li>– Consultation proposal</li> <li>– Monitor and review</li> </ul>	<b>Action proposed</b>	<b>Officer Responsible and target date</b>
Monitor and review	If the proposal is taken forward and funding provided then the county council will monitor the implementation of the Academy's Plans and raise any concerns that it has regarding Equality issues with the Academy directly  Monitor the decision the county council takes	Dan Hardy End July 2018

**This EqIA has been reviewed and signed off by:**

**Head of Service or Business Manager: P. Davis**

**Date: December 2017**

**Equality Action Group Chair:**

**Date:**

HCC's Diversity Board requires the Equality team to compile a central list of EqIAs so a random sample can be quality assured. Each Equality Action Group is encouraged to keep a forward plan of key service decisions that may require an EqIA, but please can you ensure the Equality team is made aware of any EqIAs completed so we can add them to our list. (email: [equalities@hertfordshire.gov.uk](mailto:equalities@hertfordshire.gov.uk)).

# Equality Impact Assessment (EqIA)

Thank you.



## Equality Impact Assessment (EqIA)

### STEP 1: Responsibility and involvement

<b>Title of proposal/ project/strategy/ procurement/policy</b>	Enlargement of the premises of Tewin Cowper C of E VA Primary School, from September 2018.	<b>Head of Service or Business Manager</b>	Pauline Davis
<b>Names of those involved in completing the EqIA:</b>	Adrian Bentley	<b>Lead officer contact details:</b>	Samantha Young
<b>Date completed:</b>	30/11/2017	<b>Review date:</b>	16/03/2018
<b>Date reviewed</b>			

### STEP 2: Objectives of proposal and scope of assessment – what do you want to achieve?

<b>Proposal objectives:</b> –what you want to achieve –intended outcomes –purpose and need	To identify the impact of the proposed new reception classroom block at Tewin Cowper C of E VA Primary School, Cannons Meadow, Tewin, Hertfordshire, AL6 0JU, to provide sufficient accommodation to meet the number of pupils on roll.
<b>Stakeholders:</b> Who will be affected: the public, partners, staff, service users, local Member etc.	Parents/carers/pupils, staff and governors at the school concerned; Residents local to the school concerned; Local Pre-Schools, Nursery, Primary, Secondary and Special schools; Local members

### STEP 3: Available data and monitoring information

<b>Relevant equality information</b> For example: Community profiles / service user demographics, data and monitoring information (local and national), similar or previous EqIAs, complaints, audits or inspections, local knowledge and consultations.	<b>What the data tells us about equalities</b>  This is a voluntary aided school which will carry out its own building project and be responsible for assessing the impact of its proposal.
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## Equality Impact Assessment (EqIA)

January 2017 school census data on gender split, English as an additional language (EAL), ethnicity, free school meal (FSM) eligibility, number of children with SEN Statements (S), Education & Health Care Plans (E) or SEN Support (K).  
*Countywide data includes pupils at special schools.*

### January 2017 school census data

	Tewin Cowper C of E VA Primary School	Primary schools countywide
Number of Students	154	100130
% Minority Ethnic Students (not White British and excluding Refused and Not Obtained)	27.27%	30.47%
% EAL (English as an additional language) (First language Not English or believed not to be English)	5.19%	16.70%
% with Statement (S) OR Education & Health Care Plan (E)	0.65%	1.86%
% SEN Support (K)	7.14%	11.86%
% Total SEN Provision	7.79%	13.73%
% FSM (Free School Meals) (at date of Census)	3.90%	8.72%
% of Male Students	55.84%	51.20%
% of Female Students	44.16%	48.80%

The number of pupils on roll at the school is a snapshot from January 2017. The percentage of Minority Ethnic pupils is slightly lower than the county average. The percentage of pupils with EAL is less than a third of the county average. The percentage of pupils with SEN Provision is considerably less than the county average. The percentage of pupils eligible for FSM is less than half of the county average. The percentage of male pupils is significantly greater than the percentage of female pupils at the school.

### STEP 4: Impact Assessment – Service Users, communities and partners (where relevant)

Guidance on groups of service users to consider within each protected group can be found [here](#)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
Age		The position will continue to be monitored and if any issues in respect of the protected characteristic are identified



## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
		then the Action Plan will be amended accordingly.
<b>Disability Including Learning Disability</b>	<p>Should the proposals proceed, appropriate advice will be sought in respect of any changes that are made to the school.</p> <p>It is not currently anticipated that the proposals will affect people disproportionately because of their disability.</p>	<p>The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.</p> <p>Any issues identified or known, as well as the duties found within Part 6, Section 149 and Schedules 10 and 13 of the Equality Act 2010 concerning disability will need to be factored into the individual scheme designs. Any building scheme is also required to meet the requirements to avoid Disability Discrimination under Section 15 of the Equality Act 2010.</p>
<b>Race</b>	<p>It is not anticipated that the proposals will affect people disproportionately because of their race. However, school planning officers will liaise with the Head teacher and their staff to identify any potential negative impacts upon children from specific ethnic groups arising from the proposal related to their school, and these will be taken into account accordingly.</p>	<p>The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.</p>
<b>Gender reassignment</b>	<p>It is not currently anticipated that the proposals will affect people with this characteristic disproportionately.</p>	<p>The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.</p>
<b>Pregnancy and</b>	<p>It is not currently anticipated</p>	<p>The position will continue to be</p>

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
<b>maternity</b>	that the proposals will affect people with this characteristic disproportionately.	monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Religion or belief</b>	It is not anticipated that the proposals will affect people disproportionately because of their religion or belief.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Sex</b>	It is not anticipated that the proposals will affect people disproportionately because of issues around sex.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Sexual orientation</b>	It is not anticipated that the proposals will affect people disproportionately because of issues around sexual orientation.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Marriage &amp; civil partnership</b>	It is not anticipated that the proposals will affect people disproportionately because of issues around marriage and civil partnership.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Carers (by association with any of the above)</b>	Currently it does not appear that there are any disproportionate negative impacts concerning this protected characteristic.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<p><b>Opportunity to advance equality of opportunity and/or foster good relations</b> (Please refer to the guidance for more information on the public sector duties)</p>		
<p>Should the proposal for additional accommodation at Tewin Cowper C of E VA Primary School go ahead we will ensure that all new accommodation provided to the school will be fully accessible to disabled pupils and staff. Any building scheme will be compliant with DDA regulations.</p>		

### Impact Assessment – Staff (where relevant)

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
<b>Age</b>	It is not anticipated that the proposals will affect people disproportionately because of their age. We are aware that some groups may require information in a different format.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Disability Including Learning Disability</b>	It is not anticipated at this stage that the proposals will affect people disproportionately because of the issues of disability. In addition should the proposals proceed, appropriate professional advice will be sought in respect of any changes that are made to the School.  We are aware that some groups may require information in a different format.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.  Any issues identified or known as well as the duties found within Part 6, Section 149 and Schedules 10 and 13 of the Equality Act 2010 concerning disability will be factored into the individual scheme designs. Any building scheme will also meet the requirements to avoid Disability Discrimination under Section 15 of the Equality Act 2010.
<b>Race</b>	It is not anticipated that the proposals will affect people disproportionately because of their race.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Gender reassignment</b>	It is not anticipated that the proposals will affect people disproportionately because of their gender reassignment.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Pregnancy and maternity</b>	It is not anticipated that the proposals will affect people disproportionately because of their pregnancy and maternity.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Religion or belief</b>	It is not anticipated that the proposals will affect people disproportionately because of their	The position will continue to be monitored and if any issues in respect of the protected



## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
	religion/belief.	characteristic are identified then the Action Plan will be amended accordingly.
<b>Sex</b>	It is not anticipated that the proposals will affect people disproportionately because of issues around sex.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Sexual orientation</b>	It is not anticipated that the proposals will affect people disproportionately because of issues around sexual orientation	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Marriage &amp; civil partnership</b>	It is not anticipated that the proposals will affect people disproportionately because of issues around marriage and civil partnership	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Carers (by association with any of the above)</b>	It is not anticipated that the proposals will affect people disproportionately because of issues around caring responsibilities.	The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
<b>Opportunity to advance equality of opportunity and/or foster good relations</b> (Please refer to the guidance for more information on the public sector duties)		
The school will ensure that all new accommodation provided will be fully accessible to disabled pupils and staff.		

### STEP 5: Gaps identified

<p><b>Gaps identified</b> Do you need to collect more data/information or carry out consultation? (A 'How to engage' consultation guide is on Compass). How will you make sure your consultation is accessible to those affected?</p>	
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## Equality Impact Assessment (EqIA)

### STEP 6: Other impacts

Consider if your proposal has the potential (positive and negative) to impact on areas such as health and wellbeing, crime and disorder and community relations. There is more information in the guidance.

### STEP 7: Conclusion of your analysis

Select one conclusion of your analysis	Give details
<input type="checkbox"/> <b>No equality impacts identified</b> – No change required to proposal.	
<input type="checkbox"/> <b>Minimal equality impacts identified</b> – Adverse impacts have been identified, but have been objectively justified (provided you do not unlawfully discriminate). – Ensure decision makers consider the cumulative effect of how a number of decisions impact on equality.	
<input checked="" type="checkbox"/> <b>Potential equality impacts identified</b> <input type="checkbox"/> – Take ‘mitigating action’ to remove barriers or better advance equality. – Complete the action plan in the next section.	This is a voluntary aided school which will carry out its own building project and be responsible for assessing the impact of its proposal. The school will need to ensure that the proposals do not impact adversely upon pupils with disabilities and ensure that the communications strategy takes into account the differing needs of the local community including staff.
<input type="checkbox"/> <b>Major equality impacts identified</b> – Stop and remove the policy. – The adverse effects are not justified, cannot be mitigated or show unlawful discrimination. – Ensure decision makers understand the equality impact.	

## Equality Impact Assessment (EqIA)

### STEP 8: Action Plan

Issue or opportunity identified relating to: – Mitigation measures – Further research – Consultation proposal – Monitor and review	Action proposed	Officer Responsible and target date
Explore ways of supporting parents, carers, governors and staff through the change process.	Ensure the communication strategy recognises that some groups may require information in a different format for example if they have a disability or do not speak English as a first language.  We are aware that the school may have its own communication strategy.	Samantha Young 16/03/2018
Catering for disabled pupils.	Ensure that any known issues around disability are factored into the individual scheme designs and that all building schemes are DDA compliant.  Obtain information around individual needs of children with disabilities.	Samantha Young 16/03/2018  Samantha Young 16/03/2018

**This EqIA has been reviewed and signed off by:**

**Head of Service or Business Manager: Pauline Davis      Date: December 2017**

**Equality Action Group Chair:      Date:**

HCC's Diversity Board requires the Equality team to compile a central list of EqIAs so a random sample can be quality assured. Each Equality Action Group is encouraged to keep a forward plan of key service decisions that may require an EqIA, but please can you ensure the Equality team is made aware of any EqIAs completed so we can add them to our list. (email: [equalities@hertfordshire.gov.uk](mailto:equalities@hertfordshire.gov.uk)). Thank you.

## Equality Impact Assessment (EqIA)

### STEP 1: Responsibility and involvement

<b>Title of proposal/ project/strategy/ procurement/policy</b>	Provision of funding for school based project to provide additional school places at Sandringham School.	<b>Head of Service or Business Manager</b>	Pauline Davis
<b>Names of those involved in completing the EqIA:</b>	Dan Hardy Jayne Kriel Adrian Bentley	<b>Lead officer contact details:</b>	Dan Hardy
<b>Date completed:</b>	14 December 2017	<b>Reviewed: Review date:</b>	July 2018

### STEP 2: Objectives of proposal and scope of assessment – what do you want to achieve?

<p><b>Proposal objectives:</b></p> <ul style="list-style-type: none"> <li>–what you want to achieve</li> <li>–intended outcomes</li> <li>–purpose and need</li> </ul>	<p>To identify the impact of the provision of funding to Sandringham School (a secondary mixed academy), The Ridgeway, St. Albans, AL4 9NX, for it to provide accommodation to facilitate the offer of additional school places for September 2019.</p> <p>The school is responsible for delivering the school expansion and consulting upon it.</p> <p>The proposal is part of the Secondary Expansion Programme Phase 3 (SEC3) set up to identify and fund secondary school enlargement schemes to meet the need for additional school places as of September 2019. This need is based on current pupil forecasts which identify a significant shortage of places across the area.</p> <p>This assessment considers the Equality Impact Assessment (EqIAs) undertaken to seek to identify whether any equality issues can be identified as a consequence of a contribution of funds and how they may be addressed.</p>
<p><b>Stakeholders:</b></p> <p>Who will be affected: the public, partners, staff, service users, local Member etc.</p>	<p>Parents/carers/pupils, staff and governors at the school concerned;</p> <p>Residents local to the school concerned;</p> <p>Students and Parents in the St. Albans and surrounding area within the school's admissions priority area</p> <p>Local Members</p> <p>The school will consult relevant parties.</p>

# Equality Impact Assessment (EqIA)

## STEP 3: Available data and monitoring information

<b>Relevant equality information</b> For example: Community profiles / service user demographics, data and monitoring information (local and national), similar or previous EqIAs, complaints, audits or inspections, local knowledge and consultations.	<b>What the data tells us about equalities</b>																														
January 2017 school census data on gender split, English as an additional language (EAL), ethnicity, free school meal (FSM) eligibility, number of children with SEN Statements (S), Education & Health Care Plans (E) or SEN Support (K). <i>Countywide data includes pupils at ESCs, PRUs and special schools.</i>	<p><b>January 2017</b> school census data</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%;">Sandringham School</th> <th style="width: 20%;">Secondary countywide</th> </tr> </thead> <tbody> <tr> <td>Number of Students</td> <td style="text-align: center;">1284</td> <td style="text-align: center;">82218</td> </tr> <tr> <td>% Minority Ethnic Students (not White British and excluding Refused and Not Obtained)</td> <td style="text-align: center;">25.0%</td> <td style="text-align: center;">27.0%</td> </tr> <tr> <td>% EAL (English as an additional language) (First language Not English or believed not to be English)</td> <td style="text-align: center;">8.7%</td> <td style="text-align: center;">12.1%</td> </tr> <tr> <td>% with Statement (S) OR Education &amp; Health Care Plan (E)</td> <td style="text-align: center;">1.3%</td> <td style="text-align: center;">2.5%</td> </tr> <tr> <td>% SEN Support (K)</td> <td style="text-align: center;">19.4%</td> <td style="text-align: center;">11.7%</td> </tr> <tr> <td>% Total SEN Provision</td> <td style="text-align: center;">20.6%</td> <td style="text-align: center;">14.3%</td> </tr> <tr> <td>% FSM (Free School Meals) (at date of Census)</td> <td style="text-align: center;">3.4%</td> <td style="text-align: center;">6.7%</td> </tr> <tr> <td>% of Male Students</td> <td style="text-align: center;">51.5%</td> <td style="text-align: center;">50.3%</td> </tr> <tr> <td>% of Female Students</td> <td style="text-align: center;">48.5%</td> <td style="text-align: center;">49.7%</td> </tr> </tbody> </table> <p>The percentage of students at Sandringham School is less than the countywide average in the following categories: Minority Ethnic Students, EAL, Statement (S or E) and FSM. The percentage of students at the school is greater than the countywide average in the following categories: SEN Support (K) and Total SEN Provision. The percentage of male students is slightly higher than the percentage of female students at the school and this difference is greater than the countywide average difference.</p>		Sandringham School	Secondary countywide	Number of Students	1284	82218	% Minority Ethnic Students (not White British and excluding Refused and Not Obtained)	25.0%	27.0%	% EAL (English as an additional language) (First language Not English or believed not to be English)	8.7%	12.1%	% with Statement (S) OR Education & Health Care Plan (E)	1.3%	2.5%	% SEN Support (K)	19.4%	11.7%	% Total SEN Provision	20.6%	14.3%	% FSM (Free School Meals) (at date of Census)	3.4%	6.7%	% of Male Students	51.5%	50.3%	% of Female Students	48.5%	49.7%
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# Equality Impact Assessment (EqIA)



## Equality Impact Assessment (EqIA)

### STEP 4: Impact Assessment – Service Users, communities and partners (where relevant)

Guidance on groups of service users to consider within each protected group can be found [here](#)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
<b>Age</b>	It is not anticipated that the proposal will affect people disproportionately because of their age.	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Disability Including Learning Disability</b>	It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of disability but the position will be monitored by the school if the proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Race</b>	It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of race but the position will be monitored if the proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Gender reassignment</b>	It is not anticipated at this stage that the proposal will	It is noted that the school will be responsible for delivering

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
	affect people disproportionately because of the issues of Gender reassignment but the position will be monitored if the Proposal proceeds	the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Pregnancy and maternity</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around Pregnancy and Maternity but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Religion or belief</b>	It is not anticipated that the proposal will affect people disproportionately because of their religion/belief.	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Sex</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around Sex.	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are



## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
		identified by the County Council then the Action Plan will be amended accordingly.
<b>Sexual orientation</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around Sexual orientation but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Marriage &amp; civil partnership</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around Marriage and Civil Partnership but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Carers (by association with any of the above)</b>	It is not anticipated that the proposal will affect people disproportionately because of caring responsibilities but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Opportunity to advance equality of opportunity and/or foster good relations</b> (Please refer to the guidance for more information on the public sector duties)		
It is felt by Officers that should Cabinet approve funds to enable the delivery of the school enlargement it is anticipated that it will allow more students to attend a		

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
secondary school in their locality and extend the range of successful preferences available to parents/carers.		

### Impact Assessment – Staff (where relevant)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
<b>Age</b>	It is not anticipated that the proposal will affect people disproportionately because of their age.	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Disability Including Learning Disability</b>	It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of disability but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Race</b>	It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of race but the position will be monitored if the proposals proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
		identified by the County Council then the Action Plan will be amended accordingly.
<b>Gender reassignment</b>	It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of Gender reassignment but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Pregnancy and maternity</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around Pregnancy and Maternity but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Religion or belief</b>	It is not anticipated that the proposal will affect people disproportionately because of their religion/belief.	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Sex</b>	It is not anticipated that this proposal will affect people disproportionately because of their sex.	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
		account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Sexual orientation</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around Sexual orientation but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Marriage &amp; civil partnership</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around Marriage and Civil Partnership but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Carers (by association with any of the above)</b>	It is not anticipated that the proposal will affect people disproportionately because of caring responsibilities but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
<b>Opportunity to advance equality of opportunity and/or foster good relations</b> (Please refer to the guidance for more information on the public sector duties)		
It is noted that the school will be responsible for delivering the project and therefore will be responsible for taking equalities into account.		

### STEP 5: Gaps identified

<p><b>Gaps identified</b> Do you need to collect more data/information or carry out consultation? (A 'How to engage' consultation guide is on Compass). How will you make sure your consultation is accessible to those affected?</p>	<p>It appears to Officers that there is no need to collect further data/information in light of the information that is available and has been considered. However, any further information identified will be considered as part of the continued EqIA.</p>
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### STEP 6: Other impacts

Consider if your proposal has the potential (positive and negative) to impact on areas such as health and wellbeing, crime and disorder and community relations. There is more information in the guidance.

It is not considered that the proposal will have any other impact.

### STEP 7: Conclusion of your analysis

Select one conclusion of your analysis	Give details
<p><input checked="" type="checkbox"/> <b>No equality impacts identified</b> – No change required to proposal.</p>	<p>Officers feel that if the proposal is taken forward the obligations under the Equality Act will be the responsibility of the Academy as it is delivering the expansion project. However the County Council, as the provider of funds for the project will also continue to monitor the position and if any issues in respect of protected characteristics are identified by the County Council it will liaise with the Academy directly to raise these.</p>

## Equality Impact Assessment (EqIA)

Select one conclusion of your analysis	Give details
<input type="checkbox"/> <b>Minimal equality impacts identified</b> <ul style="list-style-type: none"> <li>– Adverse impacts have been identified, but have been objectively justified (provided you do not unlawfully discriminate).</li> <li>– Ensure decision makers consider the cumulative effect of how a number of decisions impact on equality.</li> </ul>	
<input type="checkbox"/> <b>Potential equality impacts identified</b> <ul style="list-style-type: none"> <li>– Take ‘mitigating action’ to remove barriers or better advance equality.</li> <li>– Complete the action plan in the next section.</li> </ul>	
<input type="checkbox"/> <b>Major equality impacts identified</b> <ul style="list-style-type: none"> <li>– Stop and remove the policy.</li> <li>– The adverse effects are not justified, cannot be mitigated or show unlawful discrimination.</li> <li>– Ensure decision makers understand the equality impact.</li> </ul>	

### STEP 8: Action Plan

Issue or opportunity identified relating to:	Action proposed	Officer Responsible and target date
<ul style="list-style-type: none"> <li>– Mitigation measures</li> <li>– Further research</li> <li>– Consultation proposal</li> <li>– Monitor and review</li> </ul>		
Monitor and review	If the proposal is taken forward and funding provided then the county council will monitor the implementation of the Academy's Plans and raise any concerns that it has regarding Equality issues with the Academy directly	Dan Hardy End July 2018

## Equality Impact Assessment (EqIA)

<b>Issue or opportunity identified relating to:</b> <ul style="list-style-type: none"> <li>– Mitigation measures</li> <li>– Further research</li> <li>– Consultation proposal</li> <li>– Monitor and review</li> </ul>	<b>Action proposed</b>	<b>Officer Responsible and target date</b>
.		

**This EqIA has been reviewed and signed off by:**

**Head of Service or Business Manager: Pauline Davis      Date: December 2017**

**Equality Action Group Chair:      Date:**

HCC's Diversity Board requires the Equality team to compile a central list of EqIAs so a random sample can be quality assured. Each Equality Action Group is encouraged to keep a forward plan of key service decisions that may require an EqIA, but please can you ensure the Equality team is made aware of any EqIAs completed so we can add them to our list. (email: [equalities@hertfordshire.gov.uk](mailto:equalities@hertfordshire.gov.uk)). Thank you.



## Equality Impact Assessment (EqIA)

### STEP 1: Responsibility and involvement

<b>Title of proposal/ project/strategy/ procurement/policy</b>	Provision of funding for school based project to provide additional school places at St Albans Girls' School is a single sex academy for girls aged 11-16 the sixth form being co-educational.	<b>Head of Service or Business Manager</b>	Pauline Davis
<b>Names of those involved in completing the EqIA:</b>	Adrian Bentley	<b>Lead officer contact details:</b>	Dan Hardy
<b>Date completed:</b>	14 December 2017	<b>Reviewed: Review date:</b>	July 2018

### STEP 2: Objectives of proposal and scope of assessment – what do you want to achieve?

<p><b>Proposal objectives:</b></p> <ul style="list-style-type: none"> <li>–what you want to achieve</li> <li>–intended outcomes</li> <li>–purpose and need</li> </ul>	<p>To identify the impact of the provision of funding to St Albans Girls' School (a secondary female academy), Sandridgebury Lane, St. Albans, AL3 6DB, for it to provide accommodation to facilitate the offer of additional school places for September 2019.</p> <p>The school is responsible for delivering the school expansion.</p> <p>The proposal is part of the Secondary Expansion Programme Phase 3 (SEC3) set up to identify and fund secondary school enlargement schemes to meet the need for additional school places as of September 2019. This need is based on current pupil forecasts which identify a significant shortage of places across the area.</p> <p>This assessment considers the Equality Impact Assessment (EqIAs) undertaken to seek to identify whether any equality issues can be identified as a consequence of a contribution of funds and how they may be addressed.</p>
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## Equality Impact Assessment (EqIA)

<p><b>Stakeholders:</b> Who will be affected: the public, partners, staff, service users, local Member etc.</p>	<p>Parents/carers/pupils, staff and governors at the school concerned Residents local to the school concerned Students and Parents in the surrounding area Secondary schools in the area Local Members</p> <p>The school will consult relevant parties.</p>
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### STEP 3: Available data and monitoring information

<b>Relevant equality information</b> For example: Community profiles / service user demographics, data and monitoring information (local and national), similar or previous EqIAs, complaints, audits or inspections, local knowledge and consultations.	<b>What the data tells us about equalities</b>																														
<p>January 2017 school census data on gender split, English as an additional language (EAL), ethnicity, free school meal (FSM) eligibility, number of children with SEN Statements (S), Education &amp; Health Care Plans (E) or SEN Support (K). <i>Countywide data includes pupils at ESCs, PRUs and special schools.</i></p>	<p><b>January 2017</b> school census data</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%;">St Albans Girls' School</th> <th style="width: 20%;">Secondary countywide</th> </tr> </thead> <tbody> <tr> <td>Number of Students</td> <td style="text-align: center;">1231</td> <td style="text-align: center;">82218</td> </tr> <tr> <td>% Minority Ethnic Students (not White British and excluding Refused and Not Obtained)</td> <td style="text-align: center;">34.4%</td> <td style="text-align: center;">27.0%</td> </tr> <tr> <td>% EAL (English as an additional language) (First language Not English or believed not to be English)</td> <td style="text-align: center;">18.4%</td> <td style="text-align: center;">12.1%</td> </tr> <tr> <td>% with Statement (S) OR Education &amp; Health Care Plan (E)</td> <td style="text-align: center;">0.4%</td> <td style="text-align: center;">2.5%</td> </tr> <tr> <td>% SEN Support (K)</td> <td style="text-align: center;">11.0%</td> <td style="text-align: center;">11.7%</td> </tr> <tr> <td>% Total SEN Provision</td> <td style="text-align: center;">11.5%</td> <td style="text-align: center;">14.3%</td> </tr> <tr> <td>% FSM (Free School Meals) (at date of Census)</td> <td style="text-align: center;">4.8%</td> <td style="text-align: center;">6.7%</td> </tr> <tr> <td>% of Male Students</td> <td style="text-align: center;">0.2%</td> <td style="text-align: center;">50.3%</td> </tr> <tr> <td>% of Female Students</td> <td style="text-align: center;">99.8%</td> <td style="text-align: center;">49.7%</td> </tr> </tbody> </table> <p>St Albans Girls' School is a single sex academy for girls aged 11-16 within the St Albans single sex priority area. The sixth form is co-educational.</p>		St Albans Girls' School	Secondary countywide	Number of Students	1231	82218	% Minority Ethnic Students (not White British and excluding Refused and Not Obtained)	34.4%	27.0%	% EAL (English as an additional language) (First language Not English or believed not to be English)	18.4%	12.1%	% with Statement (S) OR Education & Health Care Plan (E)	0.4%	2.5%	% SEN Support (K)	11.0%	11.7%	% Total SEN Provision	11.5%	14.3%	% FSM (Free School Meals) (at date of Census)	4.8%	6.7%	% of Male Students	0.2%	50.3%	% of Female Students	99.8%	49.7%
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Template updated February 2014



## Equality Impact Assessment (EqIA)

	<p>The percentage of students at St. Albans Girls' School is less than the countywide average in all of the following categories: Statement (S or E), SEN Support (K), Total SEN Provision and FSM. The percentage of students at the school is greater than the countywide average in the following categories: Minority Ethnic Students and EAL.</p> <p>The percentage of male and female students cannot be compared to the countywide average because St. Albans Girls' School is predominantly a single-sex school with the percentage of male and female students at the school is based on the inclusion of the co-educational sixth form.</p>
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### STEP 4: Impact Assessment – Service Users, communities and partners (where relevant)

Guidance on groups of service users to consider within each protected group can be found [here](#)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
<b>Age</b>	It is not anticipated that the proposal will affect people disproportionately because of their age.	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Disability Including Learning Disability</b>	It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of disability but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
		Council then the Action Plan will be amended accordingly.
<b>Race</b>	It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of race but the position will be monitored if the proposals proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Gender reassignment</b>	It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of Gender reassignment but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Pregnancy and maternity</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around Pregnancy and Maternity but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Religion or belief</b>	It is not anticipated that the proposal will affect people disproportionately because of their religion/belief	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
		account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Sex</b>	<p>The proposal will have a positive impact on the number of places available for girls in the area. The number of places available to boys will remain the same.</p> <p>This single sex school is over-subscribed with 289 1<sup>st</sup> preference* applications for the 210 places offered. The proposal will provide more school places increasing parental preference.</p> <p>The position will be monitored if the Proposal proceeds.</p> <p><i>*On time &amp; late 1<sup>st</sup> preferences as at Allocation Day 2017.</i></p>	<p>The proposal will not change the number of school places available to boys in the area. It should be noted that an expansion project at the nearest boys' school is not considered deliverable.</p> <p>It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.</p>
<b>Sexual orientation</b>	<p>It is not anticipated that the proposal will affect people disproportionately because of issues around Sexual orientation but the position will be monitored if the Proposal proceeds</p>	<p>It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.</p>
<b>Marriage &amp; civil partnership</b>	<p>It is not anticipated that the proposal will affect people disproportionately because of issues around Marriage and</p>	<p>It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible</p>

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
	Civil Partnership but the position will be monitored if the Proposal proceeds	for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Carers (by association with any of the above)</b>	It is not anticipated that the proposal will affect people disproportionately because of caring responsibilities but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Opportunity to advance equality of opportunity and/or foster good relations</b> (Please refer to the guidance for more information on the public sector duties)		
It is felt by Officers that should Cabinet approve funds to enable the delivery of the school enlargement it is anticipated that it will allow more girls to attend a single-sex school in their locality and extend the range of successful preferences available to parents/carers..		

### Impact Assessment – Staff (where relevant)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
<b>Age</b>	It is not anticipated that the proposal will affect people disproportionately because of their age.	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
		Council then the Action Plan will be amended accordingly.
<b>Disability Including Learning Disability</b>	It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of disability but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Race</b>	It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of race but the position will be monitored if the proposals proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Gender reassignment</b>	It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of Gender reassignment but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Pregnancy and maternity</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around Pregnancy and Maternity but the position will be monitored if the Proposal	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
	proceeds	Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Religion or belief</b>	It is not anticipated that the proposal will affect people disproportionately because of their religion/belief.	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Sex</b>	It is not anticipated that this proposal will affect people disproportionately because of their sex.	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Sexual orientation</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around Sexual orientation but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
<b>Marriage &amp; civil partnership</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around Marriage and Civil Partnership but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
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<b>Opportunity to advance equality of opportunity and/or foster good relations</b> (Please refer to the guidance for more information on the public sector duties)		
It is noted that the school will be responsible for delivering the project and therefore will be responsible for taking equalities into account.		

### STEP 5: Gaps identified

<p><b>Gaps identified</b></p> <p>Do you need to collect more data/information or carry out consultation? (A 'How to engage' consultation guide is on Compass). How will you make sure your consultation is accessible to those affected?</p>	<p>It appears to Officers that there is no need to collect further data/information in light of the information that is available and has been considered. However, any further information identified will be considered as part of the continued EqIA.</p>
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## Equality Impact Assessment (EqIA)

### STEP 6: Other impacts

Consider if your proposal has the potential (positive and negative) to impact on areas such as health and wellbeing, crime and disorder and community relations. There is more information in the guidance.

It is not considered that the proposal will have any other impact.

### STEP 7: Conclusion of your analysis

Select one conclusion of your analysis	Give details
<input type="checkbox"/> <p><b>No equality impacts identified</b></p> <ul style="list-style-type: none"> <li>- No change required to proposal.</li> </ul>	
<input checked="" type="checkbox"/> <p><b>Minimal equality impacts identified</b></p> <ul style="list-style-type: none"> <li>- Adverse impacts have been identified, but have been objectively justified (provided you do not unlawfully discriminate).</li> <li>- Ensure decision makers consider the cumulative effect of how a number of decisions impact on equality.</li> </ul>	<p>The proposal has minimum equality impacts, with a positive impact for girls. The proposal is objectively justified and does not unlawfully discriminate. Officers feel that if the proposal is taken forward the obligations under the Equality Act will be the responsibility of the Academy as it is delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council, as the provider of funds for the project, will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then it will liaise with the Academy directly to raise these.</p>
<input type="checkbox"/> <p><b>Potential equality impacts identified</b></p> <ul style="list-style-type: none"> <li>- Take 'mitigating action' to remove barriers or better advance equality.</li> <li>- Complete the action plan in the next section.</li> </ul>	
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## Equality Impact Assessment (EqIA)

### STEP 8: Action Plan

Issue or opportunity identified relating to: – Mitigation measures – Further research – Consultation proposal – Monitor and review	Action proposed	Officer Responsible and target date
Monitor and review	<p>If the proposal is taken forward and funding provided then the county council will monitor the implementation of the Academy's Plans and raise any concerns that it has regarding Equality issues with the Academy directly</p> <p>Monitor the decision the county council takes</p>	<p>Dan Hardy End July 2018</p>

**This EqIA has been reviewed and signed off by:**

**Head of Service or Business Manager: Pauline Davis      Date: December 2017**

**Equality Action Group Chair:      Date:**

HCC's Diversity Board requires the Equality team to compile a central list of EqIAs so a random sample can be quality assured. Each Equality Action Group is encouraged to keep a forward plan of key service decisions that may require an EqIA, but please can you ensure the Equality team is made aware of any EqIAs completed so we can add them to our list. (email: [equalities@hertfordshire.gov.uk](mailto:equalities@hertfordshire.gov.uk)). Thank you.



## Equality Impact Assessment (EqIA)

### STEP 1: Responsibility and involvement

<b>Title of proposal/ project/strategy/ procurement/policy</b>	Provision of funding for school based project to provide additional school places at Stanborough School.	<b>Head of Service or Business Manager</b>	Pauline Davis
<b>Names of those involved in completing the EqIA:</b>	Kate Ma Jayne Kriel Adrian Bentley	<b>Lead officer contact details:</b>	Kate Ma
<b>Date completed:</b>	14 December 2017	<b>Reviewed: Review date:</b>	July 2018

### STEP 2: Objectives of proposal and scope of assessment – what do you want to achieve?

<p><b>Proposal objectives:</b></p> <ul style="list-style-type: none"> <li>–what you want to achieve</li> <li>–intended outcomes</li> <li>–purpose and need</li> </ul>	<p>To identify the impact of the provision of funding to Stanborough School (a secondary mixed academy), Lemsford Lane, Welwyn Garden City, AL8 6YR, for it to provide accommodation to facilitate the offer of additional school places for September 2019.</p> <p>The school is responsible for delivering the school expansion.</p> <p>The proposal is part of the Secondary Expansion Programme Phase 2 (SEC3) set up to identify and fund secondary school enlargement schemes to meet the need for additional school places as of September 2019. This need is based on current pupil forecasts which identify a significant shortage of places across the area, concentrated in Hatfield.</p> <p>This assessment considers the Equality Impact Assessment (EqIAs) undertaken to seek to identify whether any equality issues can be identified as a consequence of a contribution of funds and how they may be addressed.</p>
<p><b>Stakeholders:</b></p> <p>Who will be affected: the public, partners, staff, service users, local Member etc.</p>	<p>Parents/carers/pupils, staff and governors at the school concerned;</p> <p>Residents local to the school concerned;</p> <p>Students and Parents in the Welwyn Garden City areas within the school's admissions priority area and in Hatfield where a change in admissions rules will mean the additional places are prioritised.</p> <p>Local Members</p>

## Equality Impact Assessment (EqIA)

	The school will be responsible for consulting on any changes, as necessary/
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### STEP 3: Available data and monitoring information

<b>Relevant equality information</b> For example: Community profiles / service user demographics, data and monitoring information (local and national), similar or previous EqIAs, complaints, audits or inspections, local knowledge and consultations.	<b>What the data tells us about equalities</b>																														
<p>January 2017 school census data on gender split, English as an additional language (EAL), ethnicity, free school meal (FSM) eligibility, number of children with SEN Statements (S), Education &amp; Health Care Plans (E) or SEN Support (K). <i>Countywide data includes pupils at ESCs, PRUs and special schools.</i></p>	<p><b>January 2017 school census data</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th></th> <th style="text-align: center;">Stanborough School</th> <th style="text-align: center;">Secondary countywide</th> </tr> </thead> <tbody> <tr> <td>Number of Students</td> <td style="text-align: center;">1068</td> <td style="text-align: center;">82218</td> </tr> <tr> <td>% Minority Ethnic Students (not White British and excluding Refused and Not Obtained)</td> <td style="text-align: center;">21.4%</td> <td style="text-align: center;">27.0%</td> </tr> <tr> <td>% EAL (English as an additional language) (First language Not English or believed not to be English)</td> <td style="text-align: center;">10.5%</td> <td style="text-align: center;">12.1%</td> </tr> <tr> <td>% with Statement (S) OR Education &amp; Health Care Plan (E)</td> <td style="text-align: center;">0.5%</td> <td style="text-align: center;">2.5%</td> </tr> <tr> <td>% SEN Support (K)</td> <td style="text-align: center;">13.1%</td> <td style="text-align: center;">11.7%</td> </tr> <tr> <td>% Total SEN Provision</td> <td style="text-align: center;">13.6%</td> <td style="text-align: center;">14.3%</td> </tr> <tr> <td>% FSM (Free School Meals) (at date of Census)</td> <td style="text-align: center;">8.9%</td> <td style="text-align: center;">6.7%</td> </tr> <tr> <td>% of Male Students</td> <td style="text-align: center;">56.7%</td> <td style="text-align: center;">50.3%</td> </tr> <tr> <td>% of Female Students</td> <td style="text-align: center;">43.4%</td> <td style="text-align: center;">49.7%</td> </tr> </tbody> </table> <p>Stanborough School offers mixed sex education (year 7-11 and sixth form) to pupils within the local Welwyn and Hatfield area.</p> <p>The percentage of students at Stanborough School is</p>		Stanborough School	Secondary countywide	Number of Students	1068	82218	% Minority Ethnic Students (not White British and excluding Refused and Not Obtained)	21.4%	27.0%	% EAL (English as an additional language) (First language Not English or believed not to be English)	10.5%	12.1%	% with Statement (S) OR Education & Health Care Plan (E)	0.5%	2.5%	% SEN Support (K)	13.1%	11.7%	% Total SEN Provision	13.6%	14.3%	% FSM (Free School Meals) (at date of Census)	8.9%	6.7%	% of Male Students	56.7%	50.3%	% of Female Students	43.4%	49.7%
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## Equality Impact Assessment (EqIA)

	<p>less than the countywide average in the following categories: Minority Ethnic Students, EAL, Statement (S or E) and Total SEN Provision. The percentage of students at the school is greater than the countywide average in the following categories: SEN Support (K) and FSM.</p> <p>The percentage of male students is significantly higher than the percentage of female students at the school and this difference is significantly greater than the countywide average difference. This is likely to be as a result of there being a 5fe secondary single sex girls' school in Hatfield with no corresponding boys' school provision.</p>
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## Equality Impact Assessment (EqIA)

### STEP 4: Impact Assessment – Service Users, communities and partners (where relevant)

Guidance on groups of service users to consider within each protected group can be found [here](#)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
<b>Age</b>	It is not anticipated that the proposal will affect people disproportionately because of their age.	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Disability Including Learning Disability</b>	It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of disability but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account, including ensuring the expansion scheme design meets all current buildings regulations and is DDA compliant. The County Council will continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Race</b>	It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of race but the position will be monitored if the proposals proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
		identified by the County Council then the Action Plan will be amended accordingly.
<b>Gender reassignment</b>	It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of Gender reassignment but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Pregnancy and maternity</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around Pregnancy and Maternity but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Religion or belief</b>	It is not anticipated that the proposal will affect people disproportionately because of their religion/belief.	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Sex</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around Sex.	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
		for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Sexual orientation</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around Sexual orientation but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Marriage &amp; civil partnership</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around Marriage and Civil Partnership but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Carers (by association with any of the above)</b>	It is not anticipated that the proposal will affect people disproportionately because of caring responsibilities but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan



## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
		will be amended accordingly.
<b>Opportunity to advance equality of opportunity and/or foster good relations</b> (Please refer to the guidance for more information on the public sector duties)		
It is felt by Officers that these duties will be progressed should Cabinet approve funds to enable the delivery of the school enlargement it is anticipated that it will allow more students access to a secondary school in an acceptable locality and extend the range of successful preferences available to parents/carers.		

### Impact Assessment – Staff (where relevant)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
<b>Age</b>	It is not anticipated that the proposal will affect people disproportionately because of their age.	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Disability Including Learning Disability</b>	It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of disability but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Race</b>	It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of race but the position will	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
	be monitored if the proposals proceeds	for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Gender reassignment</b>	It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of Gender reassignment but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
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<b>Religion or belief</b>	It is not anticipated that the proposal will affect people disproportionately because of their religion/belief.	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
<b>Sex</b>	It is not anticipated that this proposal will affect people disproportionately because of their sex.	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Sexual orientation</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around Sexual orientation but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
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## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
		protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Opportunity to advance equality of opportunity and/or foster good relations</b> (Please refer to the guidance for more information on the public sector duties)		
It is noted that the school will be responsible for delivering the project and therefore be responsible for taking equalities into account.		

### STEP 5: Gaps identified

<b>Gaps identified</b> Do you need to collect more data/information or carry out consultation? (A 'How to engage' consultation guide is on Compass). How will you make sure your consultation is accessible to those affected?	It appears to Officers that there is no need to collect further data /information in light of the information that is available and has been considered. However, any further information identified will be considered as part of the continued EqIA.
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### STEP 6: Other impacts

Consider if your proposal has the potential (positive and negative) to impact on areas such as health and wellbeing, crime and disorder and community relations. There is more information in the guidance.

It is not considered that the proposal will have any other impact.

### STEP 7: Conclusion of your analysis

Select one conclusion of your analysis	Give details
<input type="checkbox"/> <b>No equality impacts identified</b> <input checked="" type="checkbox"/> – No change required to proposal.	Officers feel that if the proposal is taken forward the obligations under the Equality Act It is noted that the school will be the responsibility of the Academy as it is e for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council, as the

## Equality Impact Assessment (EqIA)

Select one conclusion of your analysis	Give details
	<p>provider of funds for the project will also continue to monitor the position and if any issues in respect of the protected characteristics are identified by the County Council it will liaise with the Academy directly to raise these. Officers feel that if the proposal is taken forward the obligations under the Equality Act responsibility of the Academy as it is delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council, as the provider of funds for the project will also continue to monitor the position and if any issues in respect of the protected characteristics are identified by the County Council it will liaise with the Academy directly to raise these</p>
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### STEP 8: Action Plan

## Equality Impact Assessment (EqIA)

Issue or opportunity identified relating to: – Mitigation measures – Further research – Consultation proposal – Monitor and review	Action proposed	Officer Responsible and target date
Monitor and review	If the proposal is taken forward and funding provided then the Monitor the decision the county council will monitor the implementation of the Academy's Plans and raise any concerns that it has regarding Equality issues with the Academy directly takes	Kate MaJuly2018

**This EqIA has been reviewed and signed off by:**

**Head of Service or Business Manager: Pauline Davis      Date: December 2017**

**Equality Action Group Chair:      Date:**

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## Equality Impact Assessment (EqIA)

### STEP 1: Responsibility and involvement

<b>Title of proposal/ project/strategy/ procurement/policy</b>	Provision of funding for school based project to provide additional school places at Chancellor's School.	<b>Head of Service or Business Manager</b>	Pauline Davis
<b>Names of those involved in completing the EqIA:</b>	Kate Ma Jayne Kriel Adrian Bentley	<b>Lead officer contact details:</b>	Kate Ma
<b>Date completed:</b>	14 December 2017	<b>Reviewed: Review date:</b>	July 2018

### STEP 2: Objectives of proposal and scope of assessment – what do you want to achieve?

<p><b>Proposal objectives:</b></p> <ul style="list-style-type: none"> <li>–what you want to achieve</li> <li>–intended outcomes</li> <li>–purpose and need</li> </ul>	<p>To identify the impact of the provision of funding to Chancellor's School (a Foundation school), Pine Grove, Brookmans Park, AL9 7BN, for it to provide accommodation to facilitate the offer of additional school places for September 2019.</p> <p>The school is responsible for delivering the school expansion.</p> <p>The proposal is part of the Secondary Expansion Programme Phase 3 (SEC3) set up to identify and fund secondary school enlargement schemes to meet the need for additional school places as of September 2019. This need is based on current pupil forecasts which identify a significant shortage of places across the area.</p> <p>This assessment considers the Equality Impact Assessment (EqIAs) undertaken to seek to identify whether any equality issues can be identified as a consequence of a contribution of funds and how they may be addressed.</p>
<p><b>Stakeholders:</b></p> <p>Who will be affected: the public, partners, staff, service users, local Member etc.</p>	<p>Parents/carers/pupils, staff and governors at the school concerned;</p> <p>Residents local to the school concerned;</p> <p>Students and Parents in the Brookmans Park and surrounding area</p> <p>Local Members</p>

## Equality Impact Assessment (EqIA)

### STEP 3: Available data and monitoring information

<b>Relevant equality information</b> For example: Community profiles / service user demographics, data and monitoring information (local and national), similar or previous EqIAs, complaints, audits or inspections, local knowledge and consultations.	<b>What the data tells us about equalities</b>																														
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% FSM (Free School Meals) (at date of Census)	3.3%	6.7%																													
% of Male Students	54.8%	50.3%																													
% of Female Students	45.2%	49.7%																													



## Equality Impact Assessment (EqIA)

### STEP 4: Impact Assessment – Service Users, communities and partners (where relevant)

Guidance on groups of service users to consider within each protected group can be found [here](#)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
<b>Age</b>	It is not anticipated that the proposal will affect people disproportionately because of their age.	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Disability Including Learning Disability</b>	It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of disability but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Race</b>	It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of race but the position will be monitored if the proposals proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Gender reassignment</b>	It is not anticipated at this stage that the proposal will	It is noted that the school will be responsible for delivering

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
	affect people disproportionately because of the issues of Gender reassignment but the position will be monitored if the Proposal proceeds	the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Pregnancy and maternity</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around Pregnancy and Maternity but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Religion or belief</b>	It is not anticipated that the proposal will affect people disproportionately because of their religion/belief	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Sex</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around Sex.	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are



## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
		identified by the County Council then the Action Plan will be amended accordingly.
<b>Sexual orientation</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around Sexual orientation but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Marriage &amp; civil partnership</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around Marriage and Civil Partnership but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Carers (by association with any of the above)</b>	It is not anticipated that the proposal will affect people disproportionately because of caring responsibilities but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Opportunity to advance equality of opportunity and/or foster good relations</b> (Please refer to the guidance for more information on the public sector duties)		
It is felt by Officers that should Cabinet approve funds to enable the delivery of the school enlargement it is anticipated that it will allow more students to attend a		

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
secondary school in an acceptable locality and extend the range of successful preferences available to parents/carers.		

### Impact Assessment – Staff (where relevant)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
<b>Age</b>	It is not anticipated that the proposal will affect people disproportionately because of their age.	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Disability Including Learning Disability</b>	It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of disability but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Race</b>	It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of race but the position will be monitored if the proposals proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
		identified by the County Council then the Action Plan will be amended accordingly.
<b>Gender reassignment</b>	It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of Gender reassignment but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Pregnancy and maternity</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around Pregnancy and Maternity but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Religion or belief</b>	It is not anticipated that the proposal will affect people disproportionately because of their religion/belief.	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Sex</b>	It is not anticipated that this proposal will affect people disproportionately because of their sex.	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
		account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Sexual orientation</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around Sexual orientation but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Marriage &amp; civil partnership</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around Marriage and Civil Partnership but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Carers (by association with any of the above)</b>	It is not anticipated that the proposal will affect people disproportionately because of caring responsibilities but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
<b>Opportunity to advance equality of opportunity and/or foster good relations</b> (Please refer to the guidance for more information on the public sector duties)		
It is noted that the school will be responsible for delivering the project and therefore will be responsible for taking equalities into account.		

### STEP 5: Gaps identified

<b>Gaps identified</b> Do you need to collect more data/information or carry out consultation? (A 'How to engage' consultation guide is on Compass). How will you make sure your consultation is accessible to those affected?	It appears to Officers that there is no need to collect further data/information in light of the information that is available and has been considered. However, any further information identified will be considered as part of the continued EqIA.
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### STEP 6: Other impacts

Consider if your proposal has the potential (positive and negative) to impact on areas such as health and wellbeing, crime and disorder and community relations. There is more information in the guidance.

It is not considered that the proposal will have any other impact.

### STEP 7: Conclusion of your analysis

Select one conclusion of your analysis	Give details
<input checked="" type="checkbox"/> <b>No equality impacts identified</b> – No change required to proposal.	Officers feel that if the proposal is taken forward the obligations under the Equality Act will be the responsibility of the school as it is delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council, as the provider of funds for the project will also continue to monitor the position and if any issues in respect of the protected characteristics are identified by the County Council it will liaise with

## Equality Impact Assessment (EqIA)

Select one conclusion of your analysis	Give details
	the Academy directly to raise these.
<input type="checkbox"/> <b>Minimal equality impacts identified</b> <ul style="list-style-type: none"> <li>– Adverse impacts have been identified, but have been objectively justified (provided you do not unlawfully discriminate).</li> <li>– Ensure decision makers consider the cumulative effect of how a number of decisions impact on equality.</li> </ul>	
<input type="checkbox"/> <b>Potential equality impacts identified</b> <ul style="list-style-type: none"> <li>– Take ‘mitigating action’ to remove barriers or better advance equality.</li> <li>– Complete the action plan in the next section.</li> </ul>	
<input type="checkbox"/> <b>Major equality impacts identified</b> <ul style="list-style-type: none"> <li>– Stop and remove the policy.</li> <li>– The adverse effects are not justified, cannot be mitigated or show unlawful discrimination.</li> <li>– Ensure decision makers understand the equality impact.</li> </ul>	

### STEP 8: Action Plan

Issue or opportunity identified relating to:	Action proposed	Officer Responsible and target date
<ul style="list-style-type: none"> <li>– Mitigation measures</li> <li>– Further research</li> <li>– Consultation proposal</li> <li>– Monitor and review</li> </ul>		
Monitor and review	If the proposal is taken forward and funding provided then the county council will monitor the implementation of the School's Plans and raise any concerns that it has regarding Equality issues with the School directly t	Dan Hardy End July 2018



## Equality Impact Assessment (EqIA)

<b>Issue or opportunity identified relating to:</b> <ul style="list-style-type: none"> <li>– Mitigation measures</li> <li>– Further research</li> <li>– Consultation proposal</li> <li>– Monitor and review</li> </ul>	<b>Action proposed</b>	<b>Officer Responsible and target date</b>
.		

**This EqIA has been reviewed and signed off by:**

**Head of Service or Business Manager: Pauline Davis      Date: December 2017**

**Equality Action Group Chair:      Date:**

HCC's Diversity Board requires the Equality team to compile a central list of EqIAs so a random sample can be quality assured. Each Equality Action Group is encouraged to keep a forward plan of key service decisions that may require an EqIA, but please can you ensure the Equality team is made aware of any EqIAs completed so we can add them to our list. (email: [equalities@hertfordshire.gov.uk](mailto:equalities@hertfordshire.gov.uk)). Thank you.



## Equality Impact Assessment (EqIA)

### STEP 1: Responsibility and involvement

<b>Title of proposal/ project/strategy/ procurement/policy</b>	Land acquisition and support for school based project to provide additional school places at The Hertfordshire & Essex High School and Science College (a secondary girls academy).	<b>Head of Service or Business Manager</b>	Pauline Davis
<b>Names of those involved in completing the EqIA:</b>	Kate Ma Jayne Kriel Adrian Bentley	<b>Lead officer contact details:</b>	Kate Ma
<b>Date completed:</b>	14 December 2017	<b>Reviewed: Review date:</b>	July 2018

### STEP 2: Objectives of proposal and scope of assessment – what do you want to achieve?

<b>Proposal objectives:</b> –what you want to achieve –intended outcomes –purpose and need	<p>To identify the impact of funding allocated to acquire land for The Hertfordshire &amp; Essex High School and Science College (“HEHS”), Bishop’s Stortford, to enable it to provide accommodation to facilitate the offer of additional school places in the short and potentially in the longer term.</p> <p>The Academy Trust is responsible for delivering the school expansion. The County Council will acquire the land.</p> <p>This assessment considers the Equality Impact Assessments (EqIAs) undertaken to seek to identify whether any equality issues can be identified as a consequence of a contribution of funds and how they may be addressed.</p>
<b>Stakeholders:</b> Who will be affected: the public, partners, staff, service users, local Member etc.	<p>Parents/carers/pupils, staff and governors at the school concerned; Residents local to the school concerned; Students and Parents in Bishop’s Stortford and the surrounding area; Local members</p> <p>The school is delivering the project and will be responsible for consulting on any changes as required.</p>

## Equality Impact Assessment (EqIA)

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### STEP 3: Available data and monitoring information

<b>Relevant equality information</b> For example: Community profiles / service user demographics, data and monitoring information (local and national), similar or previous EqIAs, complaints, audits or inspections, local knowledge and consultations.	<b>What the data tells us about equalities</b>																														
January 2017 school census data on gender split, English as an additional language (EAL), ethnicity, free school meal (FSM) eligibility, number of children with SEN Statements (S), Education & Health Care Plans (E) or SEN Support (K). <i>Countywide data includes pupils at ESCs, PRUs and special schools.</i>	<b>January 2017 school census data</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Herts &amp; Essex High School</th> <th style="width: 20%; text-align: center;">Secondary Countywide</th> </tr> </thead> <tbody> <tr> <td>Number of Students</td> <td style="text-align: center;">1224</td> <td style="text-align: center;">82218</td> </tr> <tr> <td>% Minority Ethnic Students (not White British and excluding Refused and Not Obtained)</td> <td style="text-align: center;">16.9%</td> <td style="text-align: center;">27.0%</td> </tr> <tr> <td>% EAL (English as an additional language) (First language Not English or believed not to be English)</td> <td style="text-align: center;">6.5%</td> <td style="text-align: center;">12.1%</td> </tr> <tr> <td>% with Statement (S) OR Education &amp; Health Care Plan (E)</td> <td style="text-align: center;">0.4%</td> <td style="text-align: center;">2.5%</td> </tr> <tr> <td>% SEN Support (K)</td> <td style="text-align: center;">5.1%</td> <td style="text-align: center;">11.7%</td> </tr> <tr> <td>% Total SEN Provision</td> <td style="text-align: center;">5.5%</td> <td style="text-align: center;">14.3%</td> </tr> <tr> <td>% FSM (Free School Meals) (at date of Census)</td> <td style="text-align: center;">1.9%</td> <td style="text-align: center;">6.7%</td> </tr> <tr> <td>% of Male Students</td> <td style="text-align: center;">7.9%</td> <td style="text-align: center;">50.3%</td> </tr> <tr> <td>% of Female Students</td> <td style="text-align: center;">92.1%</td> <td style="text-align: center;">49.7%</td> </tr> </tbody> </table>		Herts & Essex High School	Secondary Countywide	Number of Students	1224	82218	% Minority Ethnic Students (not White British and excluding Refused and Not Obtained)	16.9%	27.0%	% EAL (English as an additional language) (First language Not English or believed not to be English)	6.5%	12.1%	% with Statement (S) OR Education & Health Care Plan (E)	0.4%	2.5%	% SEN Support (K)	5.1%	11.7%	% Total SEN Provision	5.5%	14.3%	% FSM (Free School Meals) (at date of Census)	1.9%	6.7%	% of Male Students	7.9%	50.3%	% of Female Students	92.1%	49.7%
	Herts & Essex High School	Secondary Countywide																													
Number of Students	1224	82218																													
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% of Female Students	92.1%	49.7%																													



## Equality Impact Assessment (EqIA)

	<p>HEHS is a secondary female academy (offering a co-educational sixth form) serving Bishop's Stortford and the surrounding area.</p> <p>The percentage of students at HEHS is less than the countywide average in all of the following categories: Minority Ethnic Students, EAL, Statement (S or E), SEN Support (K), Total SEN Provision and FSM. The percentage of male and female students cannot be compared to the countywide average because HEHS is a single-sex school. The percentage of male and female students at the school is based on the inclusion of the co-educational sixth form.</p>
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### STEP 4: Impact Assessment – Service Users, communities and partners (where relevant)

Guidance on groups of service users to consider within each protected group can be found [here](#)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
<b>Age</b>	It is not anticipated that the proposal will affect people disproportionately because of their age.	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Disability Including Learning Disability</b>	It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of disability but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account, including ensuring that the design of new buildings meet all current building regulations and DDA compliance standards. The County Council will also continue to monitor the position and if any issues in respect of the protected

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
		characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Race</b>	It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of race but the position will be monitored if the proposals proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Gender reassignment</b>	It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of Gender reassignment but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Pregnancy and maternity</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around Pregnancy and Maternity but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Religion or belief</b>	It is not anticipated that the proposal will affect people disproportionately because of	It is noted that the school will be responsible for delivering the expansion project and

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
	their religion/belief.	therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Sex</b>	<p>The school is over-subscribed with 221 1<sup>st</sup> preference applications for the 180 Year 7 places offered*. The proposal will provide more school places increasing parental preference. The position will be monitored if the Proposal proceeds.</p> <p><i>*Overtime &amp; late 1<sup>st</sup> preferences as at 2017-18 Allocation Day</i></p>	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Sexual orientation</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around Sexual orientation but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Marriage &amp; civil partnership</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around Marriage and Civil Partnership but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
		identified by the County Council then the Action Plan will be amended accordingly.
<b>Carers (by association with any of the above)</b>	It is not anticipated that the proposal will affect people disproportionately because of caring responsibilities but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Opportunity to advance equality of opportunity and/or foster good relations</b> (Please refer to the guidance for more information on the public sector duties)		
It is felt by Officers that these duties will be progressed should Cabinet approve funds to enable the delivery of the school enlargement as it is anticipated that it will allow more students to attend a secondary school in their locality and extend the range of successful preferences available to parents/carers.		

### Impact Assessment – Staff (where relevant)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
<b>Age</b>	It is not anticipated that the proposal will affect people disproportionately because of their age.	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Disability Including Learning Disability</b>	It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of disability but the position will be monitored if the Proposal	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
	proceeds	account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Race</b>	It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of race but the position will be monitored if the proposals proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Gender reassignment</b>	It is not anticipated at this stage that the proposal will affect people disproportionately because of the issues of Gender reassignment but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Pregnancy and maternity</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around Pregnancy and Maternity but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.



## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
<b>Religion or belief</b>	It is not anticipated that the proposal will affect people disproportionately because of their religion/belief.	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Sex</b>	The school has a mixed f/m staff team and it is not anticipated that the proposal will affect people disproportionately because of their sex.	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Sexual orientation</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around Sexual orientation but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Marriage &amp; civil partnership</b>	It is not anticipated that the proposal will affect people disproportionately because of issues around Marriage and Civil Partnership but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the

## Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
		protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Carers (by association with any of the above)</b>	It is not anticipated that the proposal will affect people disproportionately because of caring responsibilities but the position will be monitored if the Proposal proceeds	It is noted that the school will be responsible for delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council will also continue to monitor the position and if any issues in respect of the protected characteristic are identified by the County Council then the Action Plan will be amended accordingly.
<b>Opportunity to advance equality of opportunity and/or foster good relations</b> (Please refer to the guidance for more information on the public sector duties)		
It is noted that the school will be responsible for delivering the project and therefore be responsible for taking equalities into account.		

### STEP 5: Gaps identified

<p><b>Gaps identified</b> Do you need to collect more data/information or carry out consultation? (A 'How to engage' consultation guide is on Compass). How will you make sure your consultation is accessible to those affected?</p>	<p>It appears to Officers that there is no need to collect further data /information in light of the information that is available and has been considered. However, any further information identified will be considered as part of the continued EqIA.</p>
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### STEP 6: Other impacts

## Equality Impact Assessment (EqIA)

Consider if your proposal has the potential (positive and negative) to impact on areas such as health and wellbeing, crime and disorder and community relations. There is more information in the guidance.

It is not considered that the proposal will have any other impact.

### STEP 7: Conclusion of your analysis

Select one conclusion of your analysis	Give details
<input checked="" type="checkbox"/> <p><b>No equality impacts identified</b></p> <ul style="list-style-type: none"> <li>- No change required to proposal.</li> </ul>	<p>Officers feel that if the proposal is taken forward the obligations under the Equality Act responsibility of the Academy as it is delivering the expansion project and therefore will be responsible for taking equalities into account. However the County Council, as the provider of funds for the project will also continue to monitor the position and if any issues in respect of the protected characteristics are identified by the County Council it will liaise with the Academy directly to raise these</p>
<input type="checkbox"/> <p><b>Minimal equality impacts identified</b></p> <ul style="list-style-type: none"> <li>- Adverse impacts have been identified, but have been objectively justified (provided you do not unlawfully discriminate).</li> <li>- Ensure decision makers consider the cumulative effect of how a number of decisions impact on equality.</li> </ul>	
<input type="checkbox"/> <p><b>Potential equality impacts identified</b></p> <ul style="list-style-type: none"> <li>- Take 'mitigating action' to remove barriers or better advance equality.</li> <li>- Complete the action plan in the next section.</li> </ul>	
<input type="checkbox"/> <p><b>Major equality impacts identified</b></p> <ul style="list-style-type: none"> <li>- Stop and remove the policy.</li> <li>- The adverse effects are not justified, cannot be mitigated or show unlawful discrimination.</li> <li>- Ensure decision makers understand the equality impact.</li> </ul>	

## Equality Impact Assessment (EqIA)

Select one conclusion of your analysis	Give details

### STEP 8: Action Plan

<b>Issue or opportunity identified relating to:</b> <ul style="list-style-type: none"> <li>– Mitigation measures</li> <li>– Further research</li> <li>– Consultation proposal</li> <li>– Monitor and review</li> </ul>	<b>Action proposed</b>	<b>Officer Responsible and target date</b>
Monitor and review	If the proposal is taken forward and funding provided then the county council will monitor implementation of the Academy's Plans and raise any concerns that it has regarding Equality issues with the Academy directly.	Kate MaEnd 2018

**This EqIA has been reviewed and signed off by:**

**Head of Service or Business Manager: Pauline Davis      Date: December 2017**

**Equality Action Group Chair:      Date:**

HCC's Diversity Board requires the Equality team to compile a central list of EqIAs so a random sample can be quality assured. Each Equality Action Group is encouraged to keep a forward plan of key service decisions that may require an



## Equality Impact Assessment (EqIA)

EqIA, but please can you ensure the Equality team is made aware of any EqIAs completed so we can add them to our list. (email: [equalities@hertfordshire.gov.uk](mailto:equalities@hertfordshire.gov.uk)). Thank you.