

Agenda Reports & Other Papers

Presented to the
Meeting of the
County Council on
Tuesday
21 February 2017



HERTFORDSHIRE COUNTY COUNCIL

THE COUNTY COUNCIL

SUMMONS AND AGENDA

for the meeting to be held on Tuesday, 21 February 2017 at 10.00 a.m. in the Council Chamber, County Hall, Hertford.

GROUP MEETINGS

Conservative Group	9.00a.m.	Council Chamber
Liberal Democrat Group	8.30 a.m.	Group Room
Labour Group	9.00 a.m.	Group Room

PRAYERS at 9.50 a.m.

Prayers led by Father Tom Sander, Vicar of St Leonard's Flamstead and St John's Markyate

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.

PART I (PUBLIC) AGENDA

1. MINUTES

To confirm the minutes of the meeting of the Council held on 15 November 2016 (circulated separately).

2. CHAIRMAN'S ANNOUNCEMENTS

3. PUBLIC QUESTIONS - STANDING ORDER 8(10)

To deal with questions from any member of the public being resident in or a registered local government elector of Hertfordshire, to the Leader of the Council and Executive Members about the policies and /or strategic priorities of the Council or about any matter over which the Council has power or which directly affects the County.

4. PUBLIC PETITIONS - STANDING ORDER 15

The opportunity for any member of the public, being resident in or a registered local government elector of Hertfordshire to present a petition relating to a matter over which the County Council has control, containing 1,000 or more signatures of residents or business ratepayers of Hertfordshire.

Notification of intent to present a petition must have been given to the Chief Legal Officer at least 20 clear days before the meeting where an item relating to the subject matter of the petition does not appear in the agenda, or at least 5 clear days where the item is the subject of a report already on the agenda.

[Members of the public who are considering raising an issue of concern via a petition are advised to contact their local County Councillor <http://www.hertsdirect.org/your-council/>

The Council's arrangements for the receipt of petitions are set out in [Annex 22 - Petitions Scheme](#) of the Constitution.]

If you have any queries about the petitions procedure for this meeting please contact Elaine Shell, Democratic Services Manager, by telephone on (01992) 555565 or by email to elaine.shell@hertfordshire.gov.uk

5. OFFICER REPORTS RELEVANT TO EXECUTIVE PORTFOLIOS

5A. INTEGRATED PLAN 2017/18 – 2019/20 (incorporating Strategic Direction and Financial Consequences and the Treasury Management Strategy)

Portfolio: Resources and Performance

Reports of the Director of Resources
(circulated separately to Members of the Council) as follows:

- (i) **Comments and Conclusions of the Council's Cabinet Panels on the Integrated Plan Proposals 2017/18 – 2019/20**
- (ii) **Scrutiny of the Integrated Plan Proposals 2017/18 – 2019/20: Report of the Overview & Scrutiny Committee**
- (iii) **Integrated Plan 2017/18 – 2019/20 (incorporating Strategic Direction and Financial Consequences and the Treasury Management Strategy)**

Members are asked to also bring the following reports to the meeting. These were previously circulated to all Members of the County Council as indicated below:

'Public Engagement on the Integrated Plan 2017/18 – 2019/20' (circulated as Item 4(i) for the Cabinet meeting of 23 January 2017); and

'INTEGRATED PLAN 2017/18 – 2019/20 (incorporating Strategic Direction and Financial Consequences and the Treasury Management Strategy)' (circulated as Item 4(ii) for the Cabinet meeting of 23 January 2017).

5B. MEMBERS' ALLOWANCES 2017/18 – Report of the Independent Panel on Members' Allowances

Portfolio: Resources and Performance

Report from the Independent Panel on Members' Allowances (attached)

5C. COUNTY COUNCIL CORPORATE PLAN 2017 - 2021

Portfolio: Leader of the Council

Report of the Director of Resources (circulated separately to Members of the Council)

5D. SCHOOL ADMISSION ARRANGEMENTS 2018/19

Portfolio: Enterprise, Education and Skills

Report of the Director of Children's Services (circulated separately to Members of the Council)

6. THE EXECUTIVE REPORT

Group Leaders have agreed that the Executive Report be deferred to the meeting of Council on 21 March 2017.

7. QUESTIONS TO EXECUTIVE MEMBERS

To deal with questions from Members of the Council to the Leader of the Council and Executive Members.

8. REPORT FROM THE OVERVIEW AND SCRUTINY COMMITTEE

Report of the Chairman of the Overview and Scrutiny Committee (attached)

9. REPORT FROM THE HEALTH SCRUTINY COMMITTEE

Report of the Chairman of the Health Scrutiny Committee (attached)

**10. HEALTH SCRUTINY COMMITTEE: WHOLE COMMITTEE
SCRUTINY OF HERTS VALLEYS CLINICAL COMMISSIONING
GROUP'S WITHDRAWAL OF FUNDING FOR CARE AND THE
IMPACT ON HEALTH PROVISION IN WEST HERTFORDSHIRE**

Report of the Director of Resources
(attached)

11. APPOINTMENT OF AUDITORS 2018/19 AND BEYOND

Report of the Chief Legal Officer
(circulated separately to Members of the Council)

**12. COUNTY COUNCIL MEETING FEBRUARY 2017 – EXECUTIVE
REPORT**

Report of the Chief Legal Officer
(circulated separately to Members of the Council)

**13. RETURNING OFFICER AND DEPUTY RETURNING OFFICERS -
INDEMNITY**

Report of the Chief Executive and Director of Environment
(circulated separately to Members of the Council)

14. NOTICES OF MOTION – STANDING ORDER 9 (6)

None notified.



**KATHRYN PETTITT
CHIEF LEGAL OFFICER**

Full copies of all reports may be found on the internet at
<http://cmis.hertfordshire.gov.uk/hertfordshire/CabinetandCommittees.aspx>

HERTFORDSHIRE COUNTY COUNCIL

MINUTES of the Meeting of the County Council held at County Hall, Hertford, on Tuesday, 15 November 2016

MEMBERS IN ATTENDANCE

D Andrews	C M Hayward	I M Reay
D A Ashley	R J Henry	R M Roberts
J R Barfoot	T C Heritage	P A Ruffles
D J Barnard	D J Hewitt	R Sangster
S Bedford	F R G Hill	D T F Scudder
R H Beeching	N A Hollinghurst	A M R Searing
N Bell	T Hunter	R H Smith
J Billing	T R Hutchings	A Stevenson
M Bright	S L C Johnston	J J Taylor
F Button (Chairman)	A Joynes	S J Taylor
R F Cheswright	L R Kercher	R A C Thake
G R Churchard	A King	R G Tindall
C Clapper	J G L King	A S B Walkington
M J Cook	J Lloyd	M A Watkin
M Cowan	P V Mason	J A West
M S Crawley	G McAndrew	C J White
H K Crofton	R Mills	A D Williams
T L F Douris	M D M Muir	J D Williams
D S Drury	R G Parker	C B Woodward
S B A F H Giles-Medhurst	A Plancey	C B Wyatt-Lowe
R I N Gordon	R G Prowse	W J Wyatt-Lowe
D Hart	S Quilty	P M Zukowskyj
K M Hastrick		

Upon consideration of the agenda for the Meeting of the County Council held on 15 November 2016, as circulated, action was taken or decisions were reached as follows:-

1. MINUTES

- 1.1 The minutes of the Meeting of the Council held on 19 July 2016 were confirmed as a correct record and were signed by the Chairman.

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2. CHAIRMAN'S ANNOUNCEMENTS

(a) DEATH OF FORMER MEMBER OF THE COUNTY COUNCIL – KEN COLEMAN

The Chairman advised that Council had received the sad news that former County Councillor Ken Coleman had passed away on 25 August 2016. Ken had been elected to the County Council in 1997 and served until 2009, representing Berkhamsted. During that time he had served on several of the Council's committees including the Social Services Committee, Adult Care Services Select Committee on which he served as Vice-Chairman in 2002, and Health Scrutiny Committee. Ken had also been very active locally, serving as a borough Councillor, town councillor and parish councillor and as a member of the local Health Trust over many years.

I M Reay and N A Hollinghurst spoke in tribute.

Council stood in memory of Ken Coleman.

(b) SHARON TAYLOR, LGIU AWARD FOR LEADER OF THE YEAR

Council congratulated Sharon Taylor on being awarded Leader of the Year in the Local Government Information Unit Awards for her leadership of Stevenage Borough Council.

(c) NATIONAL MEALS ON WHEELS AWARD

Council congratulated Hertfordshire Independent Living Services, who provided meals on wheels for the County Council, on winning the National Meals on Wheels Award at the National Association of Care Catering Awards.

(d) EXCELLENCE IN PUBLIC SECTOR AWARDS

Council was advised that Hertfordshire County Council, Herts Independent Living Service, and North Hertfordshire District Council had collectively picked up the 'Best Public/Public Partnership Working Initiative' Award at the Excellence in the Public Sector Awards in September for their Careline Service; congratulations were given to all involved.

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(e) PUBLIC SECTOR COMMUNICATIONS AWARDS 2016

The Council's 'Good Care' campaign received the Platinum Award and the 'We Care about Carers' campaign received a Silver Award at the 2016 Public Sector Communications Awards.

The 'Good Care' campaign, run in partnership with Health and Community Services colleagues and the Hertfordshire Care Providers Association, and is about celebrating the care workforce and encouraging more people to consider careers in care.

The 'We Care about Carers' campaign is also run in partnership with Health and Community Service colleagues and with partners in the community and voluntary sector and is about showcasing Hertfordshire's offer of support for carers and encouraging more carers to come forward for assessment.

Council congratulated all the teams involved.

(f) 2016 OLYMPICS AND PARALYMPIC AWARDS

Council congratulated former Cheshunt resident Laura Trott-Kenny who became the first woman in British history to win four Olympic gold medals. The 24-year-old was triumphant in the omnium, adding to the Rio gold she had already won in the women's team pursuit in defending the titles.

Council also congratulated Hemel Hempstead-born Max Whitlock who, during the 2016 Games, won a bronze medal in the all-round gymnastics event, which was Great Britain's first medal in this Olympic event for 108 years and who, days later, won the gold medals in the Men's Floor and Men's Pommel Horse events, becoming the Country's most successful Olympic gymnast, and its first Olympic champion in Gymnastics.

Congratulations also went to Oliver James and his GB mixed coxed four team who won gold at the Rio Paralympics. Oliver, who was from Stevenage and went to Nobel School, started coxing in 2009 at the University of Warwick while studying for a BA in philosophy. He signed up for the boat club in his first year and continued with them during his studies before progressing on to a Berkshire-based rowing club and then the GB team.

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(g) RECOGNISING HERTFORDSHIRE

Council was informed that since the last County Council meeting in July the Chairman and Vice-Chairman had, between them, attended several functions recognising Hertfordshire, including:-

- The Great Fire Afternoon Tea at Mansion House with the Lord Mayor of London, marking the 350th anniversary of the Great Fire, and hearing that Hertfordshire raised £373 12s 0p (that's 373 pounds, 12 shillings and no pence) 'for the relief of distress following the Great Fire of London in 1666'.
- Hertfordshire Association for the Care and Resettlement of Offenders (HACRO) Conference and Annual General Meeting at Police Headquarters
- Community Development Action - Hertfordshire's Rural Conference
- Annual General Meeting for Breaks Manor Youth & Community Centre, now chaired by former County Council Chairman Hilary Burningham
- Hertfordshire Domestic Abuse Helpline Annual General Meeting
- The opening of an ecotoilet (Unused)
- The opening of wild life park at Panshanger
- A visit by HRH The Duke of Edinburgh to the University of Hertfordshire

The Chairman had also hosted a number of events including:-

- Campaign to Protect Rural England - Hertfordshire's Rural Living Awards presentation evening
- Our own Volunteer Award Ceremony
- The British Empire Medals investiture by the Lord Lieutenant
- The Schools Debate in this Chamber during Democracy Week (with students from Onslow St Audreys and The Nobel School)
- Lunch for the Premier of the British Virgin Islands and his colleagues during his recent visit to England

3. PUBLIC QUESTIONS – STANDING ORDER 8(10)

3.1 There were no public questions.

4. PUBLIC PETITIONS – STANDING ORDER 15

4.1 There were no public petitions.

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5. OFFICER REPORTS RELEVANT TO EXECUTIVE PORTFOLIOS

5A ADOPTION OF THE REVISED MINERALS AND WASTE DEVELOPMENT SCHEME

- 5.1** The following motion moved by **D A Ashley** and duly seconded was CARRIED:-

“That County Council approves the revised Minerals and Waste Development Scheme and new timetable as set out in the report and its appendices.”

6. THE EXECUTIVE REPORT

6A. LEADER OF THE COUNCIL – EXECUTIVE REPORT

- 6.1** The following motion proposed by **R I N Gordon** was CARRIED:-

“That the report of the Executive (being the report under Standing Order 7) be received and that the position of Key Decisions in the decision-making process shown in the current edition of the Forward Plan referred to in the report be noted.”

- 6B(i) 6.2 S B A F H Giles-Medhurst** raised a point of order under Standing Order 10(1) regarding the amendment at 6.6. The Chairman ruled that the amendment was in order.

- 6.3 S B A F H Giles-Medhurst** disputed the Chairman’s ruling. He requested that the Liberal Democrat Group’s dissatisfaction with the Chairman’s ruling be recorded.

- 6.4** The following motion was proposed by **S B A F H Giles-Medhurst**:-

“That the Chief Executive and Director of Environment be requested to amend the Winter Service Operational Plan so as to allow any school to be able to apply for salt under the Winter Self Help scheme.”

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6.5 S B A F H Giles-Medhurst withdrew the motion at 6.4.

6B(ii) 6.6 The following motion was proposed by **A King** and duly seconded:-

“In view of the fact that the service is going to be put under greater pressure in coming years with an increasingly aged population and that it is facing a shortfall in funding nationally of between £2.8bn and £3.5bn by 2020, Council requires that the Executive Member look into alternative ways of delivering our domiciliary home care service in Hertfordshire and report back on her progress to the Cabinet Panel. These alternatives might include bringing the service back ‘in house’ and the setting up of a social care co-operative as currently operating in councils like Suffolk.”

6.7 The following amendment was proposed by **C B Wyatt-Lowe** and duly seconded:-

*“After “Council” delete “requires that”;
insert “asks” after “Executive Member”;
delete “look into” insert “to continue to review”
after “Hertfordshire” insert “to maintain an appropriate balance between quality and cost”;
delete “progress” insert “recommendations”; and
after “Cabinet Panel” insert “in due course”*

The amended motion to read:-

“In view of the fact that the service is going to be put under greater pressure in coming years with an increasingly aged population and that it is facing a shortfall in funding nationally of between £2.8bn and £3.5bn by 2020, Council asks the Executive Member to continue to review alternative ways of delivering our domiciliary home care service in Hertfordshire to maintain an appropriate balance between quality and cost and report back on her recommendations to the Cabinet Panel in due course. These alternatives might include bringing the service back ‘in house’ and the setting up of a social care co-operative as currently operating in councils like Suffolk.”

6.8 The amendment at 6.7 was then voted on and CARRIED.

6.9 The substantive motion as set out at 6.7 was then voted on and CARRIED as follows:-

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“In view of the fact that the service is going to be put under greater pressure in coming years with an increasingly aged population and that it is facing a shortfall in funding nationally of between £2.8bn and £3.5bn by 2020, Council asks the Executive Member to continue to review alternative ways of delivering our domiciliary home care service in Hertfordshire to maintain an appropriate balance between quality and cost and report back on her recommendations to the Cabinet Panel in due course. These alternatives might include bringing the service back ‘in house’ and the setting up of a social care co-operative as currently operating in councils like Suffolk.”

6B(iii) 6.10 The following motion proposed by **D A Ashley** and duly seconded was CARRIED UNANIMOUSLY:-

“At a time of significant planned growth, which can only be delivered sustainably by continuing investment in public transport, the prospect of the rail link between Hertford and Stevenage being severed for up to six years is totally unacceptable. Not only will this inconvenience thousands of passengers but will encourage more traffic onto already congested roads.”

6B(iv) 6.11 The following motion was proposed by **N A Hollinghurst** and duly seconded:-

“That Council believes that no further reductions should be made to the supported (contracted) bus network.”

6.12 The following amendment was proposed by **D A Ashley** and duly seconded:-

“Before “supported” insert “budget for the” and after “network” insert “except where suitable services can be maintained at a lower subsidy”

The amended motion to read:-

“That Council believes that no further reductions should be made to the budget for the supported (contracted) bus network except where suitable services can be maintained at a lower subsidy.” ”

6.13 The amendment at 6.12 was then voted on and CARRIED.

- 6.14** The substantive motion as set out at 6.12 was then voted on and CARRIED as follows:-

“That Council believes that no further reductions should be made to the budget for the supported (contracted) bus network except where suitable services can be maintained at a lower subsidy.”

- 6B(v) 6.15** The following motion was proposed by **R J Henry** and duly seconded:-

“This Council notes with concern the upsurge in fly tipping in Hertfordshire which has increased since the policy was introduced in 2015/16 by a huge 17.9%. This coincides with the partial closure programme of Hertfordshire’s waste and recycling centres. The Executive Member in this Administration has consistently told us that this is a coincidence. The regular increase in reports and newspaper articles about fly tipping would suggest that this is not the case. The supposed cost saving is really a transfer of costs to the 10 borough & district councils who have to pick up fly tipped rubbish. The Council calls on the Executive Member to return the waste & recycling centres to 7 days a week and actively target fly tipping hotspots as a matter of urgency.”

- 6.16** The following amendment was proposed by **R A C Thake** and duly seconded:-

*“First sentence: Delete “the policy was introduced in”;
second sentence: Delete “This” and insert “While this”, delete “partial closure programme”, insert “reduction in opening hours”, after “centres” insert “, Council accepts that a substantial part of the material fly-tipped is commercial waste that would not have been accepted at the centres”;
Delete the third, fourth and fifth sentences;
final sentence: Delete “return the waste & recycling centres to 7 days a week and” and insert “work jointly with the 10 Borough & District Councils”, and after “actively”, insert “to”.*

The amended motion to read:-

“This Council notes with concern the upsurge in fly tipping in Hertfordshire which has increased since 2015/16 by a huge 17.9%. While this coincides with the reduction in opening hours of Hertfordshire’s waste and recycling centres, Council accepts that a substantial part of the material fly-tipped is commercial waste that would not have been accepted at the centres. The Council calls on the Executive Member to work jointly with the 10 Borough & District

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Councils actively to target fly tipping hotspots as a matter of urgency.” ”

6.17 The amendment at 6.16 was then voted on and CARRIED.

6.18 The substantive motion as set out at 6.16 was then voted on and CARRIED as follows:-

“This Council notes with concern the upsurge in fly tipping in Hertfordshire which has increased since 2015/16 by a huge 17.9%. While this coincides with the reduction in opening hours of Hertfordshire’s waste and recycling centres, Council accepts that a substantial part of the material fly-tipped is commercial waste that would not have been accepted at the centres. The Council calls on the Executive Member to work jointly with the 10 Borough & District Councils actively to target fly tipping hotspots as a matter of urgency.”

6B(vi) 6.19 In accordance with Standing Order 14(11)(d) and (e) the Chairman advised Council that the motion and amendment set out at 6.21 and 6.22 below) would be formally moved and seconded without further discussion and then voted upon.

6.20 **C M Hayward** raised a point of order under Standing Order 7(5) regarding the motion at 6.21. The Chairman ruled that the motion was in order and, thus, the amendment at 6.22 was also in order.

6.21 The following motion was proposed by **S J Taylor** and duly seconded:-

“The Council calls upon the Government to reconsider transitional arrangements for the state pension for women born on or after 6th April 1951, so that women do not live in hardship due to pension changes they were not told about it until it was too late.”

6.22 The following amendment was proposed by **C M Hayward** and duly seconded:-

“After Council delete “calls upon the Government to reconsider”, insert “notes the concerns of some regarding”; and after “1951” delete “so that women do not live in hardship due to pension changes they were not told about until it was too late” and insert “but does not have sufficient information about the issues to take any specific action or policy position on the matter which is for central government to

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determine”

The amended motion to read:-

“The Council notes the concerns by some regarding transitional arrangements for the state pension for women born on or after 6th April 1951, but does not have a sufficient information about the issues to take any specific action or policy position on the matter which is for central government to determine.” ”

6.23 The amendment at 6.22 was then voted upon and CARRIED.

6.24 The substantive motion as set out at 6.22 was then voted upon and CARRIED as follows:-

The Council notes the concerns by some regarding transitional arrangements for the state pension for women born on or after 6th April 1951, but does not have a sufficient information about the issues to take any specific action or policy position on the matter which is for central government to determine.”

7. QUESTIONS TO EXECUTIVE MEMBERS

7.1 During the period for questions to Executive Members under Standing Order (8)(7)(c) the following Members asked questions (and, where indicated, supplementary questions) of the Executive Member or their Deputy as stated [the audio recording of this item of business can be found here [Audio file - Questions to Executive Members](#) [Questions are listed by portfolio].

Executive Member	Questioner	Subject
Leader of the Council	C J White	Local government reorganisation (creation of a unitary county council for Hertfordshire)
	J Billing	Shortfall in adult social care funding
	J Billing	Changes to pension arrangements for women born after 6 April 1951 ¹
Highways	S B A F H Giles-Medhurst	Arrangements for and information provided to members of the public regarding temporary traffic

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		regulation orders ¹
	J G L King	Completion of drain and gully cleaning in her division
	J West	Positive role of the Council's driver awareness scheme in improving road safety
	C J White	Instructions provided to highways officers and Ringway for communicating with members/public regarding gully cleaning undertaken as part of the restoration project ^{1 2}
	S J Taylor	Lighting of cycleways in Stevenage ¹
	D A Ashley	Introduction of the road safety fund and application process
Public Health, Localism & Libraries	S Bedford	Communication with the Local Member regarding the re-opening of Abbots Langley library ^{1 2}
	R Mills	Drug and alcohol treatment services commissioned by public health
	C M Hayward	First year anniversary of Chorleywood Library volunteers ¹
Resources & Performance	M Cowan	Report on impact of Brexit on the County Council and residents of Hertfordshire ¹
	S J Taylor	Changes to pension arrangements for women born after 6 April 1951 ¹
	R A C Thake	Standing Orders concerning the Executive Report to Council and motions on the Executive Report
Adult Care & Health	R G Tindall	NHS funding and use of monies allocated for mental health services ²
Children's Services	M A Watkin	Ofsted and CQC inspection of SEND (areas identified for improvement, particularly communication with young people and their families) ¹
	N Bell	Ofsted and CQC inspection of SEND (particularly in respect of 'Voice of the Child' and the action plan to address areas identified for improvement) ¹

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Community Safety & Waste Management	M J Cook	Timeframe for submission of Veolia's planning application for a recycling and energy recovery facility in Hoddesdon (including that for public engagement and consultation) ¹
Enterprise, Education & Skills	M A Watkin	Role of and support provided by the new Regional Schools' Commissioner in continuing the high standard of schools in the County ¹
	A Joynes	Nursery School provision and funding (with respect to the increase in the number of hours of free nursery provision introduced in September)
Environment, Planning & Transport	C J White	Disruption to Govia and Network Rail services in St Albans in the previous week.
	D Andrews	Role of local planning authorities (district and borough councils) in the planning and provision of more sustainable local bus services

* Questions answered by the Deputy Executive Member

Notes: 1 - denotes that a supplementary question was also asked
2 – denotes that a written reply will be given

7.2 Written questions to Executive Members – Standing Order 8(9)

The written questions and replies are set out in the Annex to these minutes.

8. REPORT FROM THE OVERVIEW AND SCRUTINY COMMITTEE

8.1 The following motion proposed by **M Cowan** and duly seconded, was CARRIED:-

“That the report from the Overview and Scrutiny Committee be received.”

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9. REPORT FROM THE HEALTH SCRUTINY COMMITTEE

9.1 The following motion proposed by **S Quilty** and duly seconded was CARRIED:-

“That the report from the Health Scrutiny Committee be received.”

10. PROPOSED CHANGES TO THE CONSTITUTION OF THE HERTFORDSHIRE HEALTH AND WELLBEING BOARD

10.1 The following motion proposed by **C B Wyatt-Lowe** and duly seconded, was CARRIED:-

“That County Council:-

- (i) agrees the amendments to the Constitution of the Health and Wellbeing Board as set out in the report; and*
- (ii) authorises the Chief Legal Officer to make the amendments to the Constitution of the Health and Wellbeing Board as approved in (i) above.”*

11. APPOINTMENTS TO THE INDEPENDENT PANEL ON MEMBERS’ ALLOWANCES

11.1 The following motion proposed by **R I N Gordon** and duly seconded, was CARRIED:-

“That Council endorses the actions of the Chief Legal Officer and appoints Nicholas Eldred and Christopher Clark to the Hertfordshire Independent Panel on Members’ Allowances.”

12. NOTICES OF MOTION – STANDING ORDER 9(6)

12A 12.1 The following motion was proposed by **M A Watkin** and duly seconded:-

“Council resolves that the Executive Member for Enterprise, Education & Skills write to the Prime Minister and Secretary of State for Education:-

expressing our opposition to any change to free schools to enable them to select on the basis of academic ability;

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calling on the Government to respect the spirit of existing legislation on Grammar Schools and not seek to use loopholes within it to create effectively new grammar schools under the pre-text of expansion; and

calling on the Government to respect localism and promise that if they do proceed with their plans, Councils will not have the system imposed on them and will be free to opt out."

12.2 In accordance with Standing Order 9(8), the Chairman advised Council that the motion stood referred to the Enterprise, Education and Skills Cabinet Panel for consideration.

12B 12.3 The following motion was proposed by **C J White** and duly seconded:-

"Hertfordshire County Council believes that the Government's plans in relation to the funding of local pharmacies:-

- (a) threaten patient access to pharmacies and pharmacy services throughout the County, especially in rural areas;*
- (b) risk reducing services such as free delivery of prescription drugs, family planning advice and advice on medicines and other remedies; and*
- (c) will thereby put more pressure on GPs, hospitals and social care, at odds with the strategies currently pursued by the NHS in Hertfordshire. We therefore*
 - (i) call on the Government to abandon these cuts and maintain a fully-funded community pharmacy service; and*

request the Leader of the Council to write to the Secretary of State for Health accordingly."

12.4 In accordance with Standing Order 9(8) the Chairman advised Council that the motion stood referred to the Adult Care and Health Cabinet Panel for consideration.

**KATHRYN PETTITT
CHIEF LEGAL OFFICER**

CHAIRMAN _____

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WRITTEN QUESTIONS TO EXECUTIVE MEMBERS – STANDING ORDER 8

1. Written question from A S B Walkington to T L F Douris, Executive Member for Highways

“After another season of woefully erratic verge maintenance in St Albans, an almost complete lack of weed control, and the astonishing revelation that no record is kept either by our officers or by Ringway of which roads if any have been treated for weeds, will the contract now be transferred to a contractor who will deliver the service that residents deserve and for which the Council has paid and what penalties will then be imposed on Ringway for non-performance?”

T L F Douris has replied:

“In general grass cutting performance has been to standard and cutting has conformed to programme. There were some audit failures (identified by HCC audit inspectors as part of the regular quality control checks) in the early part of the season but these were rectified and performance improved. However, the wet warm spring promoted vigorous growth which attracted enquiries generally in the St Albans area. Ringway have so far completed 10 cuts of urban grass this season and further cuts can be expected before winter. This can be compared to the normal 6 to 8 cuts per year.

Weed spraying, which requires dry conditions, started in May within the City and District of St. Albans, but progress was hampered by the damp weather, so only just over half of the network had been completed by July when weeds were growing vigorously, particularly due to that damp and warm weather. There was a regrettable oversight, which missed out Redbourn, but it has been included within the second wave, which is due to be completed by mid-November. Ringway has been keeping track of progress of weed treatment within St Albans and, from next season, will be able to track exactly where weed treatment has been undertaken and when, using the new technology available.”

2. Written question from S B A F H Giles-Medhurst to D A Ashley, Executive Member for Environment, Planning and Transport

“What remedial works on flood defences in light of recent flash flooding in the County that has caused misery for many residents has been carried out by the County Council either with or without concert with other bodies such as the Environment Agency?”

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D A Ashley has replied:

“The County Council as Lead Local Flood Authority does not have any responsibility to maintain flood risk assets or budget to implement works or actions that may arise following flood investigation work. The 30th June 2016 Panel report, Review of Hertfordshire’s Local Flood Risk Management Strategy – Issues and Options Consultation, set out the detail of bids and funding received so far for investigatory activity. Further bids are being worked up. The recent flooding Member Topic Group looked at range of issues and how we can better help residents and others at risk of flooding and I will carefully consider any recommendations arising from that scrutiny.

I have met with the Chair of the Thames Regional Flood & Coastal Committee to discuss resources and raised the issue with the relevant Minister highlighting the fact that the current regional and national bidding processes favours flooding incidents where large numbers of properties are affected. In Hertfordshire where surface water flooding can be localised the number of properties impacted by any single event means it is very unlikely the cost benefit triggers to even allow bids to be considered will be met.

However, following this lobbying we have recently received confirmation of funding of £250,000 over 3 years to undertake “slow the flow” initiatives with receptive landowners at appropriate locations that will hopefully help in mitigating flood risk.”

3. Written question from S B A F H Giles-Medhurst to D A Ashley, Executive Member for Environment, Planning and Transport

“In light of the motion passed at the July meeting that called upon the Executive Member for Environment, Planning & Transport to make representations to the Government for County Council to have the power to franchise without having to have a directly elected mayor and without first seeking the Secretary of State's approval on a scheme by scheme basis, can he now detail what representations he has made and what meetings he has attended to raise this subject?”

D A Ashley has replied:

“The update report presented to the Environment, Planning and Transport Panel on the 14 September provided information and detail on the draft Bus Bill. This report included a copy of the letter I sent to the Minister on 28 July regarding my concerns about the lack of freedom and flexibility offered by the draft bill. The reply from the DfT was received on 24th August and also included as an appendix to the Panel report. The Panel requested I send a further letter was sent to the Minister expressing continuing concern. This was sent on 17th October and we are awaiting a response which will be

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reported to Panel. We continue to monitor the progress of the Bus Bill and the next reading is in the House of Lords on 23 November. Depending on the outcome of that debate I will be writing to Hertfordshire MPs to seek their support for maximum flexibility and freedoms in the Bill to ensure local solutions can be tailored to suit local circumstances."

4. Written question from S B A F H Giles-Medhurst to C M Hayward, Executive Member for Resources and Performance

"What is the total amount spent on external consultants in each of the last four years on specific professional skills e.g. tax consultants, engineering and IT?"

C M Hayward has replied:

"The table below provides the total amounts spent on consultants providing professional skills over the last 4 financial years. Consultancy is defined as providing specialist advice on specific processes or projects and therefore excludes day-to-day services provided by our main contractors for Property and Highways services."

2015/16	£	2014/15	£	2013/14	£	2012/13	£
2,260,011		1,903,096		2,428,405		1,267,840	

5. Written question from S B A F H Giles-Medhurst to C M Hayward, Executive Member for Resources and Performance

"Given there has been no Corporate Peer Review, is one not overdue?"

C M Hayward has replied:

"The Council takes reviews of its services seriously and has adopted a strategy of a wide ranging programme of peer reviews that focus on service delivery areas rather than a single corporate peer review. This delivers significant value to the services and organisation providing a level of scrutiny which would not be possible in a single corporate review. Examples of this can be found across many service areas in recent years, including a highways review in 2014, Stop smoking service review by Action on Smoking and Health (ASH) in 2014, and Health and Community Services commissioning review in 2015. This year (autumn 2016) we have planned a review in Fire and Rescue, a peer review of Youth Justice and a sector lead improvement peer review of domestic abuse process in Children's services. Further to this the Authority is reviewed as part of OFSTED and CQC

inspections in Children's Services as well as benchmarking activity which is set out in the annual Integrated Plan papers."

6. Written question from S B A F H Giles-Medhurst to T L F Douris, Executive Member for Highways:

"Given that in less than four years (October 2012 until April 2016) over £1 million in penalties have been imposed on Ringway for failures under its terms of its contract, does the Executive Member think this is acceptable?"

T L F Douris has replied:"

"The Ringway contract includes two incentive elements, an Annual Performance Deduction and monthly Failure to Deliver Events (FDEs). These were developed as part of the contract back in 2010 and are aimed at encouraging a high and consistent level of performance.

The FDEs cover a range of areas including: working in breach of a permit condition or not responding to an emergency repair within the target timeframe.

The Annual Performance Deduction is based on a range of service Performance Indicators.

Although just over £1 million of deductions have been made in total between October 2012 and the end of March 2016, the amount deducted each year is reducing as a result of the ongoing improvements being made across the service, giving rise to more consistent levels of higher performance across the range of contract measures.

In 2013/14 the Annual Performance Deduction was £141,321.00, last financial year (2015/16) it had significantly reduced to £36,321.18.

The value of FDEs is also reducing. Between 1st October 2012 and end of March 2016, the average monthly FDE deduction was £19,668.45. For the first 5 months of this financial year, this figure has significantly reduced to £8,568.00. There will always be FDEs but it is in Ringway's interest to reduce these to the lowest possible level.

Whilst recognising that improvements have been made, the highways teams are not complacent and continue to deliver a high level of service within the resources available."

7. Written question from S B A F H Giles-Medhurst to T L F Douris, Executive Member for Highways

"What action would the Executive Member expect to be taken when it's been established that road markings in breach of page 168 of the new Traffic

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Signs Regulations and General Directions shows they should not be there i.e. on the road and how long would he expect the County Council to take to remove them?"

T L F Douris has replied:

"I understand that, of the two markings, partially covered on page 168 of the Traffic Signs Regulations and General Directions 2016, your question relates to road markings for 'Box Junctions'. As you haven't given specific details, I can only reply with a general response. Each location where there is evidence of a road marking or sign on the public highway that shouldn't be there, because it doesn't meet the appropriate standards, would need to be considered on a case by case basis depending on the level of risk it posed by leaving it in place. By way of example a yellow box junction incorrectly placed across the entrance to a garage forecourt is unlikely to pose a significant risk to motorists as it would merely serve to discourage a driver from stopping in the hatched area."

8. Written question from S B A F H Giles-Medhurst to T L F Douris, Executive Member for Highways

"Does the Executive Member consider it reasonable that a statutory road sign on an 'A' road reported as badly damaged/leaning and potentially a safety issue, on the Fault Reporting system firstly on the 13th July and subsequently direct to officers with photographs, to still be classed as "under review" as at the 4th November, some 114 days later?"

T L F Douris has replied:

"All reported defects are considered in line with our published Defect Management Approach with our on line system providing an initial assessment based on the response to the questions asked. For example, a leaning sign would be considered as needing urgent attention if it was obstructing the road or footway. However, if it was only leaning slightly and not obstructing the road or causing a hazard, it wouldn't require immediate action but would be considered for planned works."

9. Written question from S B A F H Giles-Medhurst to T L F Douris, Executive Member for Highways

"Since the current on-line fault reporting system was introduced how many service changes (i.e. changes to questions that are required to be answered on reporting a fault) and at what cost"

T L F Douris has replied:

“The new highways fault reporting system was launched in January 2013. Since then there have been a number of enhancements and alterations made, based on user feedback and to take account of service changes. These have cost £91,000 over this 3 year and 9 month period.

Changes to the system have included technical bug fixes, which come at no cost to the Council, improvements to support the customer journey, such as updated wording and changes to the feedback responses, together with new questions to take account of improvements to the highway service, such as the introduction of the Council’s defect management approach in December 2013. There have also been changes to the system to reflect the new defect responses times and intervention levels which were discussed at Panel.

This is a sophisticated system, serving Hertfordshire’s 1.1 million residents. Expenditure of under £30,000 a year to maintain and improve its performance is a reasonable level of investment.

The main change to the fault reporting questions was carried out under the introduction of the Defect Management Approach in December 2013. The total cost of introducing the DMA including new questions, system configuration and testing was £52,000.”

10. Written question from S B A F H Giles-Medhurst to T L F Douris, Executive Member for Highways

“How many and how much has been paid out in insurance claims in respect of the road/footway highways claims in each of the last four full financial years and this year to the latest available data”

T L F Douris has replied:

“The following table represents the claims for compensation received by the Council for property damage or personal injury caused by/on the highway (this includes subsidence damage caused by trees located on the highway).

The period covers the past four complete financial years and up to 31 October 2016. The figures represent the date of injury/damage rather than the amount paid out in each financial year.

Complex property damage (for example subsidence related) and personal injury claims can take several years to resolve so the current estimated amount for the final claims payment has been included.”

Year	No. of claims	Outstanding estimate £	Amount paid £	Total £
2012/13	1,969	562,151	1,188,387	1,750,538
2013/14	2,030	865,623	757,535	1,623,158
2014/15	1,494	1,037,247	397,059	1,434,306
2015/16	1,755	1,730,636	211,846	1,942,482
2016 to 31/10/16	694	712,668	17,616	730,284
Total	7,492	4,908,325	2,572,443	7,480,768

11. Written question from S B A F H Giles-Medhurst to T L F Douris, Executive Member for Highways

“Would the Executive Member agree with me that the published Traffic Regulation Orders are often full of complex details and stating as in just one example that a section of a main ‘A’ road into the largest town of the County would be closed at any time in an 18 month window without informing the public how long such a closure is likely to be and at what times, or what for during that period is unhelpful? And thus would he agree that if at all possible the information to better inform the public and allay fears about such closures should be contained in such notices and obtained from other bodies if the closure is not due to County Council works”

T L F Douris has replied:

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“The maximum time that a Temporary Traffic Regulation Order (TTRO) can be in force for is 18 months. We use this maximum as it allows us to go back and close the road again for other works without having to create a whole new order. This keeps our costs down and allows us to focus budgets on repairing/improving roads rather than re-advertising traffic orders. It also provides the opportunity for us to re-programme works if they get delayed for example by bad weather. Before a road is closed through a TTRO, we put up advance warning boards giving dates and times of the planned closure, to let those using the highway know.

The details set out in the advert are needed to ensure we comply with the relevant legislation and do not leave ourselves open to challenge. We have previously looked at simplifying the wording but must ensure that they comply with the legal requirements.”

12. Written question from S B A F H Giles-Medhurst to R A C Thake, Executive Member for Community Safety and Waste Management

“Will the Executive Member engage with the Police and Crime Commissioner to see what additional resources can be deployed or made available, perhaps by using the Commissioner’s Road Safety Fund to enable better enforcement of both the Highways Code and statutory regulations as well as education on general road safety to those that park or dangerously drop off children at or near school entrances?”

R A C Thake has replied:

“I will do all I can to support any sensible initiative that tries to address the problem of inconsiderate or dangerous parking near school entrances. However, this particular area of road safety activity falls within the remit of the Executive Member for Highways.”

T L F Douris has replied:

“Officers, through the Road Safety in Schools team work with a wide range of partners, including the Police and Crime Commissioner and the constabulary together with the Fire and Rescue Service to reduce parking and traffic concerns outside schools. For example, since April 2015, approximately 30 schools have delivered the ‘Road Monster’ initiative which includes a parent parking promise. A further 32 have achieved accreditation for their travel plans which seek to encourage sustainable (non-car) travel. Currently we are working with Cresswick School in Welwyn Garden City and Mossbury School in Stevenage where ‘park and stride’ initiatives are being set up that utilises a nearby pub carpark and public parking area respectively. Enforcement is the domain of either the relevant district / borough council or the Police and, where possible and resources allow, all agencies will work together to address parking issues.

The PCC’s fund that is administered within the Environment Department will open for a further round of bidding in early December and will accept bids for consideration from a wide variety of constituted community groups with the support of the local HCC Member. There have been no bids to date that explicitly deal with anti-social or dangerous parking. However a number have sought to address speeding concerns outside schools to which a number of grants were made to fund either speed indication devices, signage or feasibility studies into longer term solutions. These activities, all of which are focused on influencing driver behaviour to improve safety, are aimed at addressing the highest risk areas or drivers.

The December Highways Panel will receive a report on the PCC fund and sets out how ‘Community Concerns’ can be a trigger for road safety or speed management works as part of a coordinated, proactive and

prevention focused approach to action, particularly when supported by the local HCC Member and other stakeholders. The report recognises the PCC's fund as a suitable vehicle through which to address Community Concerns and will detail a process which will not conflict with the Highways & Transport Speed Management Strategy."

13. Written question from S B A F H Giles-Medhurst to R A C Thake, Executive Member for Community Safety and Waste Management

"Since the current contractor took over the management and running of the Household Waste Sites, how many hours out of the published opening hours, for each of the sites, not been available to the public to use?"

R A C Thake has replied:

"The collection of waste containers from the network of household waste recycling centres is tracked and arranged on a daily basis. This is because demand for use by residents and the waste types being deposited, can fluctuate throughout the year. The new contractor, Amey, undertook management of the network in October 2014 but did not assume responsibility for the haulage of containers until June 2016 due to the phasing out of previous arrangements.

"Whilst the contractor does all they can to efficiently and effectively transport the waste and avoid disruption for residents visiting the centres, it is necessary to continue servicing across the network during the advertised opening hours as a result of capacity issues for some, or all, materials to meet demand during peak times, to comply with planning restrictions at some centres, or because some of the disposal facilities are only available during normal working hours to accept material."

The Community, Safety and Waste Management Panel received a report on 1st July 2016 that detailed, over a four week period, the numbers of occasions that the centres had received a collection within, or outside of, the operational hours. This was shown for the period August 2015 and was compared with the data for the identical time span in the previous year. This reveals a significant improvement across the entire network in terms of servicing outside of published opening times, from 22% in 2014, to 68% in 2015. The report details that during the study time, there were 490 short term temporary closures as containers were serviced across 15 sites (Waterdale and St Albans are split level so nearly all servicing can take place without closing the site). Closures can vary from between 10 minutes and 40 minutes depending on what containers are being serviced. Taking an average of 25 minutes this broadly equates to 204 hours closed out of a total of approximately 2,660 opening hours. It should also be noted that

August is one of the busiest times of year at the HWRCs with more container movements, so this figure will be lower during quieter times.

Currently, although we record how often and when interchange of containers occurs, information on actual time spent servicing the centres cannot be provided with absolute certainty as both sites, ease of servicing and the quantity of material deposited do vary considerably. However, as part of planned improvements to the network, a roll out of CCTV and Automatic Number Plate Recognition is underway and on programme for delivery before Christmas. Amongst other uses, these systems will be able to provide the information requested going forward and will be a useful contract management tool.

It should be noted that the service and contractor are performing well.”

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HERTFORDSHIRE COUNTY COUNCIL

**CABINET
MONDAY, 20 FEBRUARY 2017 AT 2.00PM**

**COUNTY COUNCIL
TUESDAY, 21 FEBRUARY 2017 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 2017/18 – 2019/20**

Report of the Director of Resources

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

Executive Member: Chris Hayward, Resources & Performance

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 2017/18 – 2019/20.

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 2017 to consider the integrated plan 2017/18 – 2019/20.

2.1.2 At its meeting on 10 February 2017, the Resources & Performance Cabinet Panel considered 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 and Performance Cabinet Panel meeting on 10 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 2017/18 – 2019/20.
- 3.1.2 Cabinet's recommendations to Council will be considered by County Council on 21 February 2017.

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:-

- Enterprise, Education & Skills Cabinet Panel, January 2017
- Children's Services Cabinet Panel, January 2017
- Public Health, Localism & Libraries Cabinet Panel, February 2017
- Adult Care & Health Cabinet Panel, February 2017
- Environment, Planning & Transport Cabinet Panel, February 2017
- Highways Cabinet Panel, February 2017
- Community Safety & Waste Management Cabinet Panel, February 2017
- Resources and Performance Cabinet Panel, February 2017

INTEGRATED PLANNING PROCESS 2017/18 - 2019/20: COMMENTS FROM SERVICE CABINET PANELS

1. Enterprise, Education and Skills Cabinet Panel (25 January 2017) – Schools Budget

Members considered a further report highlighting the areas of the Integrated Plan which related to Enterprise, Education and Skills (Schools) and were informed that the schools budget had recently been submitted to the Department for Education (DfE) for consideration to meet the DfE timetable.

Officers advised that the pressures to the schools budget remained considerable and that a list of proposed savings could be viewed at 4.5 of the report.

Members heard that 4.4 of the report noted that £11.3 million of pressures for mainstream schools could not be met. Members discussed concerns that this amount, which related to inflation (including National Minimum Wage), was not included in the budget proposal. Officers advised that it meant that schools had to reduce their costs in order to operate within the funding provided and that there were concerns about the potential impact on standards.

Officers advised that a big growth item was the £2.2 million capital expenditure required to increase capacity at special schools. It was noted that the DfE had advised that the DSG could be used. It was noted that an increase in DSG funding for SEN had been received and that the money could be reallocated for a series of development items.

In response to a Member question on whether the County Council has looked at the Delivering Special Provision Locally (DSPL) structure and costs, Members heard that the structure was reviewed from time to time. Primary schools were in general happy, but in some areas secondary schools had concerns and officers were considering how to respond.

Members reported that there was a concern at the Schools Forum about the Apprenticeship Levy placed on schools. Officers explained that whilst schools had to contribute, they had little opportunity to reclaim any money. Members heard that schools were looking to introduce an apprenticeship route from September 2018/19 but it was noted that this could add a complicated layer to teacher training.

Conclusion

The Cabinet Panel recommended the proposals relating to the Integrated Plan in respect of Enterprise, Education and Skills to Cabinet.

2. Enterprise, Education & Skills Cabinet Panel (25 January 2017) – Non Schools

The Cabinet Panel considered a report which highlighted the areas of the Integrated Plan which related to Enterprise, Education and Skills (Non Schools) in order for the Cabinet Panel to consider these and provide comment.

The summary of the pressures and proposed savings on pages 3/4 of the report were highlighted. A significant pressure identified was in relation to Special Education Needs home to school transport and the increase in costs of providing the same level of service.

Members were advised that there would be the withdrawal of the Education Services Grant (ESG) from September 2017 and that the implications of this had been considered and steps taken in response. Officers advised that there would be a need to move the Music Service to break even within two years and that the support previously offered to schools round redundancies would be reduced, to assist with savings. It was noted that Schools Forum had agreed that some £1.15m funding for the Herts for Learning school improvement contract could be de-delegated from the Dedicated Schools Grant (DSG) to enable services to continue. Members heard that over 90% of schools had voted to de-delegate funding which meant that most of the costs had been offset and that the schools were also confident that they were receiving value for money.

Officers advised that Children Services had been undertaking a review of business efficiency and back office costs and that there had been a series of efficiency reductions including in business support (admin), printing, and staffing establishments. There had also been policy changes to mainstream home to school transport, with escorts being withdrawn from infant age.

Members noted that there was an ongoing programme of change and that Officers were looking at the reorganisation of Integrated Services for Learning (ISL) and Services for Young People (SYP).

With regards to Capital, Members noted that there were additional requirements for superfast broadband delivery for Hertfordshire premises.

In response to a Member question on the how the reduction of £237,000 Virtual School Service Funding would affect the running of the service, Officers advised that there were a number of factors that had led to this reduction being identified. Members heard that a reduction in the number of Children Looked After (CLA) had reduced the pressures on the Virtual School Service and that the service also had access to a considerable amount of money in the form of Pupil Premium Plus funding which supported the programme of activity undertaken in support of CLA education. There were also staffing establishment/efficiency savings.

Members discussed concerns around the Special Educational Needs (SEN) pressures and queried whether there were funding provisions for lawyers to work on SEN cases. Members were informed that there had been a change in the way SEN had been managed following on from legislative change including the introduction of Education,

Health and Care Plans for a wider group of young people. There was a need to increase staffing to manage this, which was reflected in the £271,000 pressure. Officers advised that there was a budget for legal costs and that those were not being increased and were not included within the pressure. Members heard that there had been a considerable reduction in court costs within Children's Services but that was not the case with SEN and that whilst the preference was not to involve lawyers, if Officers could not reach an agreement with parents, legal engagement sometimes became unavoidable.

Conclusion

The Cabinet Panel recommended the proposals relating to the Integrated Plan in respect of Enterprise, Education and Skills to Cabinet.

3. Children's Services Cabinet Panel (31 January 2017)

The Panel received a report highlighting the areas of the Integrated Plan relating to Children's Services. It was noted that The Settlement from government proposed a significant reduction in funding with a £35m loss of Revenue Support Grant between 2016/17 and 2017/18 and although substantial efficiency savings had been identified, a further saving of £23.8m in 2018/19 rising to £44.8m by 2019/20 was required to meet the budget gap.

The Panel were asked to consider the elements of the Children's Service's budget in relation to financial pressures, savings and capital programme. The Integrated Plan report stated the financial impact of service plans and available funding to resource them over the next three years.

The Panel received a summary of pressures for change relating to Children's Services which included:

- Children Looked After
- Child Protection
- Adoption & Special Guardianship Orders
- No recourse to Public Funds
- Unaccompanied Asylum Seeking Children

Conclusion:

Following general discussion, in relation to the proposed savings for Children's Services as detailed at 4.4 and 4.5 of the report, the Panel commented as follows:

- a) Members had no comments;
- b) The Panel supported the savings proposal for Children's Services 2017/18, as detailed in 4.4 and 4.5 of the report;

It was noted that N Bell, R J Henry, R G Prowse and M A Watkin abstained.

4. Public Health, Localism & Libraries Cabinet Panel (1 February 2017)

The Panel received a report which highlighted the areas of the Integrated Plan 2017/18 – 2019/20 relating to Public Health, Localism and Libraries with respect to the future direction of these services whilst achieving substantial further savings in an environment of ongoing budgetary pressures and reduction in available funding.

Re Public Health:

During discussion of reconfiguration of Public Health (PH) services to absorb budgetary cuts whilst seeking to preserve outcomes and the key risks for the service, officers confirmed that an Equality Impact Assessment had been carried out as well as a cost benefit analysis of the potential effects of a failure of PH to prevent disease, including effects on the NHS.

The Taxi Diversion Scheme was given as an example of a PH funded initiative that saved NHS resources and reduced the pressure on A&E departments caused by those under the influence of alcohol. The night time scheme operated in four major town centres, namely Watford, St Albans, Stevenage and Hertford.

Officers clarified that distribution of the notified £1.2 m reduction to the PH grant for 2017/18 amongst the 143 work streams, would be based on the previously published criteria used by PH for annual prioritisation exercises and previously reported to Panel. Final priority candidates for savings, restrictions and redesign of decommissioning were being finalised and any requiring a policy decision would be brought before Members. Officers agreed to circulate this.

Members heard that the financial contribution PH received from Probation Services for drug and alcohol services was ceasing. However PH considered that testing of people on arrest for drug and alcohol abuse was a far more effective use of funding than the compliance testing of people on Community Sentences currently sought by the Probation Service. In view of this PH did not consider the withdrawal of the partial funding of compliance testing by the Probation Service an issue, provided that the Ministry of Justice did not require PH to continue funding and commissioning this service. If continued funding was required the estimated impact was £100,000 a year. Further to this, although PH had received notification of withdrawal of this funding by Probation Services, lack of agreement between the Department of Health and the Ministry of Justice meant that the Probation Service continued to make a financial contribution towards compliance testing.

A member suggested that as the reconfigurations would probably deliver less in the long term, PH should be considered as a recipient of the Better Care Fund.

Members requested a breakdown of funding in objective areas.

A member queried payments to GPs for providing contraceptive services. The panel heard that efforts were being made to ensure contraceptive services continued to be safe and to ensure that the specialist sexual health service provided more outreach and core services. Long acting reversible contraceptive services offered

by GPs were still being commissioned, but the contract would be terminated if it was found that a GP was not delivering a safe standard under the PH Sexual Health Strategy guidelines.

Re Libraries:

Members queried whether sponsorship could be sought by the Archives Service.

In relation to whether any libraries would be at risk of closure due to the time it was taking to roll out community libraries and the associated reduction in funding, officers confirmed that the saving of £500K had been built into the budget and they had every confidence in the community Library model. In answer to a question regarding the sustainability of the community library model, The Chairman stated that at this time there were no planned closures of libraries associated with achieving the £2.5m Inspiring Libraries savings.

During discussion of community libraries members heard that the setting up and manning of these by volunteers and related support had been fully costed and funded by the restructuring of management; a phased period with volunteers working alongside library staff enabled volunteers to develop their skills and confidence. Whilst unions had been consulted about the role of the volunteers, job descriptions were not provided for them because they did not perform the same role as professional staff. Specialist support for the public and volunteers from professional staff was provided via the LibraryLink to Welwyn Garden City.

Officers highlighted that the success of the two early adopters of community libraries, Redbourn and Chorleywood, made them a viable model. Lessons learned from their development would be tailored to the other 14 community libraries in progress, where the time required for the necessary groups to establish themselves and gain the necessary confidence had been underestimated. To address the fact that volunteers were a finite resource and to meet the need for sustainability community libraries required a programme of ongoing volunteer recruitment.

Conclusion:

The Panel commented as above to Cabinet on the proposals relating to the Integrated Plan in respect of Public Health, Localism and Libraries.

5. Adult Care & Health Cabinet Panel (1 February 2017)

The Cabinet Panel considered a report which highlighted the areas of the Integrated Plan for 2017/18-2019/20 which related to Adult Care & Health in order for the Cabinet Panel to consider these and provide comment. In presenting the budget members were advised that Social Care Precept arrangements now permit authorities to raise up to an additional 3% precept for adult social care next year. Additional monies had also been made available for adult social care by diverting the New Homes Bonus which amounted to £4.2m in 2017/18.

The figures presented were also based on the service receiving £8.5m from Herts Valleys Clinical Commissioning Group (HVCCG) to support social care services; Members were reminded that HVCCG have currently advised of its intention to withdraw. Members noted that discussions are ongoing in respect to this.

Attention was drawn to the detail of the 5 strategic approaches that the service had outlined within the Strategic Direction element of the plan as the way to support the service in achieving a balanced budget and meet efficiency targets.

Members noted the contribution made by carers and how important this is in sustaining social care. The breakdown of carer arrangements can mean that people need to approach the council for care, so it is vital to help support carers maintain their caring roles.

Members heard that the projected increase in service user numbers was in excess of the demography granted to the budget for learning disabilities. Additional budget had been provided for 2017/18 to cover this.

The Panel heard that the greater use of community, voluntary and other support networks was something that was being proposed in the integrated plan as part of the strategy for ensuring a 'community first' approach. Members were advised that the savings aligned to this equated to approximately 1% of the overall budget.

Members were advised that earlier clinical diagnosis for Asperger's Syndrome and Autism had improved – and by working with Children's Services and schools, that adult mental health and physical disabilities assessed by the appropriate teams within HPFT or the HCS service.

The panel heard that 'Herts Healthy Homes' was a scheme that provided home visits to ensure vulnerable people had a safe home environment. With the roll out of the Council's Community Protection Directorate's 'safe and well' visits, the Herts Healthy Homes scheme could cease. The Safe and Well visits will entail a much greater level of coverage by utilising fire officers when they are not involved in firefighting duties.

Members expressed concern for the severe risk attached to the proposed withdrawal of funding by HVCCG. The Chairman acknowledged the severity of this and encouraged all Members to attend and raise their concerns at the Health Scrutiny Committee on the 8 February 2017.

Members fully supported and commended the use of the word 'noble' within the report and felt it was a very accurate description of this area of council activity, which is about supporting and caring for the most vulnerable members of society.

Members noted the proposal to deliver £1.040m efficiency in relation to Mental Health expenditure. Members were concerned to ensure that the proposals would not lead to a reduction in service provision. Assurance was provided to the Panel that the proposals were seeking to ensure that the service levels were maintained whilst getting greater value for the expenditure incurred. The efficiency savings being sought here were in line with other areas of the HCS budget.

An example of this was in reducing the need for out of county placements by working with district councils to ensure there was provision of suitable general-needs housing in order to release more specialist provision for people with specific needs. At present it was not always easy to identify general needs housing leading to service users remaining in specialist accommodation even when they had recovered.

An issue was raised with regard to Child and Adolescent Mental Health funding and specifically a £600,000 underspend in year from NHS fund. The chairman agreed to seek clarification on this issue as Chair of the Health and Wellbeing Board and pursue the possibility of recouping any underspend.

In relation to Day Services Members heard that there had been a reduction in numbers of people attending day services in recent years as people's expectations had changed, particularly younger service users. There is therefore a need to move away from a service based on the provision of buildings to an approach which has greater flexibility and the opportunity to use Direct Payments to facilitate this strategy. This will mean that the provision needs to be examined with a view to rationalising arrangements, with the opportunity to save costs for example in buildings and in transport requirements.

Conclusion:

The Panel commented on the proposals relating to the Integrated Plan in respect of Adult Care and Health.

The Panel identified issues it felt it should consider in finalising the Integrated Plan proposals

6. Environment, Planning & Transport Cabinet Panel (1 February 2017)

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 noted that figures were based on the assumption that the proposed capital programme regarding the Croxley rail interchange was going ahead. It was noted that there were a number of apparent policy contradictions with environmental and transport issues and available budgets but agreed that although unfortunate this was unavoidable. Members discussed the retention and recruitment issues of staff which was an ongoing issue but noted that intense work was being undertaken to improve upon this.

A proposal was raised and seconded that a recommendation be made that Cabinet reconsider the apparent contradiction between Hertfordshire County Council policies on sustainable transport and the removal of subsidies to bus services.

A vote was taken and was LOST.

A two part proposal was raised by the Chairman as follows:

- i. that the Cabinet Panel accepted the Integrated Plan in respect of Environment Planning & Transport.

A vote was taken and was CARRIED by 6 votes with 4 abstentions from the Liberal Democrat and Labour Members.

- ii. that it is recognised that there are policy challenges related to sustainable Transport Policy.

A vote was taken and was unanimously CARRIED.

Conclusion:

The Panel commented as above to Cabinet on the proposals relating to the Integrated Plan in respect of Environment, Planning & Transport.

7. Community Safety & Waste Management Cabinet Panel (7 February 2017)

The Cabinet Panel considered a report which highlighted the areas of the Integrated Plan for 2017/18-2019/20 which related to Community Safety and Waste Management in order for the Cabinet Panel to consider these and provide comment.

Members heard that a detailed online questionnaire was completed as part of the public consultation to which 1937 responses were received. 61% of those who responded said that in a choice between service reductions and further council tax increases they would rather see an increase in council tax and 34% a reduction in services. It was also noted that the percentage of respondents supporting a reduction in expenditure on disposing of waste was 28% and 22% a reduction in community protection.

Members noted that the total budget for the county council had been set at £810m for 2017/18 falling to £807m in 2018/19 before increasing to £813m in 2019/20. The Revenue Support Grant would fall by 98% between 2016/17 and 2019/20 from almost £80m to under £2m. Basic Council Tax income was projected to increase by just over 9% over the same period from £499m to £545m. In addition, it was estimated that £44m could be raised from the social care precept.

The Panel raised some concerns relating to the uncertainty and risk of committing to a 30 year contract for waste disposal within the county. The Chairman clarified that this was also raised at the full Overview & Scrutiny Committee on the 26 January 2017 and he had since provided a written response to the Scrutiny Officer.

The Panel received assurance of the mitigated risk attached to reducing the non-pay inflation to zero.

Conclusion:

The Panel noted the proposals relating to the Integrated Plan in respect of Community Safety and Waste Management.

8. Highways Cabinet Panel (9 February 2017)

The Cabinet Panel considered a report which highlighted the areas of the Integrated Plan which related to Highways alongside a Public Engagement and Consultation Report in order for the Cabinet Panel to consider these and provide comment.

Members' attention was drawn to the Public Engagement and Consultation paper which set out the actions that the County Council had carried out to engage and consult with the public and partners. Members heard that 1,937 responses were received to an online questionnaire and acknowledged that whilst the sample could not be taken as a direct representation of Hertfordshire's population, in a choice between service reductions and further council tax increases, 61% said that they would rather see an increase in council tax and 34% a reduction in services. Members noted that the percentage of respondents supporting a reduction in expenditure on highways was 19% (a reduction on the 24% in 2015 and 27% in 2014).

The Chairman clarified that Q5 of consultation on page 12 of the report was Highways & Transportation which included the subsidy of bus services and acknowledged difficulty in determining what percentage related to highways alone.

During consideration of the Highways element of Integrated Plan, Members heard that the total budget for the County Council was £810m in 2017/18 falling to £807m in 2018/19 before increasing again to £813m in 2019/20. Members acknowledged that further savings were required to close the gap of £24m in 2018/19 rising to £45m in 2019/20.

Members noted the sources of funding for the County Council and acknowledged that the Revenue Support Grant would fall by 98% between 2016/17 and 2019/20 from almost £80m to under £2m. Officers reported that Basic Council Tax income was projected to increase by just over 9% in the same period from £499m to £545m-and that an estimated £44m could be raised from the social care precept.

The Panel's attention was drawn to page 125 of the main IP report with The Future Strategic Direction statement on the following pages, including Key Priorities, Key Pressures and Challenges, how the service have reviewed effectiveness and value for money, Key Savings and Risks in delivering projects.

Members noted Highways Service Specific Inflation calculated to add £466,000 per year. In addition, the proposed capital programme for Highways was £327m over the three years of the plan. The Chairman highlighted that the majority of the Capital Programme was revised requests as opposed to new requests.

Members discussed the Little Hadham Bypass, in particular some members felt that there should be provision to extend the Bypass as bottlenecks were being moved further along the road. Officers reported that it had been necessary to take advantage of the funding available at the time and that there was a provision in the budget to consider traffic issues in Standon.

Members highlighted that the East to West transport link towards Stansted was inadequate and that the Manchester Airport Group were in support of providing funding if other sources were to match. The Panel acknowledged that the A120 could be improved all the way to the airport not only benefitting the airport but the surrounding communities and that funding should be sought in order for this to happen in the next 10-15 years. Officers commented that £1.6 million for further assessment and delivery of the A120 was included in the proposed capital programme but that it would not be sufficient for a new road.

Officers clarified that the Highways Locality Budget item in the Capital Programme was the capital element and that the balance was included in the revenue budget.

Conclusion:

The Panel supported the proposals contained within the Integrated Plan and had no further comments to make.

[The Liberal Democrat Group and Labour Group did not support the above conclusion.]

Appendix 2

TO FOLLOW

HERTFORDSHIRE COUNTY COUNCIL

**CABINET
MONDAY, 20 FEBRUARY 2017 AT 2.00PM**

**COUNTY COUNCIL
TUESDAY, 21 FEBRUARY 2017 AT 10.00AM**

Cabinet
Agenda Item No.

4(ii)

County Council
Agenda Item No.

5A(ii)

**SCRUTINY OF THE INTEGRATED PLAN 2017/18 – 2019/20: 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 the draft Report

1.1 To inform Cabinet and County Council of

- (a) the Overview and Scrutiny Committee's (OSC) scrutiny of the integrated plan (IP) 2017/18 – 2019/20; and
- (b) the comments and suggestions made by the Committee as a result of that scrutiny.

2. Summary

- 2.1 At its meeting on 20 December 2016, prior to its formal scrutiny, the Committee received a briefing from the Director of Resources, who provided Members with an authority-wide overview of resources, pressures and key issues for the Council for 2017/18.
- 2.2 The Committee's scrutiny of the Integrated Plan 2017/18 – 2019/20 was conducted over two days; commencing on 26 January 2017, when it gathered its evidence and concluding on 2 February 2017, when it agreed its comments and suggestions for Cabinet's consideration. These are set out in section 3 of the report below.
- 2.3 The evidence gathered by the eight portfolio groups has been divided as suggestions to Cabinet, scrutiny proposals, queries to be answered at OSC (2 February 2017), risks, IP group notes and Committee observations.
- 2.4 Responses received from Executive Members to the draft IP report are attached as Appendix 1 to the report.

3. Committee Suggestions to Cabinet

- 3.1 That Cabinet gives consideration to the following:-
 - 3.1.2 Urgently develop and promote the coordination of planning and Community Infrastructure Levy (CIL) strategies to ensure the future infrastructure funding needs are met across the county and beyond.
 - 3.1.3 The Committee suggests that the proposal to make a £60,000 saving on strategic planning whilst demand for the service is increasing should be reviewed.
 - 3.1.4 The Committee cautions against any further reduction in Highways officer support to members as they serve as local champions for residents.
 - 3.1.5 The Committee raised concerns over the impact of a £160,000 budget gap as a result of the decision made by the Police and Crime Commissioner to remove the Police contribution to Alcohol and Drug treatment of young people within the Probation Service.
 - 3.1.6 The Leader of the Council and relevant Executive Members are asked to respond to these comments and suggestions prior to Full Council meeting on 21 February 2017.**

4 Identified Risks - to be passed to the Risk Manager (attached as Appendix 2 to this report)

- 4.1 The increasing shortage of home care services as a significant and ongoing concern.
- 4.2 The failure of key partners and commissioned suppliers to provide the agreed level of service requiring intervention by Hertfordshire County Council.
- 4.3 The budgetary pressure on schools leaving schools unable to support Children's Services e.g. safeguarding
- 4.4 Difficulty in recruiting professional staff, especially planners.
- 4.5 The risk of Clinical Commissioning Groups (CCGs) funding ceasing.
- 4.6 Revenue impact of central government's decision to "top slice" business rates and the introduction of small businesses relief.

5 Information provided to OSC Thursday 2 February 2017 (attached as Appendix 3 to this report)

- 5.1 How likely is the Recycling & Energy Recovery Facility (RERF) to be granted planning permission?
- 5.2 What are the financial and service implications for Hertfordshire County Council should planning permission not be granted (to include the amount that the Authority would be contractually obliged to pay Veolia)?
- 5.3 What are the contingency plans if the proposed RERF does not go ahead (including what the cost implications might be)?
- 5.4 If access to the new RERF site requires the upgrading or amending of the highway who would be responsible for this?
- 5.5 The likelihood of the Fire and Rescue Service being transferred to the Police and Crime Commissioner and the financial and service implications for the Authority's Community Protection function.
- 5.6 How much, both in cash and percentage terms, does Hertfordshire County Council receive from proceeds of crime money as a result of work conducted by Trading Standards?
- 5.7 How much money is allocated to the maintenance and improvement of carriageways and footways for the next financial year? This to be broken down to show carriageways and footways separately with capital and revenue for each. Further, what was the amount spent on the maintenance and improvement of carriageways and footways in the past 4 years?
- 5.8 To make the most of Hertfordshire County Council property the Committee discussed a review of property assets to create a property company that is 100% owned by the Authority. To effect this Hertfordshire County Council has to have staff with the commercial skills to make robust property deals.

6 Committee Observations

6.1 Adult Care & Health

- 6.1.2 The Committee expresses its support for the manner in which Hertfordshire County Council's Adult Care & Health team have conducted themselves in relation to the recent proposed withdrawal of funding by Herts Valleys Clinical Commissioning Group.
- 6.1.3 Accessible pathways should be developed for self-funders and personal budget holders to access council services and could provide benefits to all parties.
- 6.1.4 There is a need to develop the range of accommodation for care leavers in county in partnership with districts/boroughs.

6.2 Children's Services

- 6.2.2 There is a culture shift towards prevention and utilisation of partnerships e.g. the voluntary sector. There are ambitious targets, yet the Committee believes Children's Services is well placed to achieve these subject to external forces.
- 6.2.3 There have been fluctuations in Unaccompanied Asylum Seeking Children (UASC) numbers over the last 12 months.
- 6.2.4 There are increasing demands on SEN services due to demographic growth pressures.
- 6.2.5 To review the advice and guidance provided to families just below the threshold to access Children's Social Care.
- 6.2.6 Support available from the Authority to schools that are not academies.
- 6.2.7 Potential negative impact of restructuring and reshaping the Music Service.

6.3 Community Safety & Waste Management

- 6.3.2 Increasing demographic pressures facing both Community Safety & Waste Management services across the county were recognised and the ways in which these could be addressed.
- 6.3.3 Partnership working and collaboration has brought benefits to both services and should continue in future.
- 6.3.4 The Committee endorses the Authority's encouragement of recycling across the county via the Herts Waste Partnership.
- 6.3.5 To consider the viability of disposing of business and commercial waste as well as household waste to provide an additional income stream.
- 6.3.6 The Chief Fire Officer to attend a future OSC to outline
 - the cost and benefits of Rescue Service staff being trained in medical trauma care when responding to ambulance call-outs
 - Day-Crewing Plus initiative.
- 6.3.7 The Chief Officer to attend a future OSC to outline the issues arising from fly-tipping. This will follow a report to Community Safety & Waste Management Panel in February 2017.

6.4 Enterprise, Education & Skills

- 6.4.1 Increasing public understanding of apprenticeships as a valued alternate to degrees needs to be undertaken. The Authority works closely with the
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University of Hertfordshire and is open to working with other organisations. Apprenticeships should be offered to existing members of staff and via the Military Covenant to members of the armed forces.

6.5 Environment, Planning & Transport

6.5.2 Medium and longer term planning between Hertfordshire County Council and districts/boroughs should be undertaken to ensure that suitable sized sites for school expansion.

6.5.3 There are uneven levels of co-operation and a lack of co-ordination between Districts and County in relation to planning issues.

6.5.4 A short and medium term vision to encourage bus use is required and will be addressed at the scrutiny looking at services for disabled users.

6.5.5 More radical methods should be considered to reduce home to school transport costs by running a bus service, a joint venture or schools assuming responsibility.

6.5.6 Clarify the statutory responsibilities of Transport for London (TfL) to provide services outside of Greater London into Hertfordshire. The Committee is concerned that services may not continue or will terminate on the County boundary.

6.6 Highways

6.6.1 Planning applications must provide more clarity on local planning decisions, including any points raised by Highways with districts/boroughs.

6.6.2 Information to manage customer expectations (i.e. via Horizons) should be clear that the immediate priority is road safety and keeping the highways operable rather than aesthetics.

6.6.3 Information on the process of completing paperwork for enacting traffic regulation orders in line with the Highways Locality Budget; including the length of time taken and amount of paperwork is involved to be provided to Monitoring of Recommendations progress report.

6.6.4 Highways should maintain cycle paths and footways to a standard to encourage greater use and as an alternative to driving.

6.6.5 Highways should explore further the use of volunteers to undertake minor maintenance such as cleaning road signs subject to compliance with Health & Safety legislation.

6.7 Public Health, Localism & Libraries

6.7.1 The Committee strongly supports the principle of the Locality Budget scheme and the good work it supports within the community. It very much encourages its continuation.

- 6.7.2 Greater partnership between Public Health and the Clinical Commissioning Groups (CCGs) is needed that recognises the contributions and pressures of both to stimulate closer working.
- 6.7.3 There will be opportunities to innovate and an increased need for Public Health to bid for external funding when the ring-fenced budget is removed.
- 6.7.4 Increasing public understanding of apprenticeships as a valued alternate to degrees needs to be undertaken. The Authority works closely with the University of Hertfordshire and is open to working with other organisations. Apprenticeships should be offered to existing members of staff and via the Military Covenant to members of the armed forces.
- 6.7.5 Members were disappointed at the perceived lack of progress of the Hertfordshire Civil Service. The financial and quality benefits of existing shared services between districts and between county and district/s should be highlighted to encourage further back-office sharing of services.

6.8 Resources & Performance

- 6.8.1 The Resources & Performance Panel will receive regular reports on the income streams from property development by the Authority and its property company (currently in development).
- 6.8.2 Hertfordshire County Council must ensure that qualified staff with expert and/or commercial skills are utilised when negotiating contracts to ensure robust deals are achieved; for instance the forthcoming Highways contracts negotiation.
- 6.8.3 Reserves should be accessed if current income does not support services (Invest to Transform budget)
- 6.8.4 The Invest to Transform fund should be used to improve efficiency and quality of frontline services.
- 6.8.5 The Committee is aware of work towards integration of data, IT systems and expertise to achieve efficiencies. It supports further initiatives to make effective use of IT and new technology internally and to interact with residents and users e.g. bus information.

7 Proposed future scrutinies

- 7.1 A scrutiny of the Herts Healthy Homes initiative is on the work programme for autumn 2017.
- 7.2 To undertake a review of the provision of day services.
- 7.3 Hertfordshire Safeguarding Children Board annual scrutiny considers self-esteem amongst teenage girls as its 2017 focus.

- 7.4 Review whether the nine Delivering Special Provision Locally Areas are performing consistently across the county.
- 7.5 The Alternative Financial Model review will be addressed by the Monitoring of Recommendations Topic Group when it receives a progress report on the Herts Waste Partnership scrutiny.
- 7.6 The effect of green waste charges introduced by some borough/district councils on the volume of residual waste collected will be addressed by the Monitoring of Recommendations Topic Group when it receives a progress report on the Herts Waste Partnership scrutiny.
- 7.7 A scrutiny of the Local Enterprise Partnership (LEP) is on the work programme.
- 7.8 Review of the effectiveness of the Herts Infrastructure and Planning Partnership.
- 7.9 Review the Intelligent Transport Solutions project to determine its success or otherwise.
- 7.10 To review planning approaches to identify and seek damages from individual drivers and organisations causing a hazard or damage to verges in accordance with the Highways Act 1980.
- 7.11 The process to enact traffic regulation orders in line with the Highways Locality Budget will be addressed at the Monitoring of Recommendations Topic Group when it receives a progress report on the Traffic Regulation Order Scrutiny.
- 7.12 A number of Library Service issues will be addressed at the scheduled scrutiny in March 2017:
- the impact of slower introduction of volunteers
 - alternate funding e.g. direct debit to allow personal donations
 - maximise commercial revenue streams e.g. archive services, family heritage and retail opportunities both online and within libraries.
- 7.13 Health Scrutiny Committee (HSC) to undertake a review of the integrated budget of mental health services.
- 7.14 HSC scrutiny to ensure that there is consistency of services across the county and that social prescribing is offered by GPs regardless of locality.
- 7.15 HSC's scrutiny of the Child and Adolescent Mental Health Service on the work programme for autumn 2017 remains a priority.

8 Information note

- 8.1 Outline the functions and remit of High Impact Gangs. To be received by OSC by 28 March 2017.

9. Background

9.1 The Committee received background and contextual information from the Director of Resources at its meeting in December 2016. The Director's report provided the Committee with an authority-wide overview of resources, pressures and key issues for the Council for the forthcoming period. This provided the Committee with the information necessary to inform its scrutiny and an opportunity for preliminary discussion on the Council's draft Integrated Plan to identify some of the issues they wished to explore further during the scrutiny process.

9.2 The Committee's formal scrutiny was conducted over two days; the first of which was used to gather evidence; the second to agree its findings, conclusions and suggestions to Cabinet.

9.3 The Committee divided into groups to gather its evidence. For this purpose the Council's service/budget areas were divided into 8 groups, based on the portfolios of each Executive Member:-

- 'Children's Services'
- 'Community Safety & Waste Management'
- 'Highways'
- 'Public Health, Localism & Libraries'
- 'Adult Care & Health'
- 'Enterprise, Education & Skills'
- 'Environment, Planning & Transport'
- 'Resources & Performance'

9.4 Members of the Council were notified of the scrutiny and were invited to attend. A number of Members took up this invitation and, with the Chairman's agreement, participated in the 'evidence gathering' part of the scrutiny.

9.5 The Committee reconvened on 2 February 2017 to agree its comments and suggestions for Cabinet's consideration.

10. Suggestions from the Overview & Scrutiny Committee

10.1 The Committee's comments and suggestions on the draft Integrated Plan 2017/18 – 2019/20 are set out in section 3 of the report above; they will also be considered by the Resources and Performance Cabinet Panel at its meeting on 10 February 2017. The Panel's comments will be reported to Cabinet and County Council.

11. Financial Implications

11.1 The financial implications of the Integrated Plan 2017/18 – 2019/20 are as set out in the Integrated Plan were considered at the Committee's meeting on Thursday 2 February 2017.

12. Equalities Implications

- 12.1 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.
- 12.2 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.
- 12.3 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.
- 12.4 An Equality Impact Assessment (EqIA) has been undertaken on the draft Integrated Plan proposals 2017/18 – 2019/20 and this is included within the Integrated Plan proposals also being considered at this meeting.

13. Conclusion

- 13.1 Cabinet and County Council are asked to take into account the comments and suggestions of the Overview and Scrutiny Committee when considering the Integrated Plan proposals.

Background Information

Reports & Minutes of the Overview & Scrutiny Committee meetings held in [November 2016](#), [December 2016](#), and [January 2017](#) and [February 2017](#)

IP Scrutiny – Executive Responses Provided to OSC 2 February 2017

3.1.5 The Committee raised concern over a £160,000 budget gap as a result of the decision made by the Police and Crime Commissioner to remove the Police contribution to Alcohol and Drug treatment of young people within the Probation Service.

The bid to the PCC was made by Children's Services with minimal input by Public Health Service (PH). PH has not been party to the feedback from the refusal of the bid, but it may be that Scrutiny may wish to seek the PCC's comments as part of a learning exercise. The whole Drug and Alcohol service for Children and Young People is currently being reconfigured following the Tonic Review commissioned by Public Health in 2016.

With the loss of the PCC grant over 98% of funding for this entire service comes from the Public Health budget. Various funding strands/grants will be worked into the reconfiguration of the service and it will be recommissioned in 2018.

Please note that the Public Health/Joint Community Safety bid to continue police and crime commissioner funding for drug testing on arrest is still progressing through the system.

5.5 The risk of Clinical Commissioning Group (CCGs) funding ceases

This is a county wide concern and is likely to be raised at Special scrutiny on 8th February.

We are working through the STP process to try to mitigate this and identify those most important pathway approaches (e.g. cardiovascular, long term conditions, frailty) which can preserve health outcomes. Public Health is leading an STP wide prevention summit on 7th February specifically to seek to address this issue.

At some point members may wish to scrutinise each dimension of the STP including the CCG engagement in prevention

7.3.4 The Committee endorses the Authority's encouragement of recycling across the county via the Herts Waste Partnership.

The County Council has no obligation or legislative duty with respect to recycling targets, however, it works closely with the 10 district and borough councils through the Hertfordshire Waste Partnership to maintain and improve performance across the County and to promote the application of the waste hierarchy across service provision.

7.3.5 To consider the viability of disposing of business and commercial waste as well as household waste to provide an additional income stream.

In respect of the household waste recycling service provided by the County Council, this matter was discussed at the Community Safety & Waste

Management Panel meeting on 1st July 2016 (see link below) at Section 9, page 9. The commercial waste trial is ongoing but continues to operate at a net loss to the contracted operator.

<https://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/416/Committee/53/Default.aspx>

7.3.6 The Chief Fire Officer to attend a future OSC to outline

- the cost and benefits of Rescue Service staff being trained in medical trauma care when responding to ambulance call-outs
- Day-Crewing Plus initiative

The trial is a National Joint Council (NJC) trial where it was agreed that participating FRS would not receive any additional funding for their participation. HFRS personnel have not needed to receive any additional training to participate in the co-responding trial due to their already high level of trauma training, any required safeguarding training and advanced CRB checks were funded by the EEAS. EEAS also supply any additional resources/equipment required (oxygen, resuscitation masks etc.) The only costs funded by HFRS are transport costs and time for whole-time stations participating in the trial, it needs to be noted that an RDS station is participating in the trial and evaluation will need to be made on the impact of this on the RDS salary budget. The benefits are difficult to measure in financial terms for both the Authority and residents of Hertfordshire, however on several occasions HFRS attendance has resulted in life saving intervention for the individual concerned.

Upon completion of the trial, if HFRS were required to continue with co-responding a further re-evaluation of incurred costs and potential recompense would need to be

The benefits of the introduction of Day Crewing **Plus** stations within Hertfordshire has been previously communicated. It identified significant financial saving made (£365k/station), whilst also acknowledging that there is no reduction in operational availability or service delivery. However, it also needs to be acknowledged that during periods of high operational activity and/or large scale protracted incidents the DCP system does have an impact on resilience due to the removal of shifts changes within a 24hr period. This impact will need to be considered when identifying opportunities to introduce additional DCP stations within Hertfordshire in future years.

7.3.7 The Chief Officer to attend a future OSC to outline the issues arising from fly-tipping. This will follow a report to Panel in February 2017

To be addressed at the Community Safety & Waste Management Panel meeting on 7th February 2017.

7.7.3 Greater partnership between Public Health and the CCGs is needed that recognises the contributions and pressures of both to stimulate closer working.

The County Council is committed to working collaboratively with the CCG's in the County. For the last 4 years officers in both HCS and Public Health have been working closely with the CCG's and have developed some excellent partnership working especially given the NHS has completely different governance procedures from Local Government. There has been collaborative working within and through the Health and Wellbeing Board. Hertfordshire Public Health has always worked with both CCG's and advises them on public health matters.

We consider that the term integration is misleading in relation to PH and the CCG's, as PH is firmly part of Local Government and not the NHS and it would be detrimental to our residents if Public Health was lost to the NHS again.

The advent of the STP enables us to reconsider our relationship with the CCGs and how we work together, officers will work on this. Scrutiny of pathway approaches suggested above, if conducted with the right focus, would enable members to look closely at this.

7.7.4 There will be opportunities to innovate and an increased need for Public Health to bid for external funding when the ring-fenced budget is removed.

The County Council will continue to have a significant number of responsibilities for public health after the removal of the ring fence and will need to maintain and retain a core funding for public health duties and responsibilities if it is not to be in default of its duties. It will be incumbent on the Council to decide how it wishes to prioritise council spending though.

Central Government is now tending to provide central bodies with funding for sport and culture, so local authorities are learning to create bids in partnership with the public and 3rd sector bodies in the County. This form of working has been in place for 4 years and over that time PH, with its clever use of District Offer monies, has help leverage in significant sums of money for the District and Borough councils.

The PH service in the County has been an innovator from the start (which other authorities have learnt from) but will continue to seek new ways to bring monies to the county.

7.7.6 Members were disappointed at the perceived lack of progress of the Hertfordshire Civil Service. The financial and quality benefits of existing shared services between districts and between county and district/s should be highlighted to encourage further back-office sharing of services.

Since 2013, the Council has been improving its communication channels with all tiers of government. There has been a particular emphasis on work with the Town and Parish Council, with the development of the 'Partnership Principals' which all councils were asked to comment on and were formulated by and with HAPTC.

The Executive Member for Public Health, Localism and Libraries is invited to meetings of the HAPTC Executive Board and meets regularly with the Chairman and Vice Chairman of the HAPTC to discuss how to take forward joint working with the sector. The Chairman of the HAPTC is also a member of the Hertfordshire Assembly.

The County Council has in conjunction with HAPTC organised a number of conferences for town and parish councils. The Highways Together scheme was adopted and an appendix to the Partnership Principles outlining way in which town and parishes can work with the County Council has been developed.

All town and parish councils are also invited to the Hertfordshire Forward Annual Conference and the council's annual engagement event on the Integrated Plan.

The corporate policy team ensure that all Town and Parish Councils are included in consultations that they send out and public health communicate frequent with all council and indeed all councils have an opportunity to sign up to our mailing lists. Public Health regularly sends its Public Health bulletins to councils and the Pharmaceutical Needs Assessment survey has also been sent to all councils this week.

Unfortunately many of the smaller parishes do not feel they have the capacity to work with the County more closely.

8.6 The effect of green waste charges introduced by some borough/district councils on the volume of residual waste collected will be addressed by the Monitoring of Recommendations Topic Group when it receives a progress report on the Herts Waste Partnership

To be addressed in part at the Community Safety & Waste Management Panel meeting on 7th February 2017 that will explore the impact of green garden waste charging on recycling performance. Any specific association with residual waste volumes will need to be monitored and considered further once known.

8.12 A number of Library Service issues will be addressed at the scheduled scrutiny in March 2017:

- the impact of slower introduction of volunteers
- alternate funding e.g. direct debit to allow personal donations
- maximise commercial revenue streams e.g. archive services, family heritage and retail opportunities both online and within libraries.

Our experience at Chorleywood and Redbourn has proved the concept of Community Libraries, demonstrating that, with careful management, our community partnership model, is sufficiently robust to provide a good level of service to library customers. These early adopters have provided valuable lessons in community engagement, effective communication, the delivery of

appropriate training, the resolution of problems and the provision of ongoing advice and support.

Although the Library Service has now developed the skills and knowledge to manage the development of Community Libraries, for each new community, it is an entirely new experience. Each newly formed community group needs time and support to establish itself and to build the skills and confidence of its volunteers. For this reason, it is likely to take longer than originally anticipated to roll-out all 16 designated Community Libraries, and this process is now likely to continue into 2018.

Despite the volunteer run community libraries taking longer than originally envisaged, it is felt that this is still the most effective way to deliver the current Library Service savings and sustain libraries in smaller communities.

The Library Service will be reviewed as a Scrutiny Topic on the 20th March; the progress of Community Libraries being run by volunteers is likely to be considered as part of this day.

It is useful to have the Scrutiny group support to further develop the Library and Heritage Service's donations strategy, which has commenced.

The 'Inspiring Libraries' Strategy set the ambition of increasing library income by around 25% (£250,000 per annum) by 2017/18 in order to support the development and sustainability of services. To achieve this, a number of new revenue streams have been explored, including commissioned services and income generation opportunities.

Progress in achieving against this stretching target has been detailed in the paper to Public Health, Localism and Libraries Cabinet Panel on 1st February and is likely to be discussed further as part of the Library Service Scrutiny Topic on the 20th March.

Overall, it has proved difficult to find new revenue streams, which generate sufficient income to make a significant contribution to the Library Service budget. This is partly due to an assumption that all public library services are free. There are some positive signs that this attitude is changing, but it is likely to take some time to achieve this culture shift. The main reason, however, is the decline of major traditional sources of library income. Income from overdue charges is reduced because it is so much easier for customers to renew their items online, and income from DVD charges is falling as this is becoming an increasingly obsolete format. As a result any income generated from new revenue sources is serving to offset the decline rather than raising additional money for the service.

In Heritage Services, exploring new income streams is an important strand of our Shared Heritage Strategy, and new income generating initiatives promoted in recent months include conservation and digitisation services, reproduction rights charges and room hire in Hertfordshire Archives and Local Studies.

8.14 HSC scrutiny to ensure that there is consistency of services across the county and that social prescribing is offered by GPs regardless of locality

Pathways through the health system are there to improve efficiency and reduce variation in outcomes in health for patients. There are few good reasons why pathways should differ radically across the County and between CCGs. Our hope is that the STP process will harmonise pathways. In particular, value for money issues in pathways is often not well considered. If we find that there are still inconsistencies across the County after the STP process, it may be useful for a scrutiny of pathways, especially if it really looked at differences in outcomes and compared the efficiency of each.

8.15 HSC's scrutiny of the Child and Adolescent Mental Health Service on the work programme for autumn 2017 remains a priority.

We would agree with this and would ask the scrutiny to focus particularly on the experience of carers, parents and young people in accessing services, and improvements or not in waiting times.

3 IP Identified Risks - to be passed to the Risk Manager

	RISK	ON RISK REGISTER YES / NO	IF NO, ONE SENTENCE RESPONSE
1.	The increasing shortage of home care services is a significant and ongoing concern.		
2.	The failure of key partners and commissioned suppliers to provide the agreed level of service requiring intervention by Hertfordshire County Council.		
3.	The budgetary pressure on schools leaving schools unable to support Children's Services e.g. Safeguarding.		
4.	Difficulty in recruiting professional staff, especially planners.		
5.	The risk of Clinical Commissioning Groups (CCGs) funding ceasing.		
6.	Revenue impact of central government's decision to "top slice" business rates and the introduction of small businesses relief.		

REPORT PARA	QUERY	ANSWER AVAILABLE BY 2 FEB?
CHILDREN'S SERVICES		
6.1	How likely are UASC numbers to increase during 2017/18 and what will be the impact?	OSC 2 Feb moved to 7.2.3 of its report to Cabinet
6.7	How will school expansions be achieved in light of the difficulty in obtaining suitable sized sites?	OSC 2 Feb moved to 7.5.2. of its report to Cabinet
6.8	If primary schools want to remain autonomous what can HCC do to encourage them to join a MAT?	OSC 2 Feb moved to 7.2.6 of its report to Cabinet
6.9	How will CS deal with the SEN demographic pressure?	OSC 2 Feb moved 7.2.4 of its report to Cabinet
6.10	What will be the impact and risk of restructuring and reshaping the Music Service?	OSC 2 Feb moved to 7.2.7 of its report to Cabinet
ENVIRONMENT, PLANNING & TRANSPORT		
6.2	<p>How likely is the Recycling & Energy Recovery Facility (RERF) to be granted planning permission?</p> <p>What are the financial and service implications for HCC should planning permission not be granted? This to include the amount that HCC would be contractually obliged to pay Veolia.</p>	<p>Managing the planning process for the proposed RERF is the responsibility of the Waste Planning Authority with the decision made by Members of the Development Control Committee; whilst the applicant Veolia (ES) Ltd and the Waste Disposal Authority are hopeful a positive determination will be achieved, it is not possible to predict the outcome of any planning application.</p> <p>The financial and service implications should planning permission not be achieved were set out in Section 9 pages 15 to 19 of the 4th March 2016 Community Safety & Waste Management Panel meeting (link below) that suggests</p>

6.5	What the current contingency plans if the proposed RERF does not go ahead (including what the cost implications might be)?	<p>delivery of the RERF would be in the order of £210 million cheaper, over the 30 year operational period, than the average cost of the best known alternative disposal option, at the time the contract variation was signed in July 2016. Community Safety & Waste Management Panel 4 March 2016</p> <p>The same paper also details the costs to the County Council in the event of planning failure (at Section 13 page 25), that is, a figure of c. £1.2m.</p> <p>The alternative service options, as informed by formal market engagement through the OJEU, were set out in the 4th March 2016 Community Safety & Waste Management Panel meeting (at Section 16 pages 27 to 30 and at Appendix 5). The associated cost for the cheapest of those options received was used to test the value for money of the proposed RERF and is as set out in response to the previous question.</p>
6.6	If access to the new RERF site requires the upgrading or amending of the highway who would be responsible?	<p>In the determination of the Planning Application for the ERF at Rattys Lane, should it be considered that in order for this proposal to be acceptable that works to the highway are necessary, then these will be paid for by the developer of the facility and secured either through a Section 106 Agreement with the Planning Authority or a Section 278 Agreement with the Highways Authority.</p>
6.11	What are the statutory responsibilities of Transport for London (TfL) to provide services into Hertfordshire? What is the role of HCC in monitoring this activity?	<p>TfL has a statutory duty to run services outside the Greater London area to serve the interests of London residents. If TfL propose to curtail or withdraw any of their cross-boundary services affecting Hertfordshire, they have a duty</p>

		to consult. The County Council is a key stakeholder for any consultations on services affecting Hertfordshire.
6.13	Please provide more information on the process of completing paperwork for enacting traffic regulation orders in line with the Highways Locality Budget. How long does this process take and how much paperwork is involved? Are there any schemes in place to circumvent the amount of time taken?	OSC 2 Feb moved 8.11 of its report to Cabinet
6.14	How much money is allocated to the maintenance and improvement of carriageways and footways for next financial year? This to broken to show carriageways and footways separately with capital and revenue for each. What was spent on the maintenance and improvement of carriageways and footways in the past 4 years?	Information to follow
6.15	How much money is set aside for the winter maintenance budget in the next financial year?	IP Papers p136
COMMUNITY PROTECTION & WASTE MANAGEMENT		
6.3	What is the likelihood of F&R moving to the PCC?	The PCCs office is currently working with KPMG on an initial business case to identify the benefits and disadvantages of the PPC taking over governance of HFRS; this initial business case is due for completion by the 10 th Feb 2017. It is likely that the initial business case will suggest a positive view/position in relation to the change of governance; this will result in a second more detailed business case being developed.

		<p>significant.</p> <p>HFRS in partnership with HCC has significant and very positive influence around areas such as social care, health, youth engagement and community safety related objectives with HCC partners.</p> <p>It is entirely possible that a change in governance would have a negative impact on individuals and the communities of Hertfordshire, even though efforts would certainly be made to continue with existing collaboration.</p> <p>There is a risk that future collaboration would be reliant on 'relationships' rather than firm foundations and factors such as 'who pays' may become a barrier to continued, effective working.</p>
6.4	How much, in cash and percentage terms, does HCC receive from proceeds of crime money as a result of work conducted by Trading Standards?	<p>Receipts from POCA depend on a number of variables: a successful prosecution, whether there are any realisable assets, confiscation of those assets through a court process and receipt of those assets through Her Majesty's Court Service. The amount received from proceeds of crime is therefore neither fully predictable nor guaranteed, and varies from year to year.</p> <p>The payments, when received, are paid under the Home Office incentivisation scheme. Recent guidance states that spend is a matter for each agency, but incentive payments should be used to further drive up performance on asset recovery and, where appropriate, to fund local crime fighting priorities for the benefit of the community. Spend is monitored by the Home Office</p>

		<p>HCC Trading Standards (in general) receives 37% of any assets (monies) recovered – 18.75% from being the financial investigator, and 18.75% from being the Prosecutor.</p> <p>The current accrual is £319,773. With match-funded spend on additional posts to fund crime related priorities (see below), this is reduced to £170, 273. This balance is reserved to manage funding around complex organised crime cases, associated legal fees and financial investigation costs, enabling POCA investigations to continue.</p> <p>POCA has been directed at the Hertfordshire Home Security Service (HHSS, now called Herts Home Safety Service). HHSS provides services to those identified as being vulnerable and/or a repeat victim of crime. Services include security advice and fitting of items such as locks, bolts and fire proof letterboxes; fire safety checks; call blockers to protect vulnerable victims of phone scams; and falls prevention work. POCA monies are currently being used to match fund 2 posts in conjunction with the Office of the PCC: (1) for an HHSS technician to meet additional demand and carry out the aforesaid work (£22,500 p.a. over 3 years) (2) A post to lead a programme of work addressing cybercrime and scams targeting the business community (£27,333 p.a. over 3 years).</p>
RESOURCES & PERFORMANCE		
6.16	What is the income generated from digital vs. physical books/services?	<p>There is no income generated from digital or physical book loans. Providing this service free of charge is as set out in section 7 of the Public Library and Museum Act 1964. The discussion at IP Scrutiny concerned the balance of investment between digital books and physical books. We</p>

		can provide further information on this if required.
6.17	To make the most of HCC property the Committee discussed a review of property assets to create a property company that is 100% owned by the Authority. To affect this there is a query as to whether HCC has staff with the commercial skills to make robust property deals.	HCC has acknowledged that whilst Property Services and its Property Managing Agent have successfully sold and procured properties of both low and high values for a great number of years, additional skills and resources will be required to set up and manage the property company vehicle. The initial stages of the work to define the most appropriate vehicle have been assisted by external consultants, Carter Jonas and 31Ten, both specialists in such work. We are currently reviewing the structure, strengths and current workloads of the Property team with a view to ensuring the appropriate skill are available or recruited within the new financial year.
6.18	Exploring the possibilities of creating apprenticeships across the Authority including offering to existing employees. HCC should foster closer working with other organisations e.g. district councils, charities, University of Hertfordshire.	It is estimated that the total levy liability for public sector bodies across the County is £20m. To foster greater working relationships HCC has created the Hertfordshire Apprenticeship Alliance (HAA). The Alliance brings together these bodies, along with the Local Enterprise Partnership (LEP) and learning providers. HAA's aim is to work together to maximise the opportunity that the apprentice levy brings by addressing key skill gaps and developing the workforce.

HERTFORDSHIRE COUNTY COUNCIL

**CABINET
MONDAY, 20 FEBRUARY 2017 AT 2.00 PM**

**COUNTY COUNCIL
TUESDAY, 21 FEBRUARY 2017 AT 10.00 AM**

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

**INTEGRATED PLAN 2017/18 - 2019/20
(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: Chris Hayward, Resources and Performance

1. Purpose of report

1.1 To propose the Integrated Plan for 2017/18 – 2019/20 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);
- an Equalities Impact Assessment (Part C);
- the Treasury Management Strategy (Part D);
- the Insurance and Risk Strategy (Part E)
- the Capital, Asset Management and Investment Strategy (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 23 January 2017 Cabinet agenda).

1.3 The final determination will be by the County Council on 21 February 2017.

2. Summary

- 2.1 The Integrated Plan has been prepared in the context of demographic, legislative, inflationary and other pressures, alongside constrained funding. In response, services have identified substantial efficiency savings, and those savings requiring a policy change have been taken through Panels for Cabinet decisions throughout 2016/17. In total, savings of £41 million have been identified for 2017/18, rising to £55 million by 2019/20. However, a significant budget gap remains in future years: further savings of £42 million are expected to be needed by 2019/20.
- 2.2 Given these pressures, a general Council Tax increase of 1.99% has been included for each year of the draft budget. This is the level above which a referendum would be required. An increase in Council Tax of 1.99% delivers £10.3 million additional income to the Council in 2017/18.
- 2.3 At the time of writing, the Final Local Government Finance Settlement for 2017/18 had not yet been announced and is scheduled for debate in Parliament on 22 February. Guidance from DCLG is that authorities should continue to plan based on the December Provisional Settlement. A verbal update will be provided at the meeting.
- 2.4 The Provisional Settlement included a £35 million reduction in Revenue Support Grant (RSG), compared with 2016/17. Over the remaining IP period, RSG will reduce to £1.89 million by 2019/20. A new Adult Social Care Support grant was announced for 2017/18, giving the Council an additional £4.153 million for that year.
- 2.5 In addition to the withdrawal of Education Services Grant (ESG) from September 2017, the Government has now confirmed the amount of Schools Improvement Grant as £0.842 million for 2017/18. However, the Department for Education (DfE) has not yet published detailed conditions for the use of this grant. At this stage it is prudent to assume it will be ring-fenced for education purposes and so should be set aside as additional funding for school improvement activity.
- 2.6 DfE have announced that the SEN Reform Grant, which had been expected to cease in 2016/17, will be extended to 2017/18. Hertfordshire's allocation is £0.835 million. This funding can be used to offset the £0.271 million pressure in Children's Services. As there are some ongoing pressures during transition to the new system by 2019/20, it is proposed that the balance of the grant is set aside in a reserve, to be released (under s151 Officer delegated powers) as required over the IP period.
- 2.7 In the Provisional Settlement, the Government gave social care authorities additional flexibilities on the Social Care Precept, allowing this to rise by an additional 1% in 2017/18 and 2018/19 (to a maximum of 3% total each year), provided that the total increase to 2019/20 does not exceed 6%. For Hertfordshire, the additional 1% would generate £5.175 million in 2017/18, on the latest tax base. Raising the additional 1% in each of 2017/18 and 2018/19 gives an additional £15.491 million income across the period to 2019/20,

compared to a 2% p.a. increase; both options result in a similar precept level in 2019/20. Given the continued demographic and cost pressures (e.g. living wage) on social care, which total £23 million in 2017/18, the proposed budget sets the precept at 3%, providing total additional funding of £15.535 million in 2017/18.

- 2.8 The Council receives Business Rates income from revenue collected by local districts, plus a "top up" from Central Government to meet the difference between its assessed baseline level of need and baseline rates income. Top-up grant has been adjusted for the impact of business rates revaluation from April 2017: as Hertfordshire's business rates income has fallen, the Council's grant has increased above inflation, from £64.231 million in 2016/17 to £69.531 million in 2017/18.
- 2.9 Actual business rates income will also reflect any local growth or reduction against DCLG's assessed baseline level: following revaluation the Council's share of retained growth is £46.394 million. Rates and Top-up income includes a 2.0% increase for 2017/18 inflation, based on September RPI.
- 2.10 In the last two years, the Council has formed a Business Rates Pool with several local districts, in order to retain a greater share of business rates growth within the county. Business Rates Pools carry a risk of loss should the income of any member fall significantly. Given the significant uncertainty on the impact of revaluation on retained growth, pool members agreed to dissolve the arrangement for 2017/18, and will review for 2018/19.
- 2.11 Since the report to January Cabinet, Districts have provided forecasts for Council Tax Base and Collection Fund balances for 2017/18 onwards. There has been growth in the Council Tax base (supported by work to identify empty properties brought into use, and reviewing discounts) and increased one-off surpluses on collection. Latest figures show an additional £1.945 million ongoing income from Council Tax and the Social Care Precept, above previous assumptions. The Council Tax Collection Fund forecast shows an additional one-off £3.577 million income in 2017/18.
- 2.12 For Business Rates, annual income is as forecast in January, but there continues to be a deficit position on collection, partly due to the impact of valuation appeals. The Business Rates Collection Fund forecast deficit is £0.725 million greater than assumed in January. This is offset in part by additional S31 grant that compensates for changes introduced in previous Autumn Statements: this has increased by £0.587million
- 2.13 The net impact of funding changes since January Cabinet is an increase in core revenue funding of £2.253 million, plus a one-off council tax collection fund balance of £3.577 million and additional service specific grants of £1.406 million in 2017/18. These are shown in Table 1 below, with further detail in section 4.

Table 1: Changes to Revenue Funding from January IP

	2017/18 £m	2018/19 £m	2019/20 £m
Tax Base Growth – additional council tax and related social care precept	1.945	2.058	2.116
Collection Fund NNDR / S31 grant	(0.071)	-	-
LVRP / Environment Agency Levy	0.108	0.108	0.108
Proposed removal of SEN pressure	0.271	0.693	0.693
Additional Core Revenue Funding	2.253	2.859	2.917
Plus One Offs and additional service specific grants:			
Council Tax Collection Fund balance from previous years	3.577		
School Improvement Monitoring and Brokering Grant: propose treat as ring-fenced	0.842		
SEN Implementation Grant: proposed balance to reserve (after meeting 17/18 £0.271m pressure)	0.564		

- 2.14 It is proposed to take the £2.253 million additional core revenue in 2017/18 to contingency to help manage the wide range of financial and operational risks that the Council continues to face, as summarised in Part A section 3. The additional funding from 2018/19 will help meet the substantial savings targets required for future years.
- 2.15 Risks for the coming year include continued uncertainty in contributions towards the cost of social care from Clinical Commissioning Groups (CCGs). The proposed IP assumes £8.5 million income from both CCG's within Hertfordshire. East and North Herts CCG have confirmed their intention to contribute £8.5 million for 2017/18. Officers are working with East & North Herts to finalise the treatment of this contribution in relation to the Better Care Fund. Discussions with Herts Valleys CCG are ongoing. Should there be a shortfall, to continue to retain a balanced budget plan, any such shortfall would need to be addressed through the agreement and delivery of additional savings through policy and service changes in Adult Care Services and/or the use of contingency or one-off reserves.
- 2.16 In addition, as the Final Settlement had not been published at the time of writing this report, it is proposed that any movements in funding be taken to / from contingency, under delegated powers.
- 2.17 Decisions to meet any shortfall in income, or to use any additional funds, will be brought to members during 2017/18, for approval by Cabinet in accordance with financial regulations.

- 2.18 The one off increase of £3.577 million is as a result of balances on the council tax collection fund from previous years. Although there may be some additional amounts in future years related to the continued growth above forecast of the council tax base, these collection fund balances are always essentially one-off receipts and should not therefore be used to fund recurring revenue costs.
- 2.19 It is proposed that the balance of £3.577 million is used to meet capital financing costs in future years, reducing the need to borrow and the revenue costs that then arise from interest payments and the need to make provision for repayment. The capital programme assumes £10 million funding p.a. from either capital receipts or reserves, including the one-off savings released from the proposed change in Minimum Revenue Provision policy, detailed in the Treasury Management Strategy (part D 2.7 to 2.16). Additional resources would give greater resilience in this funding and further reduce the need to borrow. Every £1 million of borrowing costs around £0.075 million p.a. against the revenue budget over a 25 year period; where short life assets are funded, the savings are up to £0.230 million per £1 million of borrowing (covering both repayment & interest). Therefore, applying this one-off receipt to off-set short life borrowing would bring savings of up to £0.800 million in future years.
- 2.20 It is proposed that the additional service specific grants are taken to reserves and applied under delegated powers, as outlined in 2.5 and 2.6.
- 2.21 Since January Cabinet, the Government has announced new capital grants for Highways maintenance and improvements: for Hertfordshire, an additional £3.571 million is available to improve local road networks. The funding must be used on additional schemes, and the amount has been added to the proposed capital programme. Officers are identifying schemes that could be met from this additional funding.
- 2.22 The general reserve has been reviewed and is considered sufficient at the current level of 4% of the Net Revenue Budget. The specific reserves maintained by the Council have also been reviewed and adjusted to reflect changed circumstances.
- 2.23 The Treasury Management Strategy (Part D) includes a proposed change to the Council's policy for calculating Minimum Revenue Provision, the charge required to be made to set aside funding for the repayment of borrowing. This will re-phase charges to reflect more accurately asset life and the present value of these costs, while releasing significant savings in the short and medium term.
- 2.24 Figures for total capital expenditure and borrowing, and related Prudential Indicators, have been revised within the Treasury Management Strategy to reflect the capital programme and funding changes detailed in section 4.2.
- 2.25 Details of significant changes to the revenue budget 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 sections 2.13 and 4.2 of the report, including the transfer of £2.253 million additional revenue funding to contingency in 2017/18 and the use of £3.577 million one-off funding for future capital financing; 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 2017/18 - 2019/20 (as amended above) be adopted, and specifically that:

In respect of all Parts:

- (i) the Director of Resources, in consultation with the Executive Member for Resources & Performance, 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 to D:

- (ii) a Revenue Budget of £816.974 million and a Council Tax Requirement of £543.639 million 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 £1,187.41 plus a Band D Social Care precept of £58.42 be agreed for the County Council in 2017/18, and that the amount of tax calculated for all bands be as follows

Band	Band 'D' Multiplier	2016/17 Council Tax & Social Care Precept	General Expenditure 1.99% Increase	Adult Social Care Precept 3.00% Increase	2017/18 Council Tax & Social Care Precept
A	6/9	791.08	15.74	23.73	830.55
B	7/9	922.93	18.36	27.69	968.98
C	8/9	1,054.77	20.99	31.64	1,107.40
D	1	1,186.62	23.61	35.60	1,245.83
E	11/9	1,450.31	28.86	43.51	1,522.68
F	13/9	1,714.01	34.10	51.42	1,799.53
G	15/9	1,977.70	39.35	59.33	2,076.38
H	18/9	2,373.24	47.22	71.20	2,491.66

- (iv) the precept amount of £543,638,850.44 be required from the district and borough councils as follows:

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District	Precept Amount £
Borough of Broxbourne	42,935,288.46
Dacorum Borough Council	70,283,997.78
East Hertfordshire District Council	73,097,829.42
Hertsmere Borough Council	49,957,783.00
North Hertfordshire District Council	60,608,009.92
St Albans District Council	76,209,912.76
Stevenage Borough Council	33,257,556.43
Three Rivers District Council	47,107,448.54
Watford Borough Council	39,943,926.04
Welwyn Hatfield Council	50,237,098.09
TOTAL	543,638,850.44

- (v) a capital programme be agreed and financed as set out below:

{Replaces TABLE 4a: Capital Programme Expenditure 2017/18 to 2019/20 by portfolio – IP Page 14}

	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
Adult Care & Health	17,410	20,028	30,544	67,982
Children's Services	20,839	19,181	18,801	58,821
Community Safety & Waste Management	4,358	7,648	1,698	13,704
Enterprise, Education & Skills	53,177	39,378	37,315	129,870
Environment, Planning & Transport	39,119	23,350	11,450	73,919
Highways	70,938	98,537	71,279	240,754
Public Health, Localism & Libraries	2,304	2,719	1,896	6,919
Resources & Performance	14,713	4,701	4,132	23,546
Total	222,858	215,542	177,115	615,515

Replaces TABLE 4b: Financing of the Capital Programme 2017/18 to 2019/20 - IP Page 15

	2017/18	2018/19	2019/20	Total
	£'000	£'000	£'000	£'000
Borrowing	75,448	71,463	61,216	208,127
Capital Receipts	10,000	10,000	10,000	30,000
Grant	98,537	74,219	60,555	233,311
Contributions	36,037	58,860	43,594	138,491
Reserves	2,836	1,000	1,750	5,586
Total	222,858	215,542	177,115	615,515

- (vi) the Director of Resources, in consultation with the Executive Member for Resources & Performance 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 Director of Resources in consultation with the Executive Members for Resources & Performance and Highways and the Chief Executive and Director of Environment, be authorised to approve schemes to be met from the Highways Productivity Grant in 2017/18;
- (viii) that the repayment of advances of £10 million made under the Local Authority Mortgage Scheme during 2017/18 be set aside as a reserve for funding investment in the proposed Property Company or other Invest to Transform initiatives to enable future savings or revenue streams, as outlined in part F section 2.3;
- (ix) that one off savings from the introduction of the revised policy for Minimum Revenue Provision (part D section 2.10b), estimated as £6.3 million in 2017/18, be set aside as a reserve to support capital financing and investment as outlined in part F section 2.3;
- (x) 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 £919 million 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;
- (xi) the Director of Resources in consultation with the Executive Member for Resources & Performance, the Executive Member for Children's Services and the Director of Children's Services be authorised to determine the allocation of budget from the £0.564 million balance of Special Education Needs Implementation grant in 2017/18;

- (xii) the Director of Resources, in consultation with the Executive Member for Resources & Performance, the Executive Member for Children's Services and the Director of Children's Services, be authorised to determine the allocation of budget from the £0.842 million School Improvement Monitoring and Brokering Grant in 2017/18;
- (xiii) 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;
- (xiv) that, in the light of the requirement for further savings in future years, Chief Officers be asked 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 D:

- (xv) the revised Minimum Revenue Provision policy and capital expenditure prudential indicators be approved (IP Part D, Section 2); and
- (xvi) 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 D, Sections 4-8).

4 Integrated Plan 2017/18 – 2019/20 (Parts A to D)

4.1 There have been a number of announcements/changes since the publication of the draft Integrated Plan by the Cabinet on 23 January 2017. The key issues to note are:

- The new Schools Improvement Monitoring and Brokering Grant has been confirmed as £0.842 million for 2017/18, although the Department for Education (DfE) has not yet published detailed conditions for the use of this grant. At this stage it is prudent to assume it will be ring-fenced for education purposes and so should be set aside as additional funding.
- DfE have confirmed that SEN Reform Grant, which had been expected to cease in 2016/17, will be extended to 2017/18. Hertfordshire's allocation is £0.835 million. With this funding, a pressure of £0.271 million can be removed from the Children's Services budget. It is proposed that the grant be held in the SEN Reserve, with future budget allocations agreed under delegated powers.
- Some other grants remain unconfirmed at the time of writing, including the Extended Rights to Free Transport element of Local Services Support Grant.
- The final council taxbase estimates provided by district councils will increase council tax income by £8.877 million in 2017/18, compared with 2016/17. This is before the increased income from a 1.99% increase on the 2017/18 tax base, and is £1.945 million higher than assumed in January.

- Business Rates income estimates for 2017/18 received from district councils reflect the April 2017 revaluations; top up grant has been adjusted to ensure the equivalent level of income is delivered to meet baseline need.
- District councils have also provided details of forecast collection fund balances for both Council Tax and Business Rates as at March 2017, which will be paid to the Council in 2017/18. A one off surplus of £9.077 million is anticipated for Council Tax, which includes the impact of previous years' underestimation of growth. This is £3.577 million higher than January assumptions. For Business Rates, a deficit of £2.225 million has been notified, £0.775 million greater than previously forecast and due in part to the continuing impact of backdated appeals.
- Estimated sums due from Government via Section 31 grant (that compensates for changes introduced in previous Autumn Statements) are now expected to be in the region of £3.139 million (an increase of £0.587 million from the amount previously included in the draft IP to Cabinet in January). The net impact of an increase in taxbase for Hertfordshire and the total levy amounts set by the Lee Valley Regional Park Authority and the Environment Agency (Thames and Anglian Regions) has resulted in a decrease in required budget of £0.108 million.

4.2 The proposed Capital Programme has been amended to include the new Highways Productivity Grant, £3.571 million in 2017/18, to improve local road networks.

4.3 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.

4.4 The Director of Resources has completed his review of the robustness of the budget and adequacy of reserves and is content that the statutory requirements are met.

4.5 All of the adjustments will be reflected in the final Integrated Plan.

5 Treasury Management (Part D)

5.1 No changes are proposed to the draft approved by Cabinet on 23 January 2017, other than Table 1 being updated to reflect the proposed Capital Programme (see Appendix 4 to this report; and indicator 1 Capital Expenditure similarly being updated (Appendix 4 in the Treasury Management Strategy).

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 C) 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 D).
- 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 2017/18 to 2019/20, Cabinet 23 January 2017, Agenda Item 4(ii)
- Provisional Local Authority Finance Settlement for 2017/18:
<https://www.gov.uk/government/collections/provisional-local-government-finance-settlement-england-2017-to-2018>
- Final Local Authority Finance Settlement for 2017/18 – to be announced
- Integrated Planning Process 2017/18 – 2019/20

- Comments from Service Cabinet Panels at their meetings held between 28 January and 10 February 2017
- Scrutiny of the Integrated Plan Proposals 2017/18 - 2019/20, Overview and Scrutiny Committee, 26 January and 2 February 2017

Table 1: Summary Budget Movement Statement (2017/18 – 2019/20)

{Replaces TABLE 1: Summary Budget Movement Statement - IP Part A page 7}

2016/17 £m		2017/18 £m	2018/19 £m	2019/20 £m
828.732	Original Budget	822.182	822.182	822.182
(5.660)	Technical Adjustments	(2.542)	(5.803)	(7.050)
8.933	Inflation	4.834	19.734	34.634
832.005	Base Budget	824.474	836.113	849.766
	Pressures for change:			
0.025	Previous Policy Decisions	(0.250)	(0.200)	(0.250)
10.079	Demography	19.454	25.003	34.654
8.681	Legislative	5.758	10.037	14.620
0.342	Capital Financing	3.577	1.859	3.563
3.602	Other	4.961	8.241	10.093
22.729	Total Pressures for Change	33.500	44.940	62.680
854.734	Subtotal	857.974	881.053	912.446
	Savings:			
(16.263)	Existing efficiencies - ongoing impact	(2.461)	(6.760)	(9.673)
(0.281)	Existing Policy Choice - ongoing impact	(5.039)	(5.084)	(5.084)
(13.478)	New efficiencies	(22.663)	(27.996)	(28.500)
(2.530)	New Policy Choice	(10.837)	(11.406)	(11.950)
-	Further savings required (to close gap)	-	(20.894)	(41.863)
(32.552)	Total Efficiency / Business Transformation Savings	(41.000)	(72.140)	(97.070)
822.182	REVENUE BUDGET (excluding funding specifically allocated to service area)	816.974	808.914	815.376
(0.385)	Use of Reserves	-	-	-
821.797	Resultant Budget	816.974	808.914	815.376

Table 2: Funding Statement (2017/18 – 2019/20)

{Replaces TABLE 2: Funding Statement) - IP Part A page 8}

2016/17 £m		2017/18 £m	2018/19 £m	2019/20 £m
49.847	Business Rates Income	46.394	47.818	49.519
64.231	Business Rates Top-Up Grant	69.531	71.768	74.320
79.992	Revenue Support Grant	44.535	22.599	1.890
194.069		160.459	142.185	125.730
	<u>Non-ringfenced Grants:</u>			
	Compensation for impact of changes to			
2.552	Business Rates	3.139	2.552	2.552
12.009	Education Services Grant (ESG)	3.261	-	-
6.635	New Homes Bonus	5.648	4.100	3.934
0.263	New Homes Bonus Adjustment	-	-	-
0.746	SEN Reform	0.835	-	-
2.141	Independent Living Fund	2.070	2.005	1.944
7.760	Transition Grant	7.849	-	-
-	Adult Social Care Support Grant	4.153	-	-
-	School Improvement Grant	0.842	-	-
1.100	Other non-ringfenced grants	1.085	1.000	1.006
33.207		28.883	9.658	9.436
	<u>Ringfenced Grants:</u>			
34.504	Public Health Grant	33.659	32.784	31.932
15.543	Public Health - Health visitors	15.154	14.760	14.376
2.605	Adult Skills and Community Learning grant	2.605	2.605	2.605
1.111	Local Authority Bus Subsidy Grant (formally Bus Service Operators Grant)	1.111	-	-
1.122	Unaccompanied Asylum Seeking Children Grant (UASC)	1.122	1.122	1.122
1.837	Troubled Families Grant	2.467	2.217	2.267
1.258	Music Education Grant	1.258	1.258	1.258
0.815	Youth Justice Good Practice Grant	0.815	0.815	0.815
58.795		58.191	55.561	54.375
	<u>Other Income:</u>			
18.949	NHS funding - Better Care Fund	18.949	23.676	31.858
499.136	Council Tax	518.146	533.196	549.002
9.787	Council Tax relating to Social Care Precept (3% in 17/18 & 18/19, 0% 19/20)	25.493	42.138	42.475
9.907	Collection Fund Balance - Council Tax	9.077	4.000	4.000
(2.053)	Collection Fund Balance - Business Rates	(2.225)	(1.500)	(1.500)
535.727		569.441	601.510	625.835
821.797	TOTAL	816.974	808.914	815.376

TABLE 3 - SERVICE REVENUE BUDGET STATEMENT (2017/18 - 2019/20)

{Replaces TABLE 3: Service Revenue Budget Statement) - IP Part G page 301}

2016/17 Net Budget £'000		Children's Services £'000	Community Protection £'000	Environment £'000	Health & Community Services £000	Public Health £000	Resources £'000	Central Items £'000	Net Budget 2017/18 £'000	Forecast Net Budget 2018/19 £'000	Forecast Net Budget 2019/20 £'000
828,732	Original Budget	180,555	35,599	112,347	344,938	50,188	58,168	40,387	822,182	822,182	822,182
-	Restructuring / Internal Transfers	55	(202)	(4,832)	(11,813)	(87)	16,738	141	-	-	-
(5,660)	Technical Adjustments	(1,897)	-	-	(71)	(1,234)	-	660	(2,542)	(5,803)	(7,050)
823,072	Adjusted Budget	178,713	35,397	107,515	333,054	48,867	74,906	41,188	819,640	816,379	815,132
8,933	Inflation	1,316	534	1,584	(425)	32	1,793	-	4,834	19,734	34,634
832,005	Base Budget	180,029	35,931	109,099	332,629	48,899	76,699	41,188	824,474	836,113	849,766
25	Pressures for Change: <i>Previous Policy Decisions (2016/17 & Prior Years)</i>	-	-	-	-	-	(250)	-	(250)	(200)	(250)
10,079	<i>Demography</i>	2,034	-	31	17,389	-	-	-	19,454	25,003	34,654
8,681	<i>Legislative Changes</i>	-	-	287	5,596	-	(125)	-	5,758	10,037	14,620
-	<i>Capital Financing</i>							3,577	3,577	1,859	3,563
-	<i>One-off Capital Investment (revenue contribution to capital)</i>							-	-	-	-
3,944	<i>Other Pressures</i>	637	-	844	445	-	140	2,895	4,961	8,241	10,093
22,729	Total Pressures For Change	2,671	-	1,162	23,430	-	(235)	6,472	33,500	44,940	62,680
854,734	Standstill Budget	182,700	35,931	110,261	356,059	48,899	76,464	47,660	857,974	881,053	912,446
(32,552)	Savings	(10,805)	(736)	(2,625)	(11,663)	(32)	(3,899)	(11,240)	(41,000)	(51,246)	(55,207)
-	Further savings required								-	(20,894)	(41,863)
822,182	REVENUE BUDGET (before funding specifically allocated to service area)	171,895	35,195	107,636	344,396	48,867	72,565	36,420	816,974	808,914	815,376
(27,697)	Funding specifically allocated to service area	(5,662)	-	(1,111)	(21,554)	-	-	-	(28,327)	(26,966)	(27,016)
794,485	REVENUE BUDGET	166,233	35,195	106,525	322,842	48,867	72,565	36,420	788,647	781,948	788,360
(385)	Use of reserves								-		
794,100	NET REVENUE BUDGET	166,233	35,195	106,525	322,842	48,867	72,565	36,420	788,647		
	Add Income from:								-		
119,039	Sales, Fees & Charges	12,965	1,385	10,693	50,659	37	40,494	-	116,233		
54,133	Partner Contributions	236	584	2,009	13,707	-	1,771	-	18,307		
18,847	Other Ringfenced Grants	15,004	-	1,721	2,311	-	1,895	-	20,931		
192,019	TOTAL INCOME (excluding dedicated schools grant)	28,205	1,969	14,423	66,677	37	44,160	-	155,471		
27,697	Specific Grants (ringfenced)	5,662	-	1,111	21,554	-	-	-	28,327		
1,014,201	GROSS BUDGET (excluding schools)	200,100	37,164	122,059	411,073	48,904	116,725	36,420	972,445		
866,773	Dedicated Schools Grant	906,041							906,041		
1,880,974	GROSS BUDGET (including schools)	1,106,141	37,164	122,059	411,073	48,904	116,725	36,420	1,878,486		

Appendix 4

Treasury Management (Part D)

{Replaces TABLE 1: Capital Expenditure - IP page 239}

	2015/16	2016/17	2017/18	2018/19	2019/20
	Actual	Revised	Estimated	Estimated	Estimated
	£000s	£000s	£000s	£000s	£000s
Total Expenditure	163,047	183,496	222,858	215,542	177,115
Grants	(111,946)	(100,185)	(98,537)	(74,219)	(60,555)
Contributions (including S106 and from the LEP *)	(9,044)	(31,036)	(36,037)	(58,860)	(43,594)
Reserves	(20,095)	(7,747)	(2,836)	(1,000)	(1,750)
Revenue	(16,434)	(1,039)	0	0	0
Capital Receipts / MRP Savings Reserve)	(5,461)	(21,786)	(10,000)	(10,000)	(10,000)
Assets acquired under PFI ** contract	-	-	-	-	-
Borrowing Requirement	67	21,703	75,448	71,463	61,216

* LEP Local Enterprise Partnership

** PFI Private Finance Initiative

Hertfordshire County Council

REPORT OF THE INDEPENDENT PANEL ON MEMBERS' ALLOWANCES

*December 2016
(for the 2017/18 Scheme of Allowances)*

HERTFORDSHIRE COUNTY COUNCIL

REPORT OF THE INDEPENDENT PANEL ON MEMBERS' ALLOWANCES FOR 2017/18

1. Introduction

- 1.1 The Independent Panel on Members' Allowances comprised 4 independent members: Hazel Bentall, Michelle Drapeau, Nicholas Eldred and Christopher Clark. Apologies were received from Alan Lawrence. Hazel Bentall chaired the meeting. The Panel met on 20 December 2016, and was supported by Kathryn Pettitt, Chief Legal Officer and Steven Charteris, Head of Democratic & Statutory Services.
- 1.2 The Group Leaders on the Council had been invited to make submissions to the Panel regarding their groups' views on the content of the Members' Allowances Scheme.
- 1.3 At the meeting, Robert Gordon, Leader of the Council, and David Williams, Deputy Group Leader attended on behalf of the Conservative Group, and Leon Reefe, Leader of the Labour Group attended on behalf of the Labour Group. Stephen Giles-Medhurst, Leader of the Liberal Democrat Group had written to the Panel on behalf of the Liberal Democrat Group. The Panel greatly appreciated the attendance and the oral and written submissions of members.
- 1.4. The Panel compared current information on the allowances schemes of 12 other county councils and all 10 Hertfordshire district / borough councils. They reviewed data from the 2013 National Census of Local Authority Councillors, inflation figures from the Consumer Price Index and Retail Prices Index, and national wage inflation rates.
- 1.5 The Panel considered submissions concerning the removal of access for members to the Local Government Pension Scheme at the end of their current terms (*LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014*).

2 Summary of Recommendations

- 2.1 The Panel recommends to Council that:
 - (a) The Basic Allowance should be increased by 1% to £9,978 per annum.
 - (b) The posts qualifying for Special Responsibility Allowance and the formula (multiplier of Basic Allowance) applying to each post be unchanged, and be paid as set out in the Appendix to this report.
 - (c) Travel, Subsistence and Dependants' Carers' Allowance should continue to be payable to elected members and co-opted members of the Council in respect of the duties set out in Appendix 1 to the Scheme 2016/17.

- (d) The maximum for Dependants' Carers' Allowance for child care be increased in accordance with the National Minimum Wage and National Living Wage (April 2017). (Rates are dependent upon the age of the worker):
- Under 18 - £4.05 per hour.
 - 18 to 20 - £5.60 per hour.
 - 21 – 24 - £7.05 per hour.
 - 25 and over - £7.50 per hour.
- (e) The maximum Dependants' Carers' Allowance for care of an adult remains at £15.00 per hour.
- (f) Co-optees' Allowance for Parent Governor Representatives on the Overview & Scrutiny Committee to remain at £500 per annum.
- (g) Travel and Subsistence Allowance should continue to be paid at the same rates as the Council's Business Travelling and Subsistence Policy for Employees
- (h) Save as mentioned above, the terms of the Scheme currently in place should continue.

3. Submissions from Groups

- 3.1 The Panel heard the views of Robert Gordon, Leader of the Council, and David Williams, Deputy Group Leader on behalf of the Conservative Group, and Leon Reeve, Leader of the Labour Group. The Panel also received a written correspondence from Stephen Giles-Medhurst (SGM), Leader of the Liberal Democrat Group.
- 3.2 Robert Gordon (RG) and David Williams (DW) expressed the view that the current system for member allowances generally worked well and that a comprehensive review of the scheme was not required.
- 3.3 RG noted that the scheme for Special Responsibility Allowances remains appropriate. However he noted that there is a county council election in May 2017, thus there may be a need to reconvene the Panel. The Panel requested views as to whether portfolios and division of responsibilities continue to be appropriately represented in the current scheme of Special Responsibility Allowances, for example with the increased responsibilities for Public Health. RG suggested that the totality of responsibilities is broadly the same; however noted that some roles have changed for example the responsibilities associated with the Local Enterprise Partnership (LEP). Whilst there are different demands associated with different portfolios, RG is of the view that it remains appropriate for Special Responsibility Allowances to be consistent across the portfolios.
- 3.4 RG commented that the removal of county councillors' access to the local government pension scheme will have a significant impact on those members who are currently in the scheme and presents the county council with significant savings. The savings being projected are £136,165 per annum in pension contributions by the county council. He noted that there would be particular impact on members who have senior roles within the council, where time

commitment does not allow for significant other employment. He suggested the Panel consider whether the identified savings could be reallocated to members.

- 3.5 The Panel requested RG's and DW's view with regards the Basic Allowance. RG noted that the value of allowances had reduced over recent years compared to inflation and suggested the panel consider recommending a modest increase to the Basic Allowance in line with inflation and public sector pay awards which is 1%.
- 3.6 The Panel asked whether any other issues had been raised by members of their group which they wished the Panel to consider. DW explained that the responsibilities associated with Pensions Committee had changed significantly during the transitional period to new pooling and governance arrangements. He noted that there is significant technical understanding and personal responsibility required. It was noted that the responsibility currently lies with the Executive Member, Resources and Performance as chairman of the Pensions Committee.
- 3.7 The Panel asked to what extent the level of allowances impacted candidates' decision to stand for election. RG expressed the view that it was not evident that this is a significant factor in the decision, however noted that the allowances are not comparable with employment and could present issues for candidates who would rely on allowances as their primary income. DW noted that as roles can be incompatible with full-time employment, there is a risk that the pool of candidates is restricted. Both noted that the primary motivation of members is to serve their communities and public duty.
- 3.8 The Panel thanked RG and DW for attending.
- 3.9 Leon Reeve (LR) expressed the view that members carried out the role predominately through their desire to give public service and that the allowances are financial assistance to them rather than the motivation for carrying out the role. LR was content with the current scheme and expressed that a comprehensive review was not required. He noted that it is important to ensure that the scheme does not disadvantage or discourage people from standing for office.
- 3.10 LR expressed the view that a small uplift of the Basic Allowance and thus the Special Responsibility Allowances in line with public sector pay awards would be appropriate. Again, LR expressed the view that the Allowances are not the motivation for members but he felt that it is appropriate that the responsibilities of the roles are appropriately recognised.
- 3.11 The Panel requested LR's view as to the impact of the removal of access to the Local Government Pension Scheme, which will affect members from May 2017. LR said that the removal of access to the Local Government Pension Scheme was not considered a key issue within his group generally; however he noted that some members had expressed serious concern as it would affect them and were opposed to the government decision.
- 3.12 The Panel asked to what extent the level of allowances impacted candidates' decision to stand for election. LR expressed the view that allowances are not the motivation for candidates; rather the motivation is public service and interest in politics. He noted that allowances are recognition for responsibilities and not

remuneration. LR noted that time commitment to fulfilling duties is a more significant restraint on candidates and members rather than financial considerations.

3.13 The Panel thanked LR for attending.

3.14 Stephen Giles-Medhurst (SGM) on behalf of the Liberal Democrat Group requested that the Panel consider the issues and effect of removal of access to the local government pension scheme from May 2017 when deciding future allowance levels.

4. Basic Allowance

4.1 The Panel noted that the Basic Allowance is £9,879 per annum and a 1% increase had been applied in 2016/17.

4.2 The Panel reviewed the formula for calculation of the Basic Allowance as devised in 2004 and examined the National Census of Local Authority Councillors with regards hours spent on council business.

4.3 The Panel considered the Public Sector and Whole Economy National Wage Inflation Rate average for the three months up to June 2016 and the inflation figures for the Consumer Price Index and Retail Prices Index as at July 2016. The Panel noted that the pay settlement for local government workers was 1% for 2017.

4.4 The Panel reviewed the allowances schemes of 12 comparative County Councils and all Hertfordshire District and Borough Councils.

4.5 The Panel noted that all political groups supported a modest increase.

4.6 The Panel recommends a 1% increase be applied to the Basic Allowance to £9,978 per annum.

5. Special Responsibility Allowance

5.1 The Panel recommends the schedule of 38 Special Responsibility Allowances set out in the appendix to this report.

5.2 The Panel considered the current multiplier schedule for Special Responsibility Allowances and submissions regarding the respective responsibilities of Executive portfolios and recommends that the current schedule remains appropriate.

5.3 As the amount of each Special Responsibility Allowance is specified as a multiplier of the Basic Allowance figure, the Panel's recommendation for increasing Basic Allowance would mean that each Special Responsibility Allowance also increases by 1%.

5.4 The Panel considers that they were not presented with sufficient information to form a view as to whether the role of Chairman of the Pensions Committee should attract a Special Responsibility Allowance.

6. Dependants' Carers' Allowance

- 6.1 The Panel considered the maximum levels of remuneration for Dependants' Carers' Allowance. The Panel recommends that Dependants' Carers' Allowance remain payable and that separate rates for childcare and adult care continue.
- 6.2 The Panel recommends that the maximum level of Dependants' Carers' Allowance for care of an adult remain at £15.00 per hour. Sums paid must not exceed actual amount paid.
- 6.3 The Panel recommends that the maximum level of Dependants' Carers' Allowance payable for child care should continue to be consistent with the National Minimum Wage rates and the National Living Wage. Both rates are set according to age. Sums paid must not exceed actual amount paid
- 6.4 The rates for National Minimum Wage (April 2017) will be:
- Under 18 - £4.05 per hour.
 - 18 to 20 - £5.60 per hour.
 - 21 – 24 - £7.05 per hour.
- The rate for National Living Wage (April 2017) will be:
- 25 and over - £7.50 per hour.
- 6.5 The Panel recommends that:

Childcare – Dependants' Carers' Allowance up to a maximum hourly rate according to National Minimum Wage and National Living Wage dependent upon the age of the worker:

- Under 18 - £4.05 per hour.
- 18 to 20 - £5.60 per hour.
- 21 – 24 - £7.05 per hour.
- 25 and over - £7.50 per hour.

Adult Care - Dependants' Carers' Allowance up to a maximum hourly rate of £15 per hour.

(In both cases the sums claimed must not exceed the actual sums paid.)

7. Co-optees' Allowance

- 7.1 The Panel noted that Parent Governor Representatives are currently entitled to claim the Co-optees' Allowance of £500 per annum. They are also entitled to claim reasonable expenses for travel and subsistence in accordance with the scheme
- 7.2 The Panel recommends that the Co-optees' Allowance remains at £500 per annum.

8. Travelling and Subsistence Allowance

- 8.1 The Panel recommends maintaining the link with the local rates in the Council's Business Travelling and Subsistence Policy.

9. Local Government Pension Scheme (LGPS)

- 9.1 The Panel noted that as from May 2017 members of the County Council will cease to be eligible to have access to the LGPS. This will affect both current members who are re-elected and new members to the County Council.
- 9.2 At the present time County Councillors who are part of the LGPS make pension contributions of 6% and HCC makes a contribution of 20.6% for each County Councillor who contributes to the LGPS. HCC's contributions currently amount to £136,165.67 per annum.
- 9.3 Currently, 44 County Councillors out of 77 are active members of LGPS. There are 12 deferred members, 21 pensioners and 2 dependent pensioners.
- 9.4 The Panel considered the implications of removal of access to the LGPS after the County Council Election in May 2017.
- 9.5 The Panel reflected on the submissions from Groups on the Council and the responses received from other councils regarding on the issue. The Panel also noted the written statement of the Under-Secretary of State for Communities and Local Government (19 December 2014):
- 'This will not prevent councillors contributing to a personal pension: if they put aside part of their taxable allowances into such a pension, then that is a matter for them; they will continue to receive income tax relief like any ordinary member of the population, subject to prevailing tax rules... There is absolutely no case for increasing councillor allowances to compensate'.*
- 9.6 The Panel acknowledged the commitment of local councillors to their communities and to the provision of local authority services. They were also mindful of the financial constraints on local authorities. Wider economic factors and responsibilities to the community needed to be brought into the balance as well.
- 9.7 Having considered carefully the issue and the matters mentioned in the preceding paragraphs the Panel recommends that there is no adjustment to the allowances paid to members to take account of the removal of the ability for members of the County Council to have access to the LGPS after May 2017.

10. Costs

- 10.1 The total cost of implementing the Panel's recommendations on Basic Allowances and Special Responsibility Allowances would be £1,201,442 against the cost of the equivalent allowances in the current scheme of £1,189,521.
- 10.2 The cost of Basic Allowance would be £768,306 as opposed to £760,683 within the current scheme.

10.3 The cost of Special Responsibility Allowances would be £433,136 as opposed to £428,838 in the current scheme.

11. Other Matters

11.1 The Panel noted that as a result of changes recommended by the Local Government Boundary Commission for England the Council would comprise 78 members after the election in May 2017.

11.2 The Panel noted that there had been some queries raised concerning mileage rates for the use of electric vehicles and agreed that they would review this once the position concerning mileage rates for such vehicles for officers of the Council had been settled.

11.3 The Panel noted that they may need to meet again after the County Council election in May 2017 to consider changes to the Scheme of allowances. This would be the case particularly if there were any significant changes to the balance of political groups on the Council or to member roles which might attract a special responsibility allowance.

12. Future meetings

12.1 The Panel suggested the following dates for their next meetings:

- Thursday 25 May or Thursday 1 June 2017 at 10am (if a meeting was required after the May 2017 election)
- Friday 17 November 2016 at 10am.

12.2 The Panel requested the following information for the next meeting:

- Survey of Hertfordshire County Councillors time spent on council business, as the most recent national survey dates back to 2013, unless the Local Government Association commissions the National Foundation of Educational Research to carry out a further survey in the intervening period.

**Hazel Bentall,
Michelle Drapeau
Nicholas Eldred
Christopher Clark**

DECEMBER 2016

SPECIAL RESPONSIBILITY ALLOWANCES 2017/18

APPENDIX 1

<u>Post</u>	<u>Formula</u>	<u>£ per annum</u>
Leader of the Council	4xBA	£39,912
Deputy Leader of the Council	3xBA	£29,934
Cabinet Member for:		
Adult Care & Health	2xBA	£19,956
Children's Services	2xBA	£19,956
Community Safety & Waste Management	2xBA	£19,956
Enterprise, Education & Skills	2xBA	£19,956
Environment, Planning & Transport	2xBA	£19,956
Highways	2xBA	£19,956
Public Health, Localism & Libraries	2xBA	£19,956
Resources & Performance	2xBA	£19,956
<i>(Note: The Leader has the power to change the composition of his Cabinet and individual portfolios at any time subject to a maximum of 9 members of Cabinet)</i>		
Leader of the Conservative Group (45)	3.5xBA / 77x45	£20,410
Leader of the Liberal Democrat Group (16)	3.5xBA / 77x16	£7,257
Leader of the Labour Group (15)	3.5xBA / 77x15	£6,803
Chairman of Overview & Scrutiny Committee	1.5xBA	£14,967
Vice-Chairmen of Overview & Scrutiny Committee (2)	0.5xBA	£4,989
Chairman of Health Scrutiny Committee	1.5xBA	£14,967
Vice-Chairman of Health Scrutiny Committee	0.75xBA	£7,484
Liberal Democrat Spokesmen (4) on:		
Environment, Planning, Waste & Community Safety	0.5xBA	£4,989
Resources, Performance & Localism	0.5xBA	£4,989
Education, Skills & Children	0.5xBA	£4,989
Adult Care & Health	0.5xBA	£4,989
Labour Spokesmen (4) on:		
Public Health, Localism & Libraries	0.5xBA	£4,989
Children's Services	0.5xBA	£4,989
Community Safety & Waste Management	0.5xBA	£4,989
Adult Care & Health	0.5xBA	£4,989
8 Deputy Executive Members:		
Adult Care & Health	1xBA	£9,978
Children's Services	1xBA	£9,978
Community Safety & Waste Management	1xBA	£9,978
Enterprise, Education & Skills	1xBA	£9,978
Environment, Planning & Transport	1xBA	£9,978
Highways	1xBA	£9,978
Public Health, Localism & Libraries	1xBA	£9,978
Resources & Performance	1xBA	£9,978
Chairman of Audit Committee	1xBA	£9,978
Chairman of Development Control Committee	1xBA	£9,978
Chairman of the Council	1xBA	£9,978
Vice-Chairman of the Council	0.25xBA	£2,495

NOTE: Members are restricted to one SRA each (that of the highest value).

HERTFORDSHIRE COUNTY COUNCIL

CABINET

MONDAY 20, FEBRUARY 2017 AT 2.00PM

COUNTY COUNCIL

TUESDAY, 21 FEBRUARY 2017 AT 10.00AM

COUNTY COUNCIL CORPORATE PLAN 2017- 2021

Report of the Director of Resources

Author:- Alison Brown, Senior Policy Officer
[Tel: 01992 555642]

Executive Member:- Robert Gordon, Leader of the Council

<u>Cabinet Agenda Item No.</u> 5
<u>County Council Agenda Item No</u> 5C

1. Purpose of report

1.1 To enable Cabinet and County Council to consider the County Council's draft Corporate Plan for 2017- 2021 (attached as Appendix A to the report).

2. Summary and Background

2.1 The current Corporate Plan 2013-17 expires in 2017. It has been updated for 2017- 21, keeping the original structure and thematic headings.

2.2 The Plan sets out the key priorities for the County and how the Council intends to deliver the vision for Hertfordshire – County of Opportunity. This is underpinned by the following four ambitions:

- Opportunity to Thrive
- Opportunity to Prosper
- Opportunity to be Healthy and Safe
- Opportunity to Take Part

2.3 As with previous years' reports, it is intended that publication will be primarily web-based.

3. Recommendation

3.1 Cabinet is invited to RECOMMEND to County Council that County Council:-

- i. Approves the draft Corporate Plan 2017 – 2021;.

- ii. authorises the Chief Executive and Director of Environment, in consultation with the Leader and Deputy Leader of the Council, to make any minor changes as necessary; and
- iii. agrees that the County Council's new Administration, following the local government elections in May 2017, be invited to endorse the new Corporate Plan at a future County Council meeting, should it wish to do so.

3.2 Cabinet's recommendation/s to County Council will be set out in the County Council's Order of Business sheet.

4. Financial Implications

4.1 There are no financial implications arising from this report.

Background Information

Hertfordshire County Council's Corporate Plan 2013-17

<http://www.hertsdirect.org/your-council/cpdrp/corplan/>

APPENDIX A

Corporate Plan 2017-2021

(Section One)

The Vision

We want Hertfordshire to continue to be a county where people have the opportunity to live healthy, fulfilling lives in thriving, prosperous communities.

Our services touch the lives of every Hertfordshire resident, business and community. As the democratically accountable authority covering the whole of the county, we act as an advocate on residents' behalf, provide leadership and deliver a huge variety of services that make a difference to people's lives.

We offer support to Hertfordshire's schools to ensure children get a good start in life; we help people to live healthier, resilient lives and we look after people as they get older. We run services such as libraries and fire and rescue and we maintain the roads and dispose of household waste.

This plan sets out our key priorities for the county and how we intend to deliver our vision for Hertfordshire – County of Opportunity.

This is underpinned by the following four ambitions:

- Opportunity to Thrive
- Opportunity to Prosper
- Opportunity to be Healthy and Safe
- Opportunity to Take Part

(Section Two)

The Hertfordshire context

The last few years have been particularly challenging for local government. We have had to reduce our spending by £250 million since 2010/11 whilst protecting the services that are important to you.

The next few years will also be tough. The grant we receive from Government from national taxation is being phased out and increasingly our services will have to be funded solely from council tax, business rates and fees. We are confident we can deliver some further savings by continuing to find efficiencies, by thinking differently about how we design and deliver services, by working better and more closely in partnership and by intervening earlier to help people stay healthy and safe. However, we will have to continue to judge the right balance between funding services and the level of the council tax you have to pay.

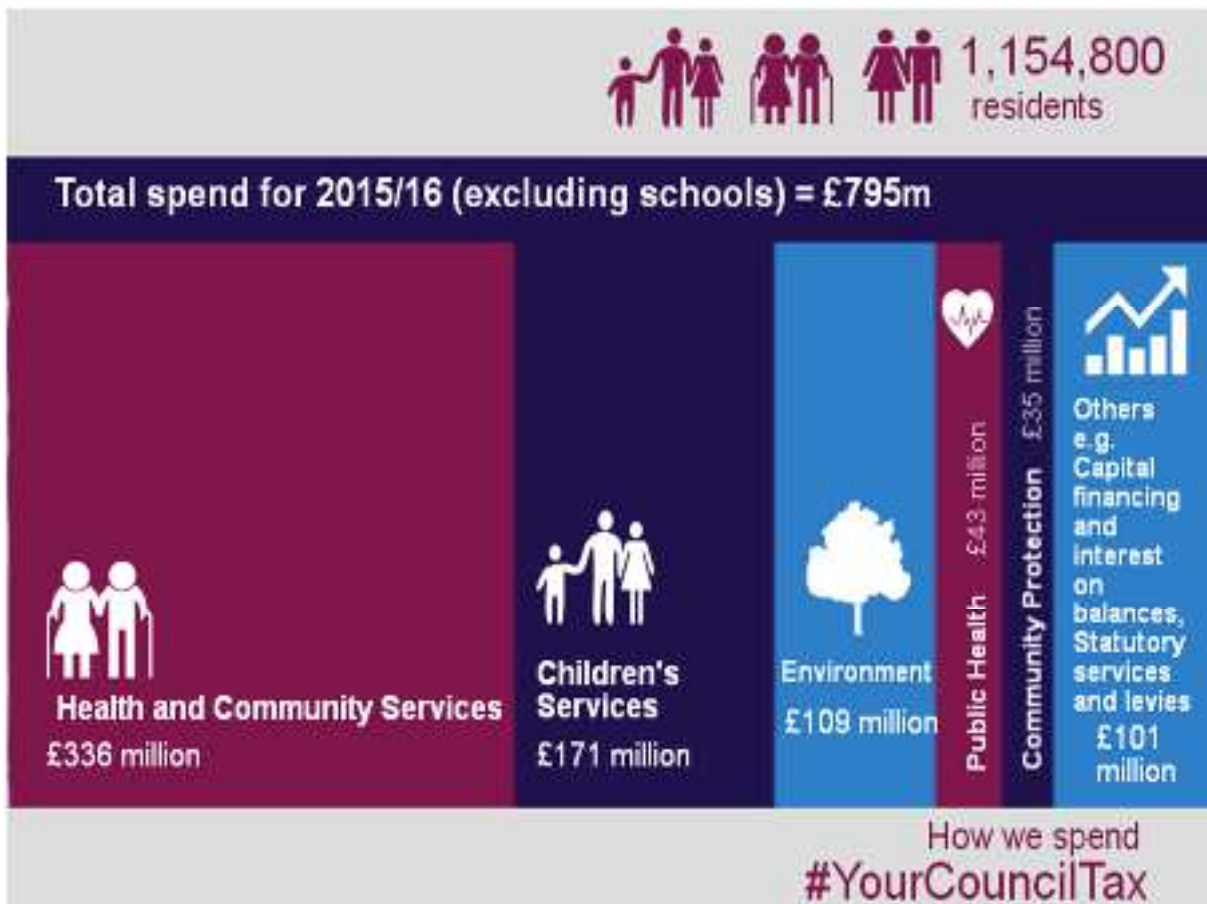
We also face significant pressures due to the changing nature of our population as many people are living longer and need more care in older age.

We can't stand still. To meet the challenges ahead requires us to continue to improve the way we work and our services in the coming years.

(Section Three)

Key facts about Hertfordshire and Hertfordshire County Council services





Running services and helping people

Each year

- **902,000** adults live in Hertfordshire....
....and our social care services support **28,000** of these
- **750,000** calls made to our Customer Service Centre
- **42,700** school admissions applications (97% online)
- **15,000** free schools meals applications (90% online)
- **19,000** blue badge disability parking permit applications (35% online)
- **18,600** social care clients receive a review of their support
- **20,800** requests for help from new social care clients
- **3,200** carers provided with services, support or advice

- **1,600** people receive support to help them with their memory or cognition
- **3,200** people with a learning disability receive services
- **12,300** people receive help because they have a physical support requirement
- **6,700** referrals to children's social care
- **800** children put on child protection plans
- **60** adoptions and **50** Special Guardianship Orders to give these children a better, safer future
- **700** children, young people and their foster carers supported with an additional **100** in residential homes
- **960** children ceased being on a child protection plan through support from Children's Services
- **80** unaccompanied asylum seeking children being looked after by the County Council
- **25,000** school children weighed and measured as part of the National Child Measurement Programme
- **5,800** young people attending "Learn 2 Live" safer driving education projects
- **2,600** people accessing drug and alcohol treatment
- **12,000** vaccinations to school age children
- **60,800** attendances at local sexual health and contraception services
- **70,000** people working in Hertfordshire benefiting from workplace health programmes
- **20,000** birth and death registrations
- **3,200** civil marriages registered
- **3,200** sudden or unexplained deaths referred to the Coroner
- **460** Road Traffic Collisions attended by Fire and Rescue service
- **6,000** home fire safety visits

- **1,700** fire protection consultations
- **8,600** emergency calls handled by Fire and Rescue service
- **2,400** fires attended
- **2,055** home security service visits
- **8,077** hours of Community Protection volunteers' time
- **30** trading standards call blockers installed
- **500** trading standards visits to scam victims
- **1,000** highways maintenance schemes delivered, including more than **10,000** potholes filled, across Hertfordshire's **3,000** miles of road that the County Council maintains
- **51%** of household waste recycled

Each month:

- **300,000** loans from libraries
- **50,000** visits to the HCC careers/jobs pages with an average of **190** vacancies being recruited to HCC

Each day:

- **15,000** home care visits a day, **1,200** people a day in day centres
- **110,000** street lights, **680** sets of traffic lights, **165,000** road gullies, **2,500** bridges to maintain
- **10,000** visits to libraries
- **11,000** visits (per week) to children's centres

(The above are based on 2015/16 figures and rounded to nearest 10 or 100)

(Section Four - Opportunities)

Opportunity to Thrive

We want every Hertfordshire resident to have the opportunity to maximise their potential and live a full life as a confident and resilient citizen.

Where people encounter difficulties or challenges, we will offer them the support to tackle these issues early on, minimising the impact on their lives, the lives of their families and the communities around them.

We also want everyone to have the opportunity to live in communities where the value of Hertfordshire's clean and green environment is respected.

Across Hertfordshire, we want to see:

- A cleaner and greener county with a reduced carbon footprint and increased levels of re-use and recycling with the disposal of household waste managed effectively.
- Our natural environment and diverse habitats protected from excessive or inappropriate growth, including the negative effects of airport expansion.

For children, young people and their families, we want to see:

- Those children who need more help at school, supported to catch up with the achievements of their classmates.
- Children looked after by the local authority, those with special educational needs and disabilities and others who face disadvantages, enjoying happy fulfilling lives, both in childhood and as they grow up.
- More families able to help themselves when problems first emerge through access to good information, advice and support when they need it.
- A good start in life for every child in Hertfordshire by ensuring they are ready for school and have a place in a good school.
- Young people who are inspired to learn new skills, through, for example, local intervention fire education courses.

For those of a working age, we want to see:

- Effective measures to support families with complex problems.
- Those who require on-going care provided with personalised support to enable them to live as independently as possible in housing that meets the needs of each individual.

For older people, we want to see:

- More people supported to live independently, with those who need care able to choose and control it through personalised budgets.
- A greater choice of housing options that meet the needs of each individual.
- Strong advocacy for older people, ensuring they are treated with dignity and respect and receive information to help them make the right decisions for their own future.

Opportunity to Prosper

We want Hertfordshire's economy to be strong, with resilient and successful businesses that offer employment opportunities to residents, helping them to maintain a high standard of living.

When people are affected by difficult economic circumstances, we want to help them respond and have the opportunity to share in Hertfordshire's future and growing prosperity.

We want Hertfordshire to be recognised as a great place to do business, with a skilled workforce and infrastructure that supports the developing needs of the local economy.

Across Hertfordshire, we want to see:

- A transport network which enables reasonable and predictable journey times, with reduced congestion and reliable passenger transport services with future developments underpinned by a long term transport vision.
- A business-friendly environment where initiative is encouraged and celebrated and local businesses are able to effectively bid for public service contracts
- Inward investment attracted through the promotion of Hertfordshire as a great place to live and do business.
- Appropriate capacity for business and economic growth.
- Further development of high-value, high-skill sectors, including life sciences; Advanced engineering/manufacturing; agri-science and agri-tech; sustainable construction; creative industries (film, TV, and digital sectors).
- Housing developments of the appropriate design, location and scale, built to meet the needs of Hertfordshire's economy and residents.
- High speed broadband internet access rolled out across the county.
- Close working with the Local Enterprise Partnership to support the right type and scale of economic growth in the county.

For children, young people and their families, we want to see:

- An even higher proportion of young people in education, employment or training particularly those who have been in care.
- Schools and education services working with employers to ensure young people in Hertfordshire are equipped with the relevant skills to contribute to the local economy.

For those of a working age, we want to see:

- Vulnerable adults, carers and those with disabilities assisted to find work and build careers.
- Local employers providing a wide range of opportunities for workplace training, with an increased number and type of apprenticeships.

Opportunity to be Healthy and Safe

We want Hertfordshire residents to have the opportunity to live as healthy lives as possible for as long as possible and to live safely in their communities.

We recognise the significant effect that remaining healthy has on the happiness and life chances of our residents but that some are significantly less healthy than others.

We want all services to work together to improve the overall health and wellbeing of people in Hertfordshire, with early measures taken to tackle health inequalities.

Across Hertfordshire, we want to see:

- Joined-up health and social care services tailored around individual needs assessed locally by the right person at the right time.
- Those who work in vital caring roles to be valued and for the work that they do to be recognised for its importance to our community.
- Wellbeing promoted through prevention strategies; by developing and supporting services that can prevent, reduce or delay the need for health and social care.
- Reduced levels of unhealthy weight, through encouraging active healthy lifestyles across all age groups including participation in sport and all forms of recreation, specifically targeting inactivity.
- A reduction in the number of people who smoke or have problems with alcohol or illegal drugs.
- Further reductions in the number of accidental deaths through increased preventative work around community safety.
- A county free from rogue trading.
- Even lower levels of crime, anti-social behaviour and domestic violence.
- Effective measures in place to respond to emergencies and robust counter-terrorism arrangements.
- Resilient communities who are well prepared for emergencies such as flooding.
- Equal importance placed on mental and physical health, supporting more schemes to help people of all ages to access appropriate services and recover from mental health issues.

For children, young people and their families, we want to see:

- Children protected from abuse and neglect and supported in their recovery from any resulting trauma.
- Children and young people provided with the right information and support to enable them to flourish and cope with the pressures they face in today's world.
- A county free from unlawful sales of harmful age-restricted products to young people.

For those of a working age, we want to see:

- Earlier diagnoses of dementia, with those with the condition and their families receiving the support they need to live well.

For older people we want to see:

- Fewer hospital admissions, with agencies working together so patients can be supported to return to their own homes wherever possible.
- Safer homes, to promote independent and healthy living aided by technology, equipment and safety checks helping to prevent avoidable falls and injuries.
- Dignified and happy lives, safe from neglect and abuse with high quality care delivered in a respectful way.

Opportunity to Take Part

We want to enable all Hertfordshire residents to make a more active contribution to their local areas, working with elected representatives and other community activists to tackle local issues and ensure that council services are more responsive to their priorities and ambitions.

We want to help people help each other so that people are supported by their own family and community whenever possible, and so that people have a range of activities and opportunities in which to participate.

We will offer relevant, clear information about local public services and opportunities to volunteer and influence in ways which are meaningful for them and beneficial for their communities.

Across Hertfordshire, we want to see:

- All residents encouraged to get involved with local issues; influencing, shaping, and even running public services to make them more efficient, effective and attuned to local needs.
- Communities supported by initiatives such as locality budget grants.
- More volunteers making their own contributions to the county and its communities recognising the contribution of volunteering towards improving health and wellbeing, the prevention of isolation and mental health problems, and supporting individuals in both their personal and career development
- Families and services working together to identify how best to meet their individual needs and shape how future services are delivered.

For children, young people and their families, we want to see:

- Local democracy actively promoted in schools, through initiatives such as the UK Youth Parliament.
- New skills learnt and community projects undertaken, giving something back through the National Citizenship programme.

For those of a working age, we want to see:

- Employers making it easier for employees to volunteer.

For older people, we want to see:

- Residents drawing on their own community networks to help them stay independent at home for as long as possible.

Delivering our vision

We have outlined our priorities for Hertfordshire and recognise that we can only achieve what we want for our county with partners from the public sector, business and voluntary and community groups.

We are ambitious for our residents and communities and are demanding of ourselves as an organisation. We seek to demonstrate that we are a forward thinking council through the quality of services we provide and the way we deliver them, reflecting the following values and behaviours:

Citizen focused

Our primary purpose is to make a positive difference to Hertfordshire and its people. We strive to involve our residents, working with them to shape and design the delivery of services and employing volunteers in a range of roles to help improve life in our communities and get things done.

By supporting families to help themselves by building their sense of responsibility and resilience; and by investing in providing information and support when problems first emerge, we aim to reduce their dependency on services.

We are committed to continually improving the customer experience at every opportunity. We welcome feedback about our services so that we can improve.

Every penny counts

We aim to have a high performing, engaged and committed workforce, who are commercially aware and deliver value for money, high quality, citizen- focused services.

Like all those who spend taxpayers' money, the County Council has to play its part in responding to the need to strike the right balance between levels of taxation and funding of public services.

Making the best use of all available resources is vital. We take a planned approach to spending taxpayers' money wisely and make smart use of our resources, investing in prevention and long-term solutions.

We focus on getting the greatest return on the money we spend; including generating new income streams and reviewing the way we use our property assets.

Acting with integrity

We are committed to acting in an open, honest and ethical way and respect the value and diversity of others in everything we do.

Our core purpose as a Council is to make life even better for all of Hertfordshire's diverse communities. As a provider of vital services and large employer, we recognise, respect and celebrate the fact that the people we serve and our staff are all different, whether due to their ethnic background, family setting, gender, sexual orientation, religion and belief, or other factors.

[Our Equality Strategy](#) sets out the ways in which equality and diversity are fundamental elements of our purpose and functions.

We are also committed to publishing accurate and reliable data so that the way we work is transparent and accountable.

We trust our staff to get the job done, promoting flexible working and embracing new technology to enable it.

Getting things right

We aim to get things right first time and learn fast from our experiences when we need to improve.

We embrace the fast changing pace and environment of user focussed public service delivery. We seize opportunities to try new ways of delivering services. We take measured risks, supporting staff to trial new ideas to improve services, including responding to public demand for more digital ways of interacting with us.

Extensive processes are in place to provide assurance that taxpayers' money is spent effectively. The lessons and recommendations from these processes are monitored and used to inform ongoing improvements that will benefit Hertfordshire.

Continuing to innovate

We pride ourselves on being an innovative council. We embrace change through being creative.

Through innovative partnerships with the private sector we have been able to benefit from their expertise. We continue to look for potential to join up more back office functions and frontline service delivery with other local public services.

Through our [website](#) we help people to self-serve. By providing information and services 24/7 we can reduce demand for other services in other ways.

We are developing further opportunities for increased revenue generation and ensuring the organisation has sufficient skills and knowledge to make the right commercial decisions to deliver innovative and value for money services.

We also recognise the importance of valuing and developing our staff. We know that we can only provide the best services if we recruit and retain excellent employees. We actively manage talented individuals within the council, operating award-winning apprenticeship schemes and a highly regarded graduate programme

How to Contact Us

To find out more about the services we provide you can:

- **Look at our website** www.hertfordshire.gov.uk where you can use lots of our services online.
- **Email or telephone**
If you wish to contact us you can [email enquiries](#) or call **0300 123 4040**
- **Write to us**
Hertfordshire County Council, County Hall, Pegs Lane, Hertford SG13 8DQ
- **Visit Us**
Maps and directions to our main offices are available at <http://www.hertfordshire.gov.uk/contact/address/> and you can get information by visiting your local library.

We want to hear from local people about the issues and decisions that affect their lives. Visit [here](#) to find out how we consult with the community and how you can give your views and comments about county council services.

Our Commitment to Equality

We are committed to achieving diversity and equality of opportunity both as a large employer and as a provider of services. We have a public duty to promote equality and to combat the unfair discrimination that still exists in society. We also believe that this helps us do our job better.

We recognise, respect and celebrate the fact that our staff and the people we serve are all very different, whether this is in our ethnic background, family setting, gender, religion and belief or other factors. We believe that diversity can drive innovation, a culture of fairness and respect and equality of opportunity for all.

We demonstrate our commitment to tackling inequality and promoting diversity in everything we do. In line with the Public Sector Equality Duty, we publish evidence of the impact of our policies and practices on people with protected characteristics as well as the objectives we have set to continue this work.

HERTFORDSHIRE COUNTY COUNCIL

**CABINET
MONDAY, 20 FEBRUARY 2017 AT 2.00PM**

**COUNTY COUNCIL
TUESDAY, 21 FEBRUARY 2017 AT 10.00AM**

SCHOOL ADMISSION ARRANGEMENTS 2018/19

<u>Cabinet Agenda Item No.</u> 9
<u>County Council Agenda Item No.</u> 5D

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 (Tel No: 01992 555865)

Executive Member:- David Williams, Enterprise, Education and Skills

Local Members: Richard Thake, Knebworth and Codicote
Mark Mills-Bishop, Hatfield Rural

1. Purpose of report

- 1.1 To enable Cabinet and County Council to consider whether to agree that all Published Admissions Numbers (PAN) are retained, with the exception of:
- St Paul's Walden Primary, where it is proposed that the PAN should be reduced from 17 to 15; and
 - Ponsbourne St Mary's where it is proposed that the PAN should be increased from 12 to 13.

2. Summary

- 2.1 The County Council must determine on an annual basis the admission arrangements and published admission numbers 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 2016 and 31 January 2017 to amend admission arrangements for 2018/19. Cabinet agreed on 9 November 2016 to retain existing admission arrangements and public consultation, therefore was not required for 2018/19.

- 2.3 Public consultation was undertaken with all relevant consultees, as specified in the School Admissions Code, between 14 November 2016 and 23 December 2016 to reduce the PAN at St Paul's Walden Primary School from 17 to 15.
- 2.4 Local Authorities must also consult all community and voluntary controlled schools where it is proposed that PAN's are maintained or increased. This consultation was also undertaken between 14 November 2016 and 23 December 2016 and, as a result, it is proposed that the PAN at Ponsbourne St Mary's Primary School is increased in line with a request from the school's governing body.

3. Recommendations

- 3.1 The Enterprise, Education and Skills Cabinet Panel considered a report on this item of business at its meeting on 25 January 2017. The Panel noted and commented upon the report and recommended to Cabinet that Cabinet recommends to Council that
- (i) Admission arrangements for primary and secondary schools, attached at Appendix A to the report, be agreed;
 - (ii) the published admission number at St. Paul's Walden Primary School is decreased to 15; and that
 - (iii) the published admission number at Ponsbourne St Mary's Primary School is increased to 13.
- 3.2 Cabinet's recommendation/s to Council will be reported to Council in the Council Order of Business sheet.

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 7 November 2016, Cabinet agreed that the County Council's existing admission arrangements and schemes of coordination for 2017/18 for statutory school age pupils are retained for 2018/19 and nursery oversubscription criteria are removed from the County Council's determined admission arrangements.
- 4.2 The County Council is the admission authority for 281 primary, infant and first schools and 9 secondary schools. When any of these schools are oversubscribed the Council Council's published admission arrangements are used to determine which children should be offered places.
- 4.3 The County Council's existing admission arrangements work well with nearly 95% of Hertfordshire children allocated a ranked primary or secondary school in 2016. Maintaining existing arrangements will minimise parental anxiety which is particularly high in the primary sector given the current pressure on places and maximise the benefits

of existing knowledge of the allocation process. Minor amendments have been made where necessary to improve clarity and transparency in certain areas. Admission arrangements for primary and secondary schools are attached at Appendix A to the report.

- 4.4 The County Council's schemes of coordination have been in place for a number of years and are well understood by both maintained schools and academies. The schemes have been updated to ensure that timescales are accurate and changes in legislation and guidance are taken into account. In line with legislation, they were published on 1 January 2017 and are attached at Appendix B to the report.
- 4.5 It is proposed that Published Admission Numbers are retained for all schools except for St Paul's Walden and Ponsbourne St Mary's Primary Schools. Published Admission Numbers for all schools are attached at Appendix C to the report.
- 4.6 Public consultation was undertaken on the proposal to reduce the PAN at St Paul's Walden Primary School from 17 to 15 from September 2018. A copy of the consultation letter is appended (see Appendix D). No objections were received to the proposal. One response in support of the proposal was received from the school's governing body (see Appendix E).
- 4.7 In response to the consultation with all community and voluntary schools to maintain published admission numbers, a request was received from Ponsbourne St Mary's Primary School to increase their PAN from 12 to 13. It is recommended that this increase is agreed because:
- it is an outstanding school and currently filled to capacity with predominantly local children;
 - there is likely to be increased pressure for primary places in the area due to proposed new housing growth in both Cuffley and Goffs Oak. An increase of 1 place per year group will have no effect on other local schools;
 - an increase of one place per year group can be accommodated in the existing site capacity and without any additional accommodation;
 - the school's class organisation will remain the same and there will be no additional staff costs.
 - an increase to (the more usual) 15 had been considered but there would be insufficient capacity in the existing building to accommodate 120 pupils (including nursery) with the lack of a hall and challenging classroom layouts being the main concerns;
 - the school's financial position will be strengthened.
- 4.8 Watton at Stone School responded to the consultation requesting a decrease in PANs from 34 to 30. The school has been advised that

PANs can only be reduced after full public consultation and the request will be considered for the 2019/20 consultation round.

- 4.9 Nursery admissions are not covered by the School Admissions Code but nursery oversubscription criteria have been traditionally determined by the County Council to ensure consistency of practice and equality across the County. This practice has caused difficulties for schools in recent years with the roll out of the early years funding provision for 2 and 3 year olds, which is frequently offered by schools but the same pupils have not been prioritised under the nursery admissions criteria and therefore it has not always been possible for schools to offer continuity in their early years provision. A move away from centrally determined nursery admission arrangements would allow the development of arrangements to meet local need, for example the prioritisation of pupils already at the setting when allocating places in the nursery class.
- 4.10 The County Council currently hosts an online application system for nursery schools and schools with nursery classes but schools allocate places themselves, again via the online system, in accordance with their published nursery admission criteria. The only places offered through this system are “standard” nursery places, equivalent to 15 hours a week for 38 weeks a year.
- 4.11 With the roll out from September 2017 of funding for 30 hours free early years provision (as opposed to the current 15 hours a week nursery provision), County wide oversubscription criteria for nursery places appear increasingly misplaced, as does the current County hosted online application system for nursery places at maintained schools. The existing online system is not flexible enough to accommodate the variety of patterns of early years’ provision that parents request; for example it is not possible to allocate hours to the private and independent nurseries or childminders.
- 4.12 Following discussions with, and feedback from, Primary Heads Forum it has been agreed that an alternative application system and best practice guidance for nursery admissions will be established for 2018/19. Parents will be informed of the new process through the distribution of leaflets mailed direct to households for the 2018/19 academic year.

5. Financial Implications

- 5.1 The reduction of PANs at St Paul’s Walden and increase in PANs at Ponsbourne St Mary’s will improve the future financial sustainability of the schools. There will be no impact on County Council funding as school budgets derive from the Schools Dedicated Grant.
- 5.2 The move away from a hosted nursery online system is unlikely to produce any significant savings but future system development would

be unnecessary which has previously cost £8-10k per annum.

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 Equality Impact Assessments have been conducted in relation to each of the proposals noted in this report and are attached at Appendix F to the report. The assessments do not identify any adverse consequences in relation to the proposals set out in this report..

[Background Information](#)

[Report and Minutes Cabinet November 2016](#)

[Enterprise, Education & Skills Cabinet Panel Report 25 January 2017](#)

[Hertfordshire County Council Admission Arrangements](#)

Appendix A

Schools to serve the Bishop's Stortford North Development Area

1. Cabinet has authorised negotiation of arrangements that would provide a more sustainable arrangement of primary schools to serve this area. The relevant reports and decisions can be seen at:

<https://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/6/Committee/8/SelectedTab/Documents/Default.aspx>

Item 9 and the related Part II agenda report, and:

<https://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/339/Committee/8/SelectedTab/Documents/Default.aspx>

Item 13 and the related Part II agenda report.

2. Whilst those negotiations are still in hand, recent information indicates that during 2017/18 land and planning contracts could be exchanged that would be the major springboard to enable the County Council to be able to consider formally moving from the developers' planning permissions established position of three schools of 1fe, 2/3fe and 1fe capacity to the desired strategy of a 2fe school to serve the western neighbourhood and a 3fe school to serve the eastern neighbourhood and the further area north-east of Farnham Road. In those circumstances it is appropriate for the capital programme provision for the primary schools to reflect the costs of the established position and the potential preferred alternative schemes. Accordingly the estimates of costs and incomes that support the schemes have been updated and are [referred to in the Part II report schedule]. It is proposed that the capital programme contains provision for both options, with decisions to be taken once revised and new land planning agreements are in place.

3. Additional new information is that EHDC has, unexpectedly, proposed in its Local Plan Review that the planning policy for the phase 2 land at Hadham Road be changed from its current Development Plan policy of a reserve housing site, not to be released until sufficient secondary school places have been provided for Bishop's Stortford, to a policy that the land be allocated for use for recreation and open space purposes. That policy could affect the prospects for EHDC agreeing to grant a residential planning permission and so impede a sale receipt in line with the estimates. As the planning application for housing on the phase 2 site has not been determined by EHDC, the County Council has appealed the application and in the appeal papers it would be very helpful to have a clearer Cabinet authorisation tying the receipt to the schools capital funding. The suggested resolution has been framed accordingly:

That the proceeds of sale from the Land at Hadham Road, Bishop's Stortford, be used to support the capital funding of the primary and secondary schools to be developed to serve the Bishop's Stortford North development area.

Hertfordshire County Council's oversubscription criteria for community and voluntary controlled, first, infant, primary, junior and middle schools for the school year 2018/19

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 school¹.)*

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 community or voluntary-controlled school or an own admitting school or academy² using Hertfordshire County Council's admission rules.

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 Hertfordshire

County Council 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 2018/19' document for full explanation/definition.*

Continuing Interest (CI)

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 end of the summer term. 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.²

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 CofE (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

² Academies included in the definition of nearest school for the purposes of Rule 5

Academies (A) and foundation schools (F) included in the definition of Rule 5 above, are:

Infant/First/Primary school	School type	Town
Northgate Primary School	A	Bishop's Stortford
Summercroft Primary School	A	Bishop's Stortford
Windhill21	A	Bishop's Stortford
Parkside Community Primary School	F	Borehamwood
Bovingdon Primary School	A	Bovingdon
Little Reddings Primary School	A	Bushey
Highwood Primary School	A	Bushey
Flamstead End School	A	Cheshunt
Crabtree Infants' School	A	Harpenden
Hatfield Community Free School	A	Hatfield
Hammond Academy	A	Hemel Hempstead
Jupiter Community Free School	A	Hemel Hempstead
Simon Balle School	A	Hertford
Roselands Primary School	A	Hoddeson
Cranbourne Primary School	A	Hoddeson
Garden City Academy	A	Letchworth
Alban City School	A	St Albans
Fleetville Infant & Nursery School	A	St Albans
Mandeville School	A	St Albans
Samuel Ryder Academy	A	St Albans
Peartree Spring Primary School	F	Stevenage
Ascot Road Community Free School	A	Watford
Grove Academy (The)	A	Watford
Lanchester Community Free School	A	Watford
Laurence Haines	A	Watford
Applecroft School	A	Welwyn Garden City

Junior school	School type	Town
Crabtree Junior School	A	Harpenden
Chaulden Junior School	A	Hemel Hempstead
Wilshere-Dacre Junior Academy	A	Hitchin
Fleetville Junior School	A	St Albans

Middle school	School type	Town
Ralph Sadlier Middle School	A	Puckeridge
Greneway Middle School	A	Royston
Roysia Middle School	A	Royston

New academies will be included in the definition of Rule 5 for 2018 allocations if the academy adopts the County Council's oversubscription criteria and is defined as a "nearest school".

Hertfordshire County Council's oversubscription criteria for secondary and upper community coeducational schools for 2018/19

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 Hertfordshire County Council 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.

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*Please see the 'Explanatory notes and definitions 2018/19' 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 2018/19 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, Hormead, 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, Berkhamstead, Bovingdon, 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*

	Priority Area	Towns/Parishes/Unparished areas	Schools
8	Welwyn Garden City, Hatfield, Potters Bar and Brookmans Park	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	Ware and Hertford	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*, The Sele*, Simon Balle*
10	Bishop's Stortford and Sawbridgeworth	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	Borehamwood, Bushey and Watford Rural	Aldenham, Bushey, Elstree, Borehamwood, Watford Rural.	
12	Hoddesdon, Broxbourne, Turnford and Cheshunt	Broxbourne, Cheshunt, Hoddesdon, Nazeing, Northaw & Cuffley, Stanstead Abbots, Waltham Cross.	Robert Barclay*, Haileybury Turnford*, Cheshunt*

Explanatory notes and definitions for the admission arrangements for community and voluntary-controlled schools in Hertfordshire for 2018/19

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 order¹ or a special guardianship order²)

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 1.³

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.

¹ 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.

² 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.

³ 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" [here](#)

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 after¹ and in every case living permanently² 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.

¹ 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 Office of the Schools Adjudicator (OSA) in August 2014.

² 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.

Hertfordshire County Council, 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.

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 12months.

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.

Fraudulent applications

Hertfordshire County Council will do as much as possible to prevent applications being made from fraudulent addresses.

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;
 - Council tax information shows a different residence at the time of application.
- When a child starts at the allocated school and their address is different from the address used at the time of application.

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.

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.

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 Hertfordshire County Council 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 Hertfordshire County Council 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.

Hertfordshire County Council 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 2017 for secondary transfer and 2 February 2018 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 2012 and 31 August 2013* would normally commence primary school in Reception in the academic year beginning in September 2018. 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 (1st April – 31st 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 2013 and 31 August 2014 are categorised as "summer born" and if parents/carers do not believe that their summer born child is ready to join Reception in 2018 they should contact the home LA, and any own admission authority schools, for guidance before making an application. Further clarity will be provided upon the publication of a new School Admissions Code or, at the latest, prior to the start of the 2018 primary application round.

Summer born applications that are delayed for a year (for entry in September 2019) 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 2018 (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.

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

The Bishop's Stortford High School – Relocation and Expansion.

Background

1. Following consideration by Cabinet at its meeting on 11 July 2016 of the report entitled:

“PROPOSED ACQUISITION OF LANDS TO ENABLE THE EXPANSION OF HERTS AND ESSEX HIGH SCHOOL AND SCIENCE COLLEGE, THE RELOCATION AND EXPANSION OF THE BISHOP'S STORTFORD HIGH SCHOOL AND THE GRANT OF AN OPTION OVER PART OF THE SITE OF THORLEY HILL PRIMARY SCHOOL, BISHOPS STORTFORD

See agenda item 14 at:

<https://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/346/Committee/8/SelectedTab/Documents/Default.aspx>

Cabinet authorised:

- “(i) acquisition of land south of Beldams Lane, Bishop's Stortford and a Funding Agreement with The Hertfordshire & Essex High School and Science College, on terms to be authorised by the Director of Resources in consultation with the Executive Members for Resources & Performance and Enterprise, Education & Skills;
- “(ii) acquisition of land at Whittington Way/Obrey Way/St James Way, Bishop's Stortford, and an Option Agreement in respect of part of the site of Thorley Hill Primary School, Bishop's Stortford and an agreement with The Bishop's Stortford High School regarding its possible relocation, on terms to be authorised by the Director of Resources in consultation with the Executive Members for Resources & Performance and Enterprise, Education & Skills; and
- “(iii) an agreement with the Governing Body of Thorley Hill Primary School on the arrangements that would be included for reorganisation of the school site and additional classroom if The Bishop's Stortford High School relocates from its existing site, on terms to be authorised by the Director of Resources in consultation with the Executive Members for Resources & Performance and Enterprise, Education & Skills.”

Progress

2. Substantial progress has been made and can be summarised as follows, referring to those decisions:
 - (i) An option to purchase additional land has been completed and a town planning strategy is in preparation by the School that will underpin their expansion scheme and the additional land acquisition;
 - (ii) Terms have been agreed for a conditional contract for purchase of an alternative site within the Bishop's Stortford South development area that has been proposed for release from the green belt by East Hertfordshire District Council; the conditions being that outline planning permission is granted for the development of that whole area (to include the secondary school) and a funding agreement is made by the School that enables its relocation; and
 - (iii) Terms have been discussed (and agreed [by the date the report is published]) for the provision of an additional classroom for Thorley Hill Primary School, subject to the above funding agreement having been concluded.
3. Once the conditional contract at item (ii) has been exchanged, it will be necessary to secure four key planning permissions that will underpin the funding agreement definition, pricing and security. They are detailed planning permission for the new school premises, outline housing planning permission for the existing secondary school site, detailed planning permission for replacement accommodation for The Blues Pre-School, which currently occupies part of the existing secondary school site, on a site at Cox's Gardens, Bishop's Stortford that is owned by the County Council, and detailed planning permission for the additional classroom for Thorley Hill Primary School. The estimated cost of the actions needed to secure these permissions is £500,000 and additional budget provision is required to support this work. None of that cost would be incurred unless and until the conditional land contract for the new school site has been exchanged.
4. There is expected to be a positive business case for a funding agreement to be made once all five planning permissions have been secured. The variable and approximate costs and funding sources are set out in the following table.
5. Recent discussions with the Education Funding Agency (EFA) representative in respect of the School's agreed in principle PSBP2 award indicate that a full re-building of the school premises on its existing site would be expected by the EFA. That would have a very high cost and be expected to at least cover the indicated gap in local funding sources. Potentially the EFA would wish to be responsible for the new premises procurement, and if so the School funding agreement will be tri-partite, to include the EFA in addition to the School and the County Council.

Hertfordshire County Council's coordinated schemes of admission for first, primary, junior, middle, secondary, upper schools and academies (including free schools, and university technical colleges) for 2018/19

The schemes of coordination are set out below in accordance with the Schools Standards and Framework Act 1998 (SSFA), as amended.

Definitions used in the schemes:

- “the LA” -Hertfordshire County Council acting in its capacity as local authority;
- “the LA area” - the area in respect of which the LA is the local authority;
- “home LA” - the LA in which the applicant is resident;
- “maintaining LA” -the LA where the school is located;
- “primary education” – as outlined in section 2(1) of the Education Act 1996;
- “primary school” – as outlined in section 5(1) of the Education Act 1996;
- “secondary education” - as outlined in section 2(2) of the Education Act 1996;
- “secondary school” - as outlined in section 5(2) of the Education Act 1996;
- “school” - a community, foundation, or voluntary school (but not a special school”) which is maintained by the LA;
- “VA school” - a schools that is voluntary aided;
- “Foundation school” - a school that has foundation status;
- “Academy” - a school that has Academy status. Academies are state funded, non fee paying schools set up under a Funding Agreement between the Secretary of State and an Academy Trust. In line with paragraph 4, footnote 3 of the School Admissions Code 2014, academies include free schools, studio schools and university technical colleges;
 - “admission authority” - for any school which is community or voluntary controlled, the LA and, in respect of any school which is foundation, voluntary aided school or Academy, the governing body or academy trust of that school;
 - “the equal preference system” – the application system required by the School Admissions Code which requires preferences listed by parents/carers on the common application form to be considered equally in accordance with a school’s over subscription criteria without reference to ranking. Where a pupil could be offered a place at more than one school, rankings are used to determine a single offer by selecting the highest ranked school on the common application form where a place could be offered;
- “the academic year” - the period commencing with 1 September and ending with the next 31 August;
- “admission arrangements for the specified year” - the arrangements for a particular school or

schools which govern the procedures and decision making for the purposes of admitting pupils to the school(s) during the specified year;

“application form” - the application form supplied by the home LA electronically or on paper;

- “In Year application” - any application for a school place that is received after completion of the normal admission round, or in subsequent years. (The “normal admissions round” ends on 31 August in the year of allocation and for the purposes of this scheme includes late applications made for the relevant process year groups);
- “late application - any application for a school place that is received in the normal admissions round but later than the deadline date stated for receipt of on time applications stipulated in the scheme;
- School Admissions Code - refers to the Code published on 19 December 2014.

The governing body or trust of each of the voluntary aided, foundation school and academy (including free schools, studio schools and university technical colleges) will include in its admission arrangements for the specified year the provisions set out in the Schedules 1-3.

Foundation, voluntary aided schools and academies are their own admitting authority and will apply their own admissions criteria to all applications unless the county council has agreed to undertake this role on their behalf. They will also be responsible for organising and presenting admission appeals unless the governing body buys into HCC’s appeals service.

Schedule 1: Primary coordination

The application form

1. The primary application form (PAF) will be supplied by Hertfordshire County Council. Parent/carers will be able to apply online for a school place, at www.hertfordshire.gov.org/admissions. A paper copy of the application form will be available on request, with the primary admissions booklet and school directories from the Customer Service Centre.
2. The online application or paper form will be used for the purpose of admitting pupils at the normal point of entry into primary education. When an application is received, it is treated as representing the preference(s) from the parent/carer with parental responsibility. Only one application per child will be accepted. If both an online application and paper application are received for the same child, only the online application will be processed.
3. If two applications are received for the same child and parents do not agree on the details contained in the application (for example preferences), the application from the parent/carer in receipt of child benefit will be processed.
4. Applicants will be able to express a preference for four maintained first, infant, primary, middle or junior schools or academies within or outside Hertfordshire.
5. The application will invite the parent/carer to:
 - (a) apply for a place at their preferred schools or academies by completing the form and by naming four schools;
 - (b) rank their preferred schools in the order in which they desire their child to be offered a place;
 - (c) give reasons for each preference.
6. The online application system and paper form will also specify the statutory closing date and, for paper forms, the location to where it must be returned.
7. The LA will make appropriate arrangements to ensure:
 - (a) that an online application form is available via www.hertfordshire.gov.uk/admissions
 - (b) that a paper application form is available on request from the LA; and
 - (c) there is a written explanation of the key features of the coordinated admissions scheme and where further explanation about the scheme can be obtained.
8. The LA will take reasonable steps to ensure that all parents/carers of children of the appropriate age and resident in Hertfordshire receive details of how to apply and understand the process.
9. All preferences expressed on the Hertfordshire PAF (in electronic or paper formats) are valid applications (with the exception referring to duplicate applications as outlined above). The form must be returned to the LA. Where an

application for a Hertfordshire school is made by an out county resident on their home LA's form, this will also be considered to be a valid application.

10. Hertfordshire will only accept a maximum of four preferences for Hertfordshire schools and academies from residents of other boroughs regardless of the number of preferences allowed by the home authority. Hertfordshire residents must use the Hertfordshire online or paper application form and return it to Hertfordshire County Council whether their application is for Hertfordshire schools/academies or schools/academies in other LAs.

Supplementary Information Forms (SIFs)

11. The admission authorities within Hertfordshire will not use supplementary information forms (SIFs) except where the information available through the primary application form is insufficient for consideration of the application against the school's published oversubscription criteria. Where supplementary information forms are used by admissions authorities within this LA, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code
12. Where supplementary information forms are used by admission authorities in this LA, they will be available on the LA website as well as the school website. SIFs will advise parents that they must also complete their home LA's application form. Hertfordshire's admission website and school directories will indicate which schools in Hertfordshire require supplementary information forms to be completed and where they can be obtained.
13. When a school receives a supplementary information form, this LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's application form, in accordance with paragraph 2.1 of the School Admissions Code. Supplementary information forms should be returned direct to the school concerned. Any received by the LA will be date stamped and passed on to the school. In addition:
 - (a) the SIF must not request any information about the preference order for the school or ask for details of any other school the parent/carer may also have stated a preference for on the main application form;
 - (b) a parent/carer cannot be required to collect a SIF in person;
 - (c) the information requested on the SIF must not infringe any statutory right of the parent/carer or child;
 - (d) the SIF must comply with the School Admissions Code and must not ask for any information prohibited by paragraph 1.9 of the Code
14. In accordance with paragraph 2.4 of the Code, the SIF must not ask for:
 - (a) any personal details about parents or families, such as maiden names, criminal convictions or marital, (including marriage certificates) or financial status;
 - (b) the first language of parents or the child;
 - (c) details about parents' or children's disabilities, special educational needs or medical conditions;
 - (d) parents to agree to support the ethos of the school in a practical way;

- (e) both parents to sign the form, or for the child to complete the form.
15. Collecting such information may suggest that it can be taken into account and therefore be misleading to parents.
 16. When a voluntary aided, foundation school or academy has failed to obtain a SIF but there is a PAF, the application must proceed because an application has been made. Paragraph 4.3 of Section 86(2) of the School Standards and Framework Act 1998 requires the local authority and the governing body of a maintained school to comply with parental preference. Conversely, in circumstance where a SIF has been received by a voluntary aided, foundation school or academy, the admission authority must be proactive in ensuring that there is a PAF for that application, in order that the application can be considered. PAFs received after the closing date will be late. If a SIF is not received the application can only be assessed in accordance with information available to the governing body from the LA application form and therefore may be given lower priority in the school's admission arrangements.
 17. The school's admission arrangements must be such as to enable relevant decisions to be made in line with the time table of this scheme.

Inter LA Coordination

18. Hertfordshire will manage allocations in line with the PAN London Coordinated Admissions System (this comprises of thirty nine local authorities in and adjacent to London). Application data relating to applications to schools in other LAs will be forwarded via S2S (S2S is a website designed to transfer data between LAs and schools securely).
19. Information will be exchanged via S2S or the PAN London Register (PLR) in order that each child receives the highest ranked school place possible. As far as reasonably practicable, all offers of primary school places (in reception classes or at junior and middle schools) will be made on 16 April (or the first working day after 16 April). Allocations will be available online during the afternoon or evening of 16 April for those who made online applications. Allocation letters will be sent on 16 April to those making paper applications.

Processing of application forms

20. Completed application forms, either online or paper, should be submitted to the home LA by the statutory closing date, 15 January. Completed application forms received after the closing date will be considered after all on time applications. Late applications submitted with supporting evidence will be considered by a panel of officers and may be agreed as "on time" if received before the published "late" date.
21. This LA will process a maximum of four school preferences from parents/carers whose permanent home address is within this LA, and a maximum of four preferences on applications received from parents/carers resident outside this LA who have expressed a preference for maintained schools or academies within this LA. All completed application forms will be treated as a confidential communication. Voluntary aided, foundation schools and academies will be provided with relevant details of those pupils for whom they are a preference. Ranking information will remain confidential until after allocation day.

Determining offers in response to the application form

22. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the application form.
23. Where a foundation or voluntary aided school or academy is listed on the primary application form (as one of a maximum of four preferences for Hertfordshire schools) the LA will forward the appropriate details to the governing body or academy trust (via SEAM – schools electronic admissions module). The admission authority for each school will provide the LA with a list of all pupils (via SEAM), indicating the order in which places should be allocated under each oversubscription criterion and will include only pupils for whom the home LA received a PAF stating a preference for that school. The LA will undertake the ranking process on behalf of the governing body of any foundation or voluntary aided school or academy as requested. Allocation information will be provided to the LA by the specified date
24. In any instance where a school or an academy in another LA is listed on the Hertfordshire PAF, details will be forwarded to that LA (via the PLR or S2S or alternative secure electronic transfer).
25. No decision by an admission authority on any preference received for the school or academy shall pay any regard to the ranking order expressed by the parent/carer.
26. During the allocation process, the LA will match the provisional allocations against each parent's/carer's ranking order and proceed as follows:
 - i. When a parent/carer can be offered a place at the school or academy ranked first – the allocation will become firm. The LA will withdraw any potential offer of a place for that parent/carer at lower ranked schools or remove the parent's/carer's preference from a school's continuing interest list (as appropriate).
 - ii. When a parent/carer has not been provisionally allocated a place at the school or academy ranked first, but has been provisionally allocated a place at the school or academy ranked second – the LA will hold the provisional allocation at the second rank school/academy for that parent/carer, pending further iteration rounds, and will withdraw any provisional offer of a place for that parent/carer at lower ranked schools/academies or remove the parent's/carer's preference from the continuing interest list (as appropriate).
 - iii. When a parent/carer has not been provisionally allocated a place at the school ranked first or second, but has been provisionally allocated a place at the school ranked third – the LA will hold the provisional allocation for that parent/carer, pending further iteration rounds and will withdraw any provisional offer of a place for that parent/carer at lower ranked schools or remove the parent's/carer's preference from the school's continuing interest list (as appropriate).
 - iv. When a parent/carer has not been provisionally allocated a place at the school ranked first, second or third, but has been provisionally allocated a place at the school/academy ranked fourth – the LA will hold the provisional allocation for that parent/carer, pending further iteration rounds.
27. When a provisional allocation is released, the LA will provisionally allocate the

place to the next ranked applicant in accordance with the oversubscription criteria for that school/academy. These processes will be repeated until the LA is unable to release any further provisional allocations and the process has reached a steady state. All allocations then in existence will become firm allocations of a place at the school/academy concerned and parents/carers will be offered those places accordingly. All parents/carers with unsatisfied higher preferences will be treated as having been refused a place by the admission authority for that school.

Late applications

28. After on time applications have been dealt with and preferences allocated, late applications that can be allocated a ranked school will be processed. Finally, all Hertfordshire children whether on time or late who were not able to have a preference satisfied through the iterative process will be allocated a school place.

Children who have not been allocated a ranked school place in the iterative process

29. The LA will match:
 - (a) those children of parents/carers resident in the LA area that require a place in the specified year group but have not received an allocation through the iterative process; against
 - (b) those schools that, on the basis of their PAN (or agreed intake number if higher than the PAN), have places remaining unfilled after the iterative process.
30. The LA will usually allocate “non-ranked” pupils to their nearest community or voluntary controlled school with available places in the relevant year group. Schools may be inside or outside Hertfordshire. Places may be allocated at voluntary aided, foundation schools or academies in liaison and agreement with those schools/LAs, regardless of the ethos of the school(s) concerned
31. If it is not possible to allocate all Hertfordshire children a school place on allocation day, additional places will be made available through the continuing interest process.

Notification to parents/carers

32. This LA will communicate to all parents/carers resident within the LA who made an application notifying them of an offer of a place, either within the home LA or in another LA, giving reasons (for schools within the home LA) why higher preferences could not be offered. If a place cannot be offered advice will be provided on the options available. Allocation information will be provided electronically (by email and/or via the online application system) for all online applicants. Allocation letters will only be sent to parents submitting a paper application form.
33. When a parent/carer is not offered a place at their first ranked school they will be offered:
 - (a) Information about their right of appeal against any refusal of a place;
 - (b) Information about the continuing interest process;
 - (c) Information about their child’s application and school allocation.
34. In addition, for parents/carers receiving a non-ranked school, a list of other Hertfordshire schools with places available in the relevant year group will also be provided.

35. For parents who made an online application, this information will be available online at www.hertfordshire.gov.uk/admissions. Parents who made a paper application will receive a hard copy of this information with their allocation letter.

Co-ordination after allocation day (15 April)

36. The School Admissions Code (page 37 “The Admissions Timeline”) clarifies that parents must continue to apply to their home local authority for “late” applications for the normal admissions round (i.e. between 16 April and 31 August for reception places and junior/middle transfer). This will ensure that places which become available are re-allocated effectively and duplicate offers are avoided.
37. By 2 May, Hertfordshire County Council (HCC) will request that parents resident in Hertfordshire accept or decline the offer of a place. Any information relating to the acceptance or the decline of places will be forwarded to the relevant maintaining LA. Where such information is received from parents between 2 May and 31 August HCC will pass it to the maintaining LA as it is received.
38. After places have been offered, HCC will maintain continued interest (CI) lists for all community and voluntary controlled schools. Voluntary aided, foundation schools and academies will maintain their own lists unless HCC has agreed to manage CI on the school’s behalf. A child’s position on a CI list will be determined by the admission criteria for the school concerned. All children with an unsatisfied higher preference will automatically be placed on CI.
39. Two county wide continuing interest “runs” will be undertaken in May and June (exact dates to be specified) after which places will be offered as and when they occur. Cooperation between admission authorities will ensure that each child is offered only one school and that school is the highest preference that can be offered.
40. Children wishing to remain on CI after the end of the summer term (date to be specified) must make an In Year application to retain their ‘continued interest’ in a place at the relevant school(s).

In Year applications

41. Applications made to a first, infant, primary, junior and middle school for a place other than at the normal time of entry for that school will be processed through the primary In Year admissions procedure (Schedule 3).

Schedule 2: Secondary and Upper Coordination (including Studio Schools and University Technical Colleges)

The application form

1. The secondary application form (or CAF – Common Application Form) will be supplied by Hertfordshire County Council. Parent/carers will be able to apply online for a school place at www.hertfordshire.gov.uk/admissions. A paper copy of the application form will be available on request with the secondary admissions booklet and school directories from the Customer Service Centre.
2. The online application or paper form will be used for the purpose of admitting pupils into the first year of secondary or upper education in the specified year, or for studio schools and university technical colleges (UTCs) into year 10. When an application is received it is treated as representing the preference(s) from the parent/carer with parental responsibility. Only one application per child will be accepted. If both an online application and paper application are received for the same child, only the online application will be processed.
3. If two applications are received for the same child and parents do not agree on the details contained in the application (for example preferences), the application from the parent/carer in receipt of child benefit will be processed.
4. Applicants will be able to express a preference for four maintained secondary or upper schools or academies, studio schools or UTCs within or outside Hertfordshire.
5. The application will invite the parent/carer to:
 - (a) apply for a place at their preferred schools or academies by completing the form in order of preference and naming four schools;
 - (b) rank their preferred schools in the order in which they desire their child to be offered a place;
 - (c) give reasons for each preference.
6. The online application system and paper form will also specify the statutory closing date and, for paper forms, the location to which it must be returned.
7. The LA will make appropriate arrangements to ensure that:
 - (a) an online application form is available via www.hertfordshire.gov.uk/admissions
 - (b) a paper application form is available on request from the customer service centre; and
 - (c) there is a written explanation available of the key features of the coordinated admissions scheme.
8. The LA will take reasonable steps to ensure that the parent/carers of children resident in the Hertfordshire LA area of the appropriate age receive details of how to apply and understand the process. This LA will advise home LAs of their resident pupils on roll in Hertfordshire's maintained primary schools that are

eligible to transfer to secondary school in the forthcoming year.

9. All preferences expressed on the Hertfordshire application form (in electronic or paper formats) are valid applications (with the exception referring to duplicate applications as outlined above). Hertfordshire residents must use the Hertfordshire form and return it to HCC whether their application is for Hertfordshire schools/academies or schools/academies in other LAs.
10. Where an application for a Hertfordshire school is made by an out county resident on their home LA's form, this will also be considered to be a valid application. Hertfordshire will only accept a maximum of four preferences for Hertfordshire schools and academies from residents of other boroughs regardless of the number of preferences allowed by the home authority.

Supplementary Information Forms (SIFs)

11. The admission authorities within this LA will not use supplementary information forms (SIFs) except where the information available through Hertfordshire's secondary transfer application form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by admission authorities within this LA, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code.
12. Where supplementary information forms are used by admission authorities in this LA, they will be available on www.hertfordshire.gov.uk/admissions as well as the school website. SIFs will advise parents that they must also complete their home LA's application form. Hertfordshire's admissions website and school directories will indicate which schools in Hertfordshire require supplementary information forms to be completed and where they can be obtained.
13. When a school receives a supplementary information form, this LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's application form, in accordance with paragraph 2.1 of the School Admissions Code. Supplementary information forms should be returned direct to the school concerned. SIFs received by the LA will be date stamped and passed on to the school.
In addition:
 - (a) the SIF must not request any information about preference order or ask for details of any other school the parent/carer may have stated as a preference on the main application form;
 - (b) a parent/carer cannot be required to collect a SIF in person;
 - (c) information requested on the SIF must not infringe any statutory right of the parent/carer or child;
14. The SIF must comply with the School Admissions Code and must not ask for any information prohibited by paragraph 1.9 of the Code
15. In accordance with paragraph 2.4 of the Code, the SIF must not ask for:
 - (a) any personal details about parents or families, such as maiden names, criminal convictions or marital, (including marriage certificates) or financial

status;

- (b) the first language of parents or the child;
 - (c) details about parents' or children's disabilities, special educational needs or medical conditions;
 - (d) parents to agree to support the ethos of the school in a practical way;
 - (e) both parents to sign the form, or for the child to complete the form.
16. Collecting such information may suggest that it can be taken into account and therefore be misleading to parents.
17. When a voluntary aided, foundation school or academy has failed to obtain a SIF but there is an LA application form the application must proceed because an application has been made. Paragraph 4.3 of Section 86(2) of the School Standards and Framework Act 1998 requires the local authority and the governing body of a maintained school to comply with parental preference. Conversely, in circumstances where a SIF has been received by a voluntary aided, foundation school or academy, the admission authority must be proactive in ensuring that there is a HCC application, in order for the preference to be considered. Applications received after the closing date will be late. If a SIF is not received the application can only be assessed in accordance with information available to the governing body from the LA application form and therefore may be given lower priority in the school's admission arrangements.
18. The school's admission arrangements must be such as to enable relevant decisions to be made in line with the time table of this scheme.

Inter LA coordination

19. The LA will manage allocations in line with the PAN London Coordinated Admissions System (this comprises of thirty nine local authorities in and adjacent to London). Application data relating to applications to schools in other English LAs will be forwarded via S2S (S2S is a website designed to transfer data between LAs and schools securely).
20. Information will be exchanged by LAs via S2S or the PAN London Register in order that each child receives the highest ranked school place possible. As far as reasonably practicable, all offers of a secondary/upper/studio and UTC places will be made on 1 March (or the first working day after 1 March). Allocations will be available online during the afternoon or evening of 1 March for those who made online applications and allocation letters will be sent on 1 March to those who made paper applications.

Boarding places

21. Schools with boarding places must determine a set of admission arrangements which include both day and boarding places. Schools with boarding places need to provide the LA, as the coordinating authority, with allocations for boarding places in addition to those for the day places.

Processing of application forms

22. Completed application forms, either online or paper, should be submitted to the

home LA by the statutory closing date, 31 October. Completed application forms received after the closing date will be considered after all on time applications. Late applications submitted with supporting evidence will be considered by a panel of officers and may be agreed as “on time” if received before the published “late” date.

23. The LA will process a maximum of four preferences from parents/carers whose permanent home address is within this LA, and a maximum of four preferences on applications from parents/carers resident outside this LA who have expressed a preference for maintained schools or academies within this LA. All completed application forms will be treated as a confidential communication. Voluntary aided, foundation schools and academies will be provided with a list of relevant details of those pupils for whom the school has been named as a preference. Ranking information will remain confidential until after allocation day.

Determining offers in response to the application form

24. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the application form.
25. Where a foundation, voluntary aided school or academy is listed on the secondary application form (as one of a maximum of four preferences for Hertfordshire schools), the LA share the appropriate details with the governing body or academy trust (via SEAM, the Schools Electronic Admissions Module). The admission authority for each school will provide the LA (again via SEAM) with a list of all pupils indicating the order in which places should be allocated under each criterion and will include only pupils for whom the home LA has received an application form stating a preference for that school. The LA will undertake the ranking process on behalf of the governing body of any foundation or voluntary aided school or academy as requested. Allocation information will be provided to the LA by the specified date.
26. In any instance where a school or an academy in another LA is listed on the Hertfordshire application form, details will be forwarded to that LA (via the PLR or S2S or alternative secure electronic transfer).
27. No decision by an admission authority on any preference received for the school or academy shall pay any regard to the ranking order expressed by the parent/carer.
28. During the allocation process, the LA will match the provisional allocations against each parent's/carer's ranking order and proceed as follows:
 - i. When a parent/carer can be offered a place at the school or academy ranked first – the allocation will become firm. The LA will withdraw any potential offer of a place for that parent/carer at lower ranked schools or remove the parent's/carer's preference from a school's continuing interest list (as appropriate).
 - ii. When a parent/carer has not been provisionally allocated a place at the school or academy ranked first, but has been provisionally allocated a place at the school or academy ranked second – the LA will hold the provisional allocation at the second rank school/academy for that parent/carer, pending further iteration rounds, and will withdraw any provisional offer of a place for that parent/carer at lower ranked schools/academies or remove the parent's/carer's preference from the continuing interest list (as appropriate).

- iii. When a parent/carer has not been provisionally allocated a place at the school ranked first or second, but has been provisionally allocated a place at the school ranked third – the LA will hold the provisional allocation for that parent/carer, pending further iteration rounds and will withdraw any provisional offer of a place for that parent/carer at lower ranked schools or remove the parent's/carer's preference from the school's continuing interest list (as appropriate).
 - iv. When a parent/carer has not been provisionally allocated a place at the school ranked first, second or third, but has been provisionally allocated a place at the school/academy ranked fourth – the LA will hold the provisional allocation for that parent/carer, pending further iteration rounds.
29. When a provisional allocation is released, the LA will provisionally allocate the place to the next ranked applicant in accordance with the oversubscription criteria for that school/academy. These processes will be repeated until the LA is unable to release any further provisional allocations and the process has reached a steady state. All allocations then in existence will become firm allocations of a place at the school or academy concerned and parents/carers will be offered those places accordingly. All parents/carers with unsatisfied higher preferences will be treated as having been refused a place by the admission authority for that school or academy.

Late applications

30. After on time applications have been dealt with and preferences allocated, late applications that can be allocated a ranked school will be processed. Finally, all Hertfordshire children whether on time or late who were not able to have a preference satisfied through the iterative process will be allocated a school place.

Children not allocated a ranked school in the iterative process

31. The LA will match:
- (a) children of parents/carers resident in this LA area that require a school place in the specified year but have not received an offer of a place through the iterative process, against
 - (b) schools that, on the basis of their PAN (or agreed intake number if higher than the PAN), have places remaining unfilled after the iterative process.
32. The LA will usually allocate “non-ranked” pupils to their nearest community or voluntary controlled school with available places in the relevant year group. Schools may be inside or outside Hertfordshire. Places may be allocated at voluntary aided, foundation schools or academies in liaison and agreement with those schools/LAs, regardless of the ethos of the school(s) concerned.
33. If it is not possible to allocate all Hertfordshire children a school place on allocation day, additional places will be made available through the continuing interest process.

Notification to parents/carers

34. The LA will communicate to all parents/carers resident within the home authority who made an application notifying them of an offer of a place, either within the

home LA or in another LA, and for schools in the LA, giving reasons why higher preferences were not offered. If a place cannot be offered advice will be provided on the options available. Allocation information will be provided electronically (be email and/or via the online application system) for all online applicants. Allocation letters will only be sent to parents who submitted a paper application form

35. When a parent is not offered a place at their first ranked school or academy they will be offered:
 - (a) Information about their right of appeal against a refusal of a place;
 - (b) Information about the continuing interest process;
 - (c) Information about their individual child's applications and school allocation.
36. In addition, for parents offered a non-ranked school, a list of Hertfordshire schools with places available in the relevant year group will be also provided.
37. For online applicants this information will be available online at www.hertfordshire.gov.uk/admissions Parents who made a paper application will receive a hard copy of this information with their allocation letter.

Co-ordination after 1st March

38. The School Admissions Code 2014 (page 37 "The Admissions Timeline") clarifies that parents must continue to apply to their home local authority for "late" applications for the normal admissions round, i.e. between 1 March and 31 August in the allocation year. This will ensure that places which become available are reallocated effectively and duplicate offers are avoided.
39. By 15 March Hertfordshire County Council (HCC) will request that parents resident in Hertfordshire accept or decline the offer of a place. Any information relating to the acceptance or the decline of places will be forwarded to the relevant maintaining LA. Where such information is received from parents between 16 March and 31 August HCC will pass it to the maintaining LA as it is received.
40. After places have been offered, HCC will maintain CI lists for all community and voluntary controlled schools. Voluntary aided, foundation schools and academies will maintain their own lists unless HCC has agreed to manage CI on the school's behalf. A child's position on a CI list will be determined by the admission criteria for the school concerned. All children with an unsatisfied higher preference will automatically be placed on CI for any community or voluntary controlled schools.
41. Two county wide continuing interest "runs" will be undertaken in March and April (exact dates to be specified) after which places will be offered as and when they occur. Cooperation between admission authorities will ensure that each child is offered only one school and that school is the highest preference that can be offered
42. Children wishing to remain on CI after the summer term (date to be specified) must make an In Year application to retain their 'continued interest' in a place at the relevant school(s).

In Year (IY) applications

43. Applications made to a secondary or upper school or academy, studio school or UTC for a place other than at the normal time of entry to that school will be processed through the secondary In Year admissions procedure (Schedule 3)

Schedule 3: In Year coordination for community and voluntary controlled schools

Coordination allows the LA to ensure that:

- parents seeking school places in Hertfordshire can access clear, simple and consistent information and advice on the In Year application process
- parents can obtain a school place quickly and easily
- vulnerable families are supported and are not disadvantaged in the application process, and
- children without school places are identified quickly and school places offered.

Own admitting authority schools and academies may “opt in” to the scheme of In Year coordination administered by the county council, which will include the following:

- Receiving and responding to all In Year applications in writing/by email (we aim to respond within 10 school days but turn around may be longer in busy periods, particularly during the summer break and at the beginning of the academic year).
- Answering queries (phone, email and in writing) about the application and timescale for response.
- Ensuring (within the scheme) duplicate allocations are not made.
- Following up duplicate allocations made by schools operating outside the scheme.
- Ensuring parents are informed in writing of their right to appeal when a place is not available.

In addition for schools whose admission arrangements are administered by HCC (schools/academies that have the same or similar rules to HCC):

- Ranking applications in accordance with the school’s oversubscription criteria (if required).
- Answering queries (phone, email & in writing) about the school’s admission arrangements and allocations. HCC In Year admissions literature will reflect the fact that queries about allocations should be directed to HCC.
- Maintaining the school’s CI list and allocating places when available. The cost of In Year coordination for academies for 2018/19 will be
 - £350 for first, infant, junior, primary and middle schools.
 - £700 for secondary, upper, studio schools and UTCs.

*These costs may increase prior to the start of the 2018/19 academic year but all academies will be informed prior to the start of that year.

Own admitting authority schools and academies must:

- provide information on the availability of places in each year group at the school or academy to allow the LA to provide parents with accurate vacancy information

(mandatory requirement). Vacancy information is provided on SEAM which must be updated weekly, or whenever a child starts/leaves the school. Schools without access to SEAM and/or not part of In Year coordination must provide this information via secure email

- Add on roll information to SEAM within 5 days of a child starting school (mandatory requirement)
- accept applications on the LA application form (it is a mandatory requirement for LAs to provide an In Year application form).
- notify the LA of the outcome of every application received (mandatory requirement) and its outcome. This will allow the LA to ensure that duplicate offers are prevented and children without a school place are identified quickly. Non-coordinating schools may submit application details to the LA via SEAM or secure email. Applications made direct to non-coordinating schools will be added to SEAM as soon as the LA is notified.
- inform parents in writing of their right of appeal (mandatory requirement).

Application

1. There will be a single common In Year application form for In Year applications to community and voluntary controlled schools. An online form will be available at www.hertfordshire.gov.uk/inyear A paper form will be available upon request from the Customer Service Centre. Notes of guidance explaining the operation of the coordinated scheme and advice on making an application are available online and from the CSC. The In Year application form will be the only acceptable form of application for schools and academies taking part in Hertfordshire's scheme of In Year coordination.
2. The application form will allow parents, inside and outside Hertfordshire to express a preference for up to four Hertfordshire schools in ranked order. In the event of parents applying for more than one school, the ranked order of parental preferences will remain confidential to the LA prior to allocation, but may be made available at appeal.
3. A separate individual application form will be available at www.hertfordshire.gov.uk/inyear for applications to schools operating outside the coordinated scheme. Schools operating outside HCC's scheme must accept applications on the LA form (and/or via SEAM) but may also use the school's existing supplementary information form (SIF). If a school receives an application on the LA form (and/or via SEAM) but needs additional information to fully assess the application, the parent should be asked to complete the school's SIF.
4. Schools that ask parents to complete SIFs are identified in the school directory available at www.hertfordshire.gov.uk/inyear.
5. Families living overseas, but intending to move to Hertfordshire or back to an existing Hertfordshire address, may apply for a Hertfordshire school place on the Hertfordshire In Year form. However, the address used to process the application must be the address that the child is actually resident at, at the time of application. The Hertfordshire address will not be used until the LA/school has received proof that the child is resident at that address. The exception to this is for children of UK service personnel or crown servants. 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 Unit postal address or quartering area address in Hertfordshire, 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 it is not possible to offer a preferred school a non-ranked allocation will only be offered to those with a permanent Hertfordshire address

6. 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.
7. Hertfordshire parents wishing to apply for a place at a maintained school or academy in a different authority must use that authority’s In Year application form.
8. HCC will liaise closely with other admission authorities regarding applications and allocations. If HCC receives an application for a school or academy that has not “opted in” to the county’s In Year process that application will be forwarded direct to the school and the parent informed. That school or academy must then notify the LA of the outcome of the application and inform the parent of their statutory right of appeal.
9. All admission authorities will remain responsible for allocation decisions and ranking all children from whom applications have been received in order of priority on the continuing interest list. Own admitting authorities may request that HCC undertakes this administration on their behalf if the school/academy has adopted HCC’s oversubscription criteria (or similar).
10. Where possible applications will be processed, and offers made, within 10 school days of receipt of the HCC In Year form. Schools operating outside HCC’s scheme should inform parents of the outcome of their application, and the right of appeal in writing if the application is unsuccessful, to similar timescales.
11. Places at community and voluntary controlled schools, and other schools or academies operating within the scheme, will be offered by the LA, in accordance with a school’s continuing interest list, as vacancies arise.
12. In the event of a parent applying for multiple schools where more than one school has a place available in the relevant year group, the LA will offer a place at the highest ranked school with a place available and advise the school by email that a place has been allocated.
13. If a place could be offered at a school within the scheme and a place has already been offered by a school outside the scheme (or vice versa) HCC officers will contact the family to ascertain which is the preferred school.
14. A place will be considered to be available (unless otherwise indicated) at a preferred school if the number on roll in the relevant year group does not meet or exceed the published admissions number (PAN).

Processing Applications

15. The LA will coordinate applications to, and the offer of places for, residents inside and outside Hertfordshire, for all community and voluntary controlled schools and any voluntary aided, foundation schools or academies that have “opted in” to the scheme.
16. Upon receiving a completed application form, the LA will contact the relevant school(s) to confirm their current numbers on roll.
17. Following receipt of number on roll information, if the school(s) indicates that the number on roll in the relevant year group is lower than the published admissions number (PAN), the LA will consider a place available at that school, unless otherwise indicated.
18. In the case of multiple applications, the LA, using preference rankings will match the allocation of places against the applicant’s ranking upon receipt of number on roll information. The following will then apply:
 - *Where a parent’s first preference can be met:*

A place will be allocated at the first preference school and the LA will then not consider any applications for schools at second preference or below.
 - *Where a parent’s first preference cannot be met but the second preference can be met:*

A place will be allocated at the second preference school. The application for the first preference school will be formally refused and parents advised of the continuing interest process and their right of statutory appeal. The LA will not consider an application to a third or fourth preference school where one exists.
 - *Where a parent’s first and second preferences cannot be met but the third preference can be met:*

A place will be allocated at the third preference school. The application for the first and second preference schools will be formally refused and parents advised of the continuing interest process and their right of statutory appeal. The LA will not consider an application to a fourth preference school where one exists.
 - *Where a parent’s first, second and third preferences cannot be met but the fourth preference can be met:*

A place will be allocated at the fourth preference school. The application for the first, second and third preference schools will be formally refused and parents advised of the continuing interest process and their right of statutory appeal.
 - *Where none of the parent’s preferences can be met:*

The applications for all preferred schools will be formally refused and the child placed on any continuing interest list (if one exists) and the parent advised of their right of statutory appeal.

Allocation of Places

19. The LA will write to all parents who have submitted an In Year application form, no later than five school days from the receipt of number on roll information from the relevant school(s).
20. In the case of more complex applications, it may not be possible to comply with the above timescales in all instances.
21. If an offer of a place is declined the LA will inform the school concerned.
22. If pupils cannot be offered a place at any of their preferred schools:
 - the LA will offer a place to Hertfordshire pupils at the nearest school (within the scheme) with a place available;
 - the LA may advise parents if places are available at schools or academies that are closer to the parent's home than the school offered;
 - the LA will not offer a place at an alternative school to pupils already on roll at a Hertfordshire school (unless the child/family has moved house).
23. Children will only be entitled to transport if they are offered a place at the nearest school with an available place that is over statutory walking distance (regardless of whether or not the "nearest" schools is part of the coordinated In Year scheme and whether an application has been made).

Applications to Middle Schools

24. Middle schools in Hertfordshire (4 schools in Royston, Buntingford and Puckeridge) traditionally lose a number of children at the end of year 6 as some families seek places, at the time of secondary transfer, into the two-tier system. Once secondary transfer allocations are known (1 March in the transfer year) middle schools are well informed about the number of vacancies they will have from September as their existing pupils accept/reject the offered secondary school place. Middle schools, in liaison with HCC and in-line with the other requirements of this scheme, may allocate year 7 places from the start of the summer term (1 April) based upon the number of their existing year 6 pupils who have accepted secondary school places for September.

Post Allocation

25. Parents are expected to contact the LA to accept/decline the offered school place within a maximum of 10 school days. If the place is accepted the parents should then contact the school direct to discuss and agree starting arrangements.
26. Schools are expected to contact parents within 10 school days of the allocation to arrange a start date/induction meeting. Every effort must be made by the school to contact the parent. If the parent fails to respond, within 10 school days of the allocation, the place can be withdrawn and reallocated. Schools must confirm, via SEAM or secure email, the child's on roll date within 20 school days of the allocation.
27. The child should be on roll at the school and attending within 20 school days of the

allocation. Alternatively, the child may remain on the roll of their current school.

Appeals

28. In the event of a school or an academy refusing to allocate a place the LA (for community and voluntary controlled schools and on behalf of the governing bodies of own admission schools and authorities who have opted in to the scheme) will inform the parent/carer of their statutory right of appeal and the continuing interest process.
29. Any appeal lodged will be against the admission authority and not the LA, unless relating to a community or voluntary controlled school within Hertfordshire. The LA will provide the admission authority at that time with details of the preference expressed by parents.

Continuing Interest Lists

30. The LA will establish standard protocols for the maintenance of continuing interest lists that all schools will be expected to adhere to.
31. Continued Interest (waiting lists) for all community and voluntary controlled schools will be held and administered centrally by the Admissions Team for all year groups and will be ordered in accordance with the published admissions criteria for the respective school.
32. Continuing interest lists will close during the summer term (date to be specified and will be informed to parents at the time their application is processed). Applicants who wish to retain a CI for the next academic year must make a new IY application at this time.

APPENDIX C

HCC no	School	School Category	Town/village	Determined PAN 2016	Determined PAN 2017 including an local agreements (if different)	Proposed PAN 2018	
2	St Mary's JM	Voluntary Controlled	Baldock	60	60	60	
3	St Mary's Infant	Voluntary Controlled	Baldock	60	60	60	
5	Hartsfield JMI	Community	Baldock	60	60	60	
8	Stonehill	Community	Letchworth	30	30	30	
14	Lordship Farm Primary	Community	Letchworth	60	60	60	
16	Pixmore Junior	Community	Letchworth	60	60	60	
17	Hillshott Infant School & Nursery	Community	Letchworth	60	60	60	
19	Wilbury Junior	Community	Letchworth	90	90	90	
20	Icknield Infant and Nursery	Community	Letchworth	90	90	90	
21	Grange JM	Community	Letchworth	60	60	60	
22	Northfields Infant & Nursery	Community	Letchworth	60	60	60	
35	Samuel Lucas JMI	Community	Hitchin	60	60	60	
37	Highbury Infant School & Nursery	Community	Hitchin	60	60	60	
38	Highover JMI	Community	Hitchin	60	60	60	
40	Strathmore Infant and Nursery	Community	Hitchin	60	60	60	
42	Purwell Primary	Community	Hitchin	30	30	30	
43	Oughton Primary and Nursery School	Community	Hitchin	30	30	30	
46	Whitehill Junior	Community	Hitchin	60	60	60	
47	William Ransom Primary (The)	Community	Hitchin	38	60	60	
48	Mary Exton JMI	Community	Hitchin	30	30	30	
51	Ashwell Primary	Community	Ashwell	38	30	30	
53	Barley C of E (VC) First	Voluntary Controlled	Barley	15	15	15	
54	Codicote C of E Primary VC	Voluntary Controlled	Codicote	30	30	30	
56	Hexton JMI	Community	Hexton	10	10	10	
58	Ickleford Primary	Voluntary Controlled	Ickleford	30	30	30	
60	Kimpton Primary	Community	Kimpton	30	30	30	
61	Breachwood Green JMI	Community	Breachwood Green	15	15	15	
65	Pirton School	Community	Pirton	21	21	21	
66	Preston Primary (VC)	Voluntary Controlled	Preston	15	15	15	
67	Reed First	Community	Reed	12	12	12	
68	St Paul's Walden Primary	Community	Whitwell	17	17	15	Proposed reduction in PAN to 15 from 2018
69	Sandon JMI	Community	Sandon	14	14	14	
70	Therfield First	Community	Therfield	11	11	11	
71	Weston Primary	Voluntary Controlled	Weston	20	20	20	
72	Wymondley JMI	Community	Little Wymondley	15	15	15	
82	Icknield Walk First School	Community	Royston	60	60	60	
83	Tannery Drift	Community	Royston	45	60	60	
85	Studlands Rise First	Community	Royston	30	30	30	
86	Roman Way First	Community	Royston	45	60	60	
121	Almond Hill Junior	Community	Stevenage	60	90	90	
122	Letchmore Infants' and Nursery School	Community	Stevenage	90	90	90	
123	Fairlands JMI	Community	Stevenage	90	90	90	
125	Broom Barns JMI	Community	Stevenage	30	30	30	
127	Bedwell Primary	Community	Stevenage	45	45	45	
129	Roebuck Primary	Community	Stevenage	60	60	60	
131	Peartree Spring Junior	Community	Stevenage				
135	Featherstone Wood Primary School and Nursery	Community	Stevenage	30	30	30	
137	Longmeadow Primary	Community	Stevenage	60	60	60	
138	Camps Hill Community Primary	Community	Stevenage	60	60	60	

141	Lodge Farm Primary	Community	Stevenage	60	60	60	
145	Ashtree Primary	Community	Stevenage	60	60	60	
146	Shephalbury Park Primary	Community	Stevenage	30	30	30	
150	Moss Bury Primary School & Nursery	Community	Stevenage	45	45	45	
154	Trotts Hill Primary and Nursery	Community	Stevenage	30	30	30	
155	Martins Wood Primary	Community	Stevenage	90	90	90	
157	Round Diamond Primary	Community	Great Ashby	60	60	60	
159	Giles Junior	Community	Stevenage	60	90	90	
160	Giles Nursery and Infant's School	Community	Stevenage	90	90	90	
161	Woolenwick JM	Community	Stevenage	60	60	60	
162	Leys Primary & Nursery School (The)	Community	Stevenage	75	75	75	
164	Woolenwick Infant	Community	Stevenage	60	60	60	
194	Benington C of E Primary	Voluntary Controlled	Benington	16	16	16	
196	Graveley Primary	Voluntary Controlled	Graveley	16	16	16	
197	Knebworth Primary	Community	Knebworth	60	60	60	
198	Walkern Primary	Community	Walkern	25	25	25	
211	Thorley Hill Primary	Community	Bishop's Stortford	30	30	30	
215	Thorn Grove Primary	Community	Bishop's Stortford	30	30	30	
216	Hillmead JMI	Community	Bishop's Stortford	30	30	30	
218	Manor Fields Primary	Community	Bishop's Stortford	60	60	60	
219	Richard Whittington Primary (The)	Community	Bishop's Stortford	45	45	45	
221	Mandeville Primary	Community	Sawbridgeworth	30	30	30	
222	Fawbert & Barnard Infant's	Community	Sawbridgeworth	60	60	60	
223	Spellbrook Primary	Voluntary Controlled	Spellbrook	15	15	15	
224	Reedings Junior	Community	Sawbridgeworth	60	60	60	
230	Millfield First & Nursery School	Community	Buntingford	45	45	45	
231	Jenyns First School	Community	Braughing	21	21	21	
232	Layston C of E First	Voluntary Controlled	Buntingford	30	30	30	
234	High Wych C of E Primary	Voluntary Controlled	High Wych	30	30	30	
237	Furneux Pelham C of E	Voluntary Controlled	Furneux Pelham	20	20	20	
239	Little Hadham Primary	Community	Little Hadham	20	20	20	
240	Anstey First	Community	Anstey	10	10	10	
249	Abel Smith	Community	Hertford	30	30	30	
252	Bengeo Primary	Community	Hertford	60	60	60	
254	Hertford St Andrews Cof E Primary	Voluntary Controlled	Hertford	30	30	30	
256	Morgans JMI	Community	Hertford	60	60	60	
258	Hollybush Primary	Community	Hertford	30	30	30	
259	Mill Mead	Community	Hertford	30	30	30	
261	Wheatcroft Primary	Community	Hertford	45	45	45	
262	Bayford (C of E) VC Primary	Voluntary Controlled	Bayford	15	15	15	
263	Tonwell St Mary's C of E Primary	Voluntary Controlled	Tonwell	8	8	8	
267	Hertford Heath JMI	Community	Hertford Heath	30	30	30	
270	Watton-at-Stone Primary and Nursery	Community	Watton at stone	34	34	34	
281	Wormley Primary	Voluntary Controlled	Wormley	60	60	60	
285	St Catherine's VC CE Primary	Voluntary Controlled	Hoddesdon	45	45	45	
288	Westfield Community Primary	Community	Hoddesdon	30	30	30	
290	Sheredes Primary	Community	Hoddesdon	60	60	60	
292	Forres Primary	Community	Hoddesdon	45	60	60	
306	St Mary's (VC) C of E Junior	Voluntary Controlled	Ware	60	60	60	
307	St Catherine's (C of E) Primary	Voluntary Controlled	Ware	60	60	60	
309	Tower Primary	Community	Ware	30	30	30	
310	Priors Wood Primary	Community	Ware	30	30	30	
311	Kingshill Infant	Community	Ware	60	60	60	
318	Hunsdon JMI	Community	Hunsdon	15	15	15	

319	Little Munden CE Voluntary Controlled Primary	Voluntary Controlled	Dane End	15	15	15	
322	Roger de Clare C of E (V C) First and Nursery	Voluntary Controlled	Puckeridge	60	60	60	
323	St Andrew's C of E (V C) Primary	Voluntary Controlled	Stanstead Abbots	30	30	30	
324	Thundridge C of E Primary	Voluntary Controlled	Thundridge	15	15	15	
325	Wareside C of E Primary	Voluntary Controlled	Wareside	8	8	8	
326	Widford School	Community	Widford	8	8	8	
350	Four Swannes Primary	Community	Waltham Cross	30	30	30	
353	Hurst Drive Primary	Community	Waltham Cross	60	60	60	
354	Millbrook	Community	Cheshunt	30	30	30	
355	Goffs Oak Junior Mixed Infants and Nursery School	Community	Goffs Oak	30	30	30	
358	Holdbrook Primary	Community	Waltham Cross	30	30	30	
359	Dewhurst St Mary C of E Primary	Voluntary Controlled	Cheshunt	30	30	30	
360	Burleigh Primary	Community	Cheshunt	60	60	60	
363	Bonneygrove County Primary	Community	Cheshunt	60	60	60	
365	Brookland Junior	Community	Cheshunt	90	90	90	
366	Brookland Infant and Nursery	Community	Cheshunt	90	90	90	
367	Downfield JMI	Community	Cheshunt	60	60	60	
372	Andrew's Lane Primary	Community	Cheshunt	30	30	30	
374	Woodside Primary	Community	Goffs Oak	30	30	30	
375	Longlands Primary School & Nursery	Community	Turnford	30	30	30	
377	Fairfields Primary & Nursery	Community	Cheshunt	60	60	60	
416	Bernards Heath Junior	Community	St Albans	90	90	90	
417	Bernards Heath Infant	Community	St Albans	90	90	90	
418	Camp Primary and Nursery	Community	St Albans	30	30	30	
422	Garden Fields JMI	Community	St Albans	90	90	90	
423	Aboyne Lodge	Community	St Albans	30	30	30	
426	St Peter's	Community	St Albans	30	30	30	
431	Margaret Wix Primary	Community	St Albans	60	60	60	
434	Oakwood Primary	Community	St Albans	45	45	45	
435	Windermere JMI	Community	St Albans	30	30	30	
436	Cunningham Hill JM	Community	St Albans	60	60	60	
437	Cunningham Hill Infant	Community	St Albans	60	60	60	
438	Maple School	Community	St Albans	30	30	30	
440	Prae Wood Primary	Community	St Albans	30	60	60	
450	Redbourn JM	Community	Redbourn	60	60	60	
451	Redbourn Infant	Community	Redbourn	60	60	60	
452	London Colney JMI	Community	London Colney	30	30	30	
453	Bowmansgreen Primary	Community	London Colney	60	60	60	
454	Colney Heath JMI	Community	Colney Heath	30	30	30	
455	Killigrew Primary and Nursery	Community	St Albans	60	60	60	
457	Mount Pleasant Lane JMI	Community	Bricket Wood	45	45	45	
458	Sandridge School	Community	Sandridge	30	30	30	
462	Skyswood Primary	Community	St Albans	30	30	30	
463	Wheatfields JM	Community	St Albans	90	90	90	
464	Wheatfields Infants'	Community	St Albans	90	90	90	
466	How Wood Primary	Community	Park Street	30	30	30	
468	Beech Hyde Primary and Nursery	Community	Wheathampstead	30	30	30	
484	Lea Primary (The)	Community	Harpenden	30	30	30	
485	Manland Primary	Community	Harpenden	30	30	30	
487	High Beeches Primary	Community	Harpenden	60	60	60	
488	Sauncey Wood Primary	Community	Harpenden	30	30	30	
490	Roundwood Primary	Community	Harpenden	45	45	45	
491	Grove Junior (The)	Community	Harpenden	90	90	90	
492	Grove Infant & Nursery (The)	Community	Harpenden	45	45	90	

493	Wood End School	Community	Harpenden	60	60	60	
506	Oaklands Primary	Community	Welwyn	30	30	30	
520	Holwell Primary	Community	Welwyn Garden City	60	60	60	
523	Peartree Primary	Community	Welwyn Garden City	30	30	30	
524	Templewood Primary	Community	Welwyn Garden City	30	30	30	
525	Swallow Dell Primary	Community	Welwyn Garden City	60	60	60	
529	Commonswood	Community	Welwyn Garden City	60	60	60	
531	Creswick JMI and Nursery	Community	Welwyn Garden City	60	60	60	
532	Harwood Hill JMI & Nursery	Community	Welwyn Garden City	30	30	30	
535	Homerswood Primary	Community	Welwyn Garden City	30	30	30	
536	Rowans Primary	Community	Welwyn Garden City	30	30	30	
540	Panshanger Primary	Community	Welwyn Garden City	30	30	30	
541	Springmead JMI	Community	Welwyn Garden City	60	60	60	
543	Watchlytes	Community	Welwyn Garden City	30	30	30	
560	Essendon C. of E. VC Primary	Voluntary Controlled	Essendon	15	15	15	
562	Ponsbourne St Mary's C of E VC Primary	Voluntary Controlled	Newgate Street	12	12	13	
571	Green Lanes Primary	Community	Hatfield	60	60	60	
575	Birchwood Avenue Primary	Community	Hatfield	30	30	30	
577	Ryde (The)	Community	Hatfield	30	30	30	
579	Howe Dell Primary	Community	Hatfield	60	60	60	
581	De Havilland Primary	Community	Hatfield	60	60	60	
585	Oak View Primary & Nursery	Community	Hatfield	60	60	60	
611	Shenley Primary	Community	Shenley	45	45	45	
613	Summerswood Primary	Community	Borehamwood	60	60	60	
614	Monksmead	Community	Borehamwood	30	30	30	
615	Cowley Hill Primary	Community	Borehamwood	60	60	60	
616	Woodlands Primary School	Community	Borehamwood	30	30	30	
617	Kenilworth Primary School	Community	Borehamwood	30	30	30	
618	Meryfield Primary School	Community	Borehamwood	60	60	60	
620	Saffron Green Primary	Community	Borehamwood	30	30	30	
655	Cranborne Primary (The)	Community	Potters Bar	60	60	60	
657	Oakmere Primary	Community	Potters Bar	60	60	60	
661	Ladbrooke JMI	Community	Potters Bar	30	30	30	
675	Ashfield Junior	Voluntary Controlled	Bushey	60	60	60	
676	Merry Hill Infant & Nursery	Community	Bushey	60	60	60	
677	Bushey Manor Junior	Community	Bushey	60	60	60	
678	Bushey Heath Primary	Community	Bushey Heath	30	30	30	
679	Highwood Primary	Community	Bushey	60	60	60	
683	Bournehall JMI	Community	Bushey	30	30	30	
684	Hartsbourne Primary	Community	Bushey Heath	30	30	30	
686	Chorleywood Primary	Community	Chorleywood	30	30	30	
689	Russell (The)	Community	Chorleywood	30	30	30	
694	Harvey Road Primary	Community	Croxley Green	30	30	30	
695	Yorke Mead Primary	Community	Croxley Green	60	60	60	
696	Little Green Junior	Community	Croxley Green	90	90	90	
697	Malvern Way Infant & Nursery	Community	Croxley Green	90	90	90	
699	Shepherd JMI and Nursey	Community	Rickmansworth	60	60	60	
703	Eastbury Farm JMI & Nursery	Community	Northwood	45	45	45	
706	Maple Cross JMI	Community	Rickmansworth	30	30	30	
707	Arnett Hills JMI	Community	Rickmansworth	30	30	30	
708	Rickmansworth Park JMI	Community	Rickmansworth	30	30	30	
713	Coates Way JMI and Nursery	Community	Garston	30	30	30	
720	Cherry Tree Primary	Community	Watford	60	60	60	
721	Bromet Primary	Community	Watford	40	40	40	

722	Laurance Haines Primary & Nursery (The)	Community	Watford	60	60	60	
725	Central Primary	Community	Watford	60	60	60	
728	Chater Junior	Community	Watford	60	60	60	
729	Chater Infant	Community	Watford	60	60	60	
730	Field JM	Community	Watford	60	60	60	
731	Watford Field Infant and Nursery	Community	Watford	60	60	60	
734	Kingsway Junior	Community	Garston	60	60	60	
735	Knutsford Primary	Community	Watford	60	60	60	
736	Bushey & Oxhey Infant	Community	Bushey	60	60	60	
737	Parkgate Junior	Community	Watford	60	60	60	
738	Parkgate Infants & Nursery	Community	Watford	60	60	60	
740	Leavesden JMI School	Community	Leavesden	30	60	60	
741	Cassiobury JM	Community	Watford	90	90	90	
742	Cassiobury Infant & Nursery	Community	Watford	90	90	90	
743	Orchard Primary (The)	Community	Watford	60	60	60	
749	Holywell JMI	Community	Watford	90	90	90	
752	Alban Wood Primary	Community	Garston	30	30	30	
753	Beechfield	Community	Watford	60	60	60	
755	Kingsway Infant	Community	Garston	60	60	60	
756	Nascot Wood Junior	Community	Watford	60	60	60	
761	Nascot Wood Infant & Nursery	Community	Watford	60	60	60	
768	Woodhall School	Community	South Oxhey	30	30	30	
770	Oxhey Wood Primary	Community	South Oxhey	60	60	60	
772	Warren Dell Primary	Community	South Oxhey	30	30	30	
773	Greenfields JMI & Nursery	Community	South Oxhey	30	30	30	
774	St Meryl JMI	Community	Carpenders Park	30	30	30	
776	Abbots Langley	Community	Abbots Langley	60	60	60	
777	Bedmond Village Primary & Nursery	Community	Bedmond	30	30	30	
780	Tanners Wood JMI	Community	Abbots Langley	60	60	60	
785	St John's C of E Infant and Nursery	Voluntary Controlled	Radlett	60	60	60	
787	Sarratt C of E	Voluntary Controlled	Sarratt	26	26	26	
789	Newberries Primary	Community	Radlett	30	30	30	
825	George Street Primary	Community	Hemel Hempstead	30	30	30	
826	Boxmoor Primary	Community	Boxmoor	30	30	30	
828	Two Waters Primary	Community	Hemel Hempstead	30	30	30	
829	Tudor JMI & Nursery	Community	Hemel Hempstead	60	60	60	
830	Broadfield Primary	Community	Hemel Hempstead	60	60	60	
832	Belswains Primary	Community	Hemel Hempstead	30	30	30	
833	South Hill Primary	Community	Hemel Hempstead	60	60	60	
834	Hobletts Manor Junior	Community	Hemel Hempstead	60	60	60	
835	Hobletts Manor Infant & Nursery	Community	Hemel Hempstead	60	60	60	
836	Hobbs Hill Wood Primary	Community	Hemel Hempstead	60	60	60	
838	Chambersbury Primary	Community	Hemel Hempstead	30	30	30	
840	Chaulden Infants' and Nursery	Community	Hemel Hempstead	50	50	50	
844	Micklem Primary	Community	Hemel Hempstead	30	30	30	
846	Reddings Primary (The)	Community	Hemel Hempstead	30	30	30	
853	Leverstock Green C of E Primary	Community	Leverstock Green	30	30	30	
855	Gade Valley JMI and Nursery	Community	Hemel Hempstead	30	30	30	
857	Pixies Hill JMI	Community	Hemel Hempstead	30	30	30	
859	Galley Hill Primary and Nursery School	Community	Hemel Hempstead	60	60	60	
861	Lime Walk Primary	Community	Bennetts End	30	30	30	
863	Yewtree Primary	Community	Hemel Hempstead	60	60	60	
864	Maple Grove Primary	Community	Hemel Hempstead	30	30	30	
867	Aycliffe Drive Primary	Community	Hemel Hempstead	45	45	45	

868	Holtsmere End Junior	Community	Hemel Hempstead	60	60	60	
869	Holtsmere End Infant and Nursery	Community	Hemel Hempstead	60	60	60	
872	Brockwood Primary	Community	Hemel Hempstead	30	30	30	
905	Gaddesden Row JMI	Community	Gaddesden Row	8	8	8	
907	Markyate Village School & Nursery	Community	Markyate	45	45	45	
908	Flamstead	Community	Flamstead	15	15	15	
910	Kings Langley Primary	Community	Kings Langley	60	60	60	
918	Westfield Primary School and Nursery	Community	Berkhamsted	30	30	30	
919	Swing Gate Infant School and Nursery	Community	Berkhamsted	60	60	60	
921	Greenway Primary and Nursery School	Community	Berkhamsted	30	30	30	
923	Bridgewater Primary School	Community	Berkhamsted	60	60	60	
925	Aldbury C of E Primary	Voluntary Controlled	Aldbury	15	15	15	
926	Potten End C of E Primary School	Voluntary Controlled	Potten End	30	30	30	
938	Grove Road Primary	Community	Tring	60	60	60	
939	Goldfield Infants' and Nursery	Community	Tring	60	60	60	
940	Dundale Primary & Nursery	Community	Tring	30	30	30	

No	School	Town/village	School type
804	Astley Cooper (The)	Hemel Hempstead	Community
106	Barclay (The)	Stevenage	Community
803	Cavendish (The)	Hemel Hempstead	Community
225	Edwinstree C of E Middle	Buntingford	VC
801	Hemel Hempstead (The)	Hemel Hempstead	Community
112	Marriotts	Stevenage	Community
103	Nobel (The)	Stevenage	Community
511	Sir Frederic Osborn	Welwyn Garden City	Community

Determined PAN 2016	Determined PAN 2017 including local agreements	Proposed PAN 2018
180	180	180
196	196	196
210	210	210
112	112	112
186	186	186
240	240	240
240	240	240
215	215	215



County Hall
Hertford, SG13 8DF

Tel: 0300 123 4043

My ref: School Planning

Date: 14 November 2016

Dear Consultee

Consultation on the proposal to reduce the Published Admission Number (PAN) of St Paul's Walden Primary School by 2 places from 17 to 15 from September 2018.

This proposal forms part of a wider consultation on school admission arrangements for 2018/19, which opens on 14 November 2016 and closes on 23 December 2016.

As someone who may have an interest, we are consulting you on the following proposal:

To reduce the PAN of St Paul's Walden Primary School, Bendish Lane, Whitwell, Hitchin, Hertfordshire, SG4 8HX by 2 places from 17 to 15 from September 2018.

Why is this being proposed?

A reduction in the PAN from 17 to 15 places would allow the school to organise its mixed classes more effectively, in line with Key Stage 1 legislation (which legally limits infant classes to no more than 30 pupils). Being able to organise classes more efficiently in groups of 30, by teaching two year groups together throughout the school, positively impacts a school's finances, which in turn helps to support teaching and learning. The current pupil forecast for 'The Waldens' area (see table overleaf), which includes the current number of reception places available at the school (its PAN), indicates that there will be sufficient places to meet local demand from September 2018. That would also be the case should the proposal to remove 2 places at St Paul's Walden Primary School be agreed. For these reasons, the proposed PAN reduction is supported by the headteacher and governing body of St Paul's Walden Primary School. Should the proposal be implemented, the school would admit 15 reception-aged children in September 2018 and in each subsequent year thereafter.

THE WALDENS

11.4

Summer Term 2016/17 Forecast	2016/17	2017/18	2018/19	2019/20
Number of reception places available	62	62	62	62
Demand for reception places	59	65	53	39
Surplus/Shortage	3	-3	9	23
% Surplus/Shortage	4.8%	-4.8%	14.5%	37.1%
No of FE	0.1	-0.1	0.3	0.8

Have your say.

You have until 23 December 2016 to let us know your views on this proposal. The easiest way you can do this is by completing the online form on our website at <http://www.hertsdirect.org/your-council/consult/schoolsconsult/>. 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 or alternatively please call us. An interpreting service is available for those who need it.

Your response must be received by 23 December 2016. 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 responses 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: <https://cmis.hertfordshire.gov.uk/hertfordshire/CabinetandCommittees.aspx>

Process	Date
Consultation	14 November – 23 December 2016
Education Panel*	8 February 2017

Cabinet*	20 February 2017
Full County Council*	21 February 2017
Proposed Implementation	September 2018

Yours faithfully

Simon Newland,
Operations Director, Education

Response received by email 13th December 2016:

The St Paul's Walden School governing body supports the proposal to change the PAN to 15 (from 1 September 2018) as this allows the school to:

- Retain future class sizes with a maximum of 30 children;
- Sustain the school's mixed year 1/2, year 3/4, year 5/6 and separate Reception classes.

Kind regards

Mrs Anne Reid (Chair of Governors)

Equality Impact Assessment (EqIA) Appendix F

STEP 1: Responsibility and involvement

Title of proposal/ project/strategy/ procurement/policy	Proposal to reduce the Published Admission Number (PAN) of St Paul's Walden Primary School by 2 places from 17 to 15 Reception places from September 2018	Head of Service or Business Manager	Pauline Davis
Names of those involved in completing the EqIA:	Tom Stacey Adrian Bentley	Lead officer contact details:	Gary Gant Tel: 01992 556347
Date completed:	19 September 2016	Review date:	28 December 2016

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

Proposal objectives: – what you want to achieve – intended outcomes – purpose and need	<p>To identify the impact of the proposed reduction in PAN from 17 to 15 Reception places of St Paul's Walden Primary School, Bendish Lane, Whitwell, Hertfordshire, SG4 8HX from September 2018.</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>
Stakeholders: 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 Harpenden, Wheathampstead, Redbourn, Flamstead and Kimpton;</p> <p>Local MPs, county councillors, district councillors (North Hertfordshire 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>



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	<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>Relevant equality information 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>What the data tells us about equalities We have completed a public consultation which opened on 14th November 2016 and closed on 23rd December 2016. Consultation letters were distributed to the stakeholder groups listed in step 2 above.</p> <p>The consultation letter was sent to the following local establishments for public display: doctors' / dentists' surgeries, village / parish halls, community centres, pre-schools / nurseries and Hitchin, Harpenden and Stevenage libraries. The consultation was also publicised on the Hertfordshire County Council website, www.hertfordshire.gov.uk and on the school's website. The consultation documents were also made available in other formats on request, including large print, braille and other languages.</p> <p>At the end of the consultation period, there were no objections received and only one response from the school's governing body, which was in support of the proposal. No issues were raised during the consultation period regarding equalities issues / protected characteristics.</p>												
<p>January 2016 school census data on gender split, English as an additional language (EAL), ethnicity, free school meal (FSM) eligibility, number of children with SEN statements, SEN Provision or who have Education & Health Care Plans.</p>	<p>January 2016 school census data</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%;">St Paul's Walden</th> <th style="width: 20%;">Primary Countywide</th> </tr> </thead> <tbody> <tr> <td>Students on roll (Years R to 6)</td> <td style="text-align: center;">94</td> <td style="text-align: center;">98475</td> </tr> <tr> <td>Number Minority Ethnic Students (<i>not White British and excluding Refused and Not Obtained</i>)</td> <td style="text-align: center;">22</td> <td style="text-align: center;">29059</td> </tr> <tr> <td>% Minority Ethnic Students (<i>not White British and excluding Refused and Not Obtained</i>)</td> <td style="text-align: center;">23.40%</td> <td style="text-align: center;">29.51%</td> </tr> </tbody> </table>		St Paul's Walden	Primary Countywide	Students on roll (Years R to 6)	94	98475	Number Minority Ethnic Students (<i>not White British and excluding Refused and Not Obtained</i>)	22	29059	% Minority Ethnic Students (<i>not White British and excluding Refused and Not Obtained</i>)	23.40%	29.51%
	St Paul's Walden	Primary Countywide											
Students on roll (Years R to 6)	94	98475											
Number Minority Ethnic Students (<i>not White British and excluding Refused and Not Obtained</i>)	22	29059											
% Minority Ethnic Students (<i>not White British and excluding Refused and Not Obtained</i>)	23.40%	29.51%											



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Number EAL (English as an alternative Language) (<i>First language Not English or believed not to be English excluding Refused</i>)	1	16061
% EAL (English as an alternative Language) (<i>First language Not English or believed not to be English</i>)	1.06%	16.31%
Number with Statement (<i>or EHCP (S or E)</i>)	0	1753
% with Statement (<i>or EHCP (S or E)</i>)	0	1.78%
% School Action Plus (<i>no longer applicable - see SEN Provision instead</i>)		
Number SEN Provision (K)	9	11526
% SEN Provision (K)	9.57%	11.70%
Number Eligible for FSM (<i>at date of Census</i>)	6	8740
% FSM (Free School Meals) (<i>at date of Census</i>)	6.38%	8.88%
Number of Male Students	47	50348
% of Male Students	50.00%	51.13%
Number of Female Students	47	48127
% of Female Students	50.00%	48.87%

Compared to the County average the school has a lower percentage of minority ethnic students and a much lower percentage of pupils with English as an alternative Language. The school has no pupils with a Statement Of Special Educational Needs (SEN) or an Education Health and Care Plan. The percentage of pupils with SEN Provision is also lower than the County average. Similarly the percentage of pupils eligible for Free School Meals is below the county average. There is no significant variation in the gender split.

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?
Age	The reduction in PAN by 2 places is not expected to adversely impact the ability	No mitigation is currently required but the position will continue to be monitored and if



Equality Impact Assessment (EqIA) Appendix F

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
	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 2018/19 onwards.	any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
Disability Including Learning Disability	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.
Race	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.
Gender reassignment	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.
Pregnancy and maternity	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.
Religion or belief	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.
Sex	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



Equality Impact Assessment (EqIA) Appendix F

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
	issues around sex.	any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
Sexual orientation	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.
Marriage & civil partnership	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 identified then the Action Plan will be amended accordingly.
Carers (by association with any of the above)	<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.
<p>Opportunity to advance equality of opportunity and/or foster good relations (Please refer to the guidance for more information on the public sector duties)</p>		
<p>Should the proposal to reduce the PAN be implemented, given the forecast level of surplus places in the Primary Planning Area concerned, it is anticipated that no child living in that locality will be prevented from attending a school in their locality. The opportunity for St Paul's Walden Primary School to better arrange its class organisation will also provide for enhanced education opportunities and offer enriched curriculum advantages which will have a positive impact on the whole school community.</p>		



Equality Impact Assessment (EqIA) Appendix F

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?

Impact Assessment – Staff (where relevant)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
Age	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.
Disability Including Learning Disability	It is not anticipated at this stage that the proposals will affect people disproportionately because of the issues of disability. 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.
Race	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.
Gender reassignment	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.
Pregnancy and maternity	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.
Religion or	It is not anticipated that the	No mitigation is currently



Equality Impact Assessment (EqIA) Appendix F

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
belief	proposals will affect people disproportionately because of their religion/belief.	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.
Sex	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.
Sexual orientation	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.
Marriage & civil partnership	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 identified then the Action Plan will be amended accordingly.
Carers (by association with any of the above)	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.
Opportunity to advance equality of opportunity and/or foster good relations (Please refer to the guidance for more information on the public sector duties)		
<p>The reduction in PAN will better facilitate class organisation at the school and will provide staff with more opportunities for career development. Being able to organise classes more efficiently in groups of 30, by teaching two year groups together throughout the school, positively impacts on the school's finances and in turn helps to support teaching and learning.</p>		



Equality Impact Assessment (EqIA) Appendix F

STEP 5: Gaps identified

<p>Gaps identified 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>A consultation commenced on the 14 November 2016 and ended on 23 December 2016. The school disseminated the consultation letter via the online mechanism, Parentmail and also identified those who required a hard copy.</p> <p>A range of stakeholders were notified, as articulated in Section 2 above. Additional areas for inclusion in the consultation were targeted where it was known pupils from the school resided.</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
<input checked="" type="checkbox"/> No equality impacts identified – No change required to proposal.	No adverse impacts have been identified relative to groups with protected characteristics.
<input type="checkbox"/> Minimal equality impacts identified – 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"/> Potential equality impacts identified – Take 'mitigating action' to remove barriers or better advance equality. – Complete the action plan in the next section.	



Equality Impact Assessment (EqIA) Appendix F

Select one conclusion of your analysis	Give details
<input type="checkbox"/> Major equality impacts identified <ul style="list-style-type: none"> – 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
<ul style="list-style-type: none"> – Mitigation measures – Further research – Consultation proposal – Monitor and review 		
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>	Gary Gant 28 December 2016

This EqIA has been reviewed and signed off by:

Head of Service or Business Manager: Pauline Davis **Date:** 28/12/2016

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). Thank you.



Equality Impact Assessment (EqIA)

EQIA - Hertfordshire County Council's Admission Arrangements for 2018-19

STEP 1: Responsibility and involvement

Title of proposal/ project/strategy/ procurement/policy	HCC Admission Arrangements for 2018/19	Head of Service or Business Manager	Glenda Hardy
Names of those involved in completing the EqIA:	Jayne Abery	Lead officer contact details:	Jayne Abery Jayne.Abery@hertfordshire.gov.uk
Date completed:	30 September 2016	Review date:	30 September 2017

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

Proposal objectives: – what you want to achieve – intended outcomes – purpose and need	HCC must determine the admission arrangements for 2018/19 for all community and voluntary controlled schools in Hertfordshire by 28 February 2016. No changes have been proposed to arrangements for statutory school age children but it is proposed that the county council no longer determines county wide nursery criteria to allow the development of early year's arrangements to meet local need.
Stakeholders: 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. Early years providers

STEP 3: Available data and monitoring information

Relevant equality information 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.	What the data tell us about equalities
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Equality Impact Assessment (EqIA)

<p>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.</p> <p>Equalities information cannot be collected as part of the admissions application process</p>	<p>Independent scrutiny of the county council's admission arrangements by the LGO/OSA & IAPs have not indicated a breach of Equalities legislation.</p>
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STEP 4: Impact Assessment – Service Users, communities and partners (where relevant)

Admission Arrangements

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
Age	<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>Rising 4s are entitled to 3 terms of nursery education - this is currently provided in either the maintained or PVI sectors.</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 www.hertfordshire.gov.uk/admissions</p> <p>A working group of school and officers will propose good practice guidance for schools when setting their own nursery admission arrangements.</p>
Disability Including Learning Disability	<p>HCC'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>The Rule 2 process will continue to be implemented (Information on Rule 2 can be accessed at www.hertfordshire.gov.uk)</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</p>

Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
	<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 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.</p> <p>Children with disabilities who access an early years place as a 2 or 3 year old are more likely to be able to continue at that setting with the implementation of locally agreed nursery admissions.</p>	<p>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 into account in the nursery admission arrangements for any community or voluntary controlled school and that "reasonable adjustments" must be made.</p>
Race	<p>There is a need to ensure that that admission arrangements can be accessed and understood by those whose first language is not English.</p>	<p>Parents are able to access admissions advice through language line .</p> <p>A translation service is offered to parent whose first language is not English who appeal for a school place.</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 race, to ensure compliance with the Equality Act 2010.</p> <p>Guidance will make clear that race or belief cannot be taken into account in the nursery admission arrangements for any community or voluntary controlled school.</p>

Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
Gender reassignment	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	<p>The Rule 2 process will continue to be implemented</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 gender reassignment, to ensure compliance with the Equality Act 2010.</p>
Pregnancy and maternity	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	<p>The Rule 2 process will continue to be implemented.</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 pregnancy and maternity issues, to ensure compliance with the Equality Act 2010.</p>
Religion or belief	<p>Hertfordshire County Council is not the admitting authority for any schools that admit pupils on the basis of religion or belief.</p> <p>It would be against legislation to take religion or belief into account in the admission of a non-faith school.</p> <p>It is not anticipated at this stage that the proposals will affect people disproportionately because of the issue of religion or belief</p>	<p>HCC's existing admission arrangements have been designed to be legally compliant with Equality Act 2010</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 religion or belief, to ensure compliance with the Equality Act 2010.</p> <p>Guidance will make clear that religion or belief cannot be taken into account in the nursery admission arrangements for any community or voluntary controlled school.</p>

Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
Sex	<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>HCC'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>
Sexual orientation	<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>	<p>The Rule 2 process will continue to be implemented.</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 sexual orientation, to ensure compliance with the Equality Act 2010.</p>
Marriage & civil partnership	<p>Applications made for children to attend a specific school because of issues related to marriage or civil partnership 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 the issue relating to marriage or civil partnership.</p>	<p>The Rule 2 process will continue to be implemented.</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 marriage and civil partnership, to ensure compliance with the Equality Act 2010.</p>

Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
<p>Carers (by association with any of the above)</p>	<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>	<p>The Rule 2 process will continue to be implemented.</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 carers, to ensure compliance with the Equality Act 2010.</p>
<p>Opportunity to advance equality of opportunity and/or foster good relations (Please refer to the guidance 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> <p>Nursery admissions are not covered by admissions legislation. A move from standard county wide arrangements to locally determined arrangements set beneath an umbrella of good practice will allow the development of arrangements to meet local need, for example a nursery school co-located with a Children's Centre would be able to prioritise, as and when appropriate due to the level of individual need or vulnerability, children</p>		

Equality Impact Assessment (EqIA)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
already attending the Children's Centre for nursery places.		

STEP 5: Gaps identified

Gaps identified	
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?	Consultation is only required every 7 years if no changes to admission arrangements have been made. The county council last on its admission arrangements for 2014/15 Notwithstanding this the proposed arrangements for 2018/19 have been published on www.hertfordshire.gov.uk/admissions and flagged with all schools and academies in the county, faith representatives and all admission authorities and LAs bordering Hertfordshire.

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"/> No equality impacts identified – No change required to proposal.	No adverse impacts have been identified in the retention of the county council's existing admission arrangements.
<input type="checkbox"/> Minimal equality impacts identified – 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"/> Potential equality impacts identified – Take 'mitigating action' to remove barriers or better advance equality. – Complete the action plan in the next section.	
<input type="checkbox"/> Major equality impacts identified – 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"> - Mitigation measures - Further research - Consultation proposal - Monitor and review 	Action proposed	Officer Responsible and target date
2019/20 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 2017

This EqIA has been reviewed and signed off by:

Head of Service or Business Manager:

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).

Thank you.

REPORT FROM THE OVERVIEW AND SCRUTINY COMMITTEE

The Committee met on 10 November 2016 at 10.00 a.m.

1. Scrutiny Recommendations: Update

- 1.1 The Committee received a report providing the recommendations from the 'Hertfordshire Safeguarding Adults Board'.
- 1.2 Members noted that Executive Member responses to the 'Hertfordshire Safeguarding Adults Board Topic Group' (HSAB) and 'The Children in Care Council Placement Stability Topic Group' (CHICC) had been received, and that both Executive Member responses would be considered by the Monitoring of Recommendations Topic Group. A young care leaver involved in the CHICC scrutiny would attend the Monitoring of Recommendations Topic Group meeting alongside officers to give their perspective on the report's findings and on the Executive Member's response to them.
- 1.3 The Chairman suggested that the title of the Monitoring of Recommendations Topic Group should be reviewed to reflect the importance of its role. Members agreed with that suggestion and have asked officers to liaise with the Chief Legal Officer with a view to renaming the Topic Group to include the word 'committee' in its title. The outcome of those discussions will be reported back to the Committee in due course.

2. Scrutiny Work Programme

- 2.1 Members heard that all Group Leaders had agreed for the work programme to be 'rolled over' to the next term of office in May 2017. Although the Committee raised concerns in relation to the work programme items not necessarily reflecting issues of concern to newly elected Members, it understood that this process was the usual practice. The Committee agreed to support this proposal; the first meeting of the Committee after the local government elections in May 2017 will consider the work programme to ensure it reflects the new Committee's focus. It was noted that some items such as the IP (Budget) Scrutiny, and the Crime and Disorder, HSAB and HSCB Topic Groups would remain on the work programme as it was a legal requirement for them to be scrutinised annually.
- 2.2 The Chairman enquired whether the Committee would be interested in having officer presentations at future meetings to help inform Members, especially those newly elected to the Council, about the business of the Authority, to provide an insight into areas the Committee might wish to scrutinise in the future and to help inform Members about pressures facing directorates. The Committee has agreed this in principle; discussions between the Chairman and Vice-Chairmen

will take place to determine how this should be taken forward with the outcome reported back to a future meeting of the Committee.

2.3 The Committee also noted that, following discussions between the two scrutiny committee Chairmen, the Children and Adolescent Mental Health Service (CAMHS) scrutiny would now be commissioned by the Health Scrutiny Committee, although participation from Members of the Overview & Scrutiny Committee would still be welcomed.

2.4 The Committee further noted that the seminars on the work programme had been postponed until after the local government elections in May 2017 unless anything urgent was raised.

2.5 The draft scoping document for the Library Service Review Topic Group was received.

3. Integrated Plan (IP): Director of Resources proposed briefing for the OSC meeting on 20 December 2016

3.1 The Committee received a report outlining the proposed brief for the Director of Resources presentation to the Overview & Scrutiny Committee on 20 December 2016.

3.2 The Committee agreed to ask that the Director of Resources cover the following in his presentation:

- Clarify the expected Hertfordshire County Council Settlement from central government
- The impact of any changes to the funding formula and its implementation
- Identify any other funding streams pertinent to determining the IPP
- Relevance of the budget gap in guidance to departments
- What trends are affecting the development of the IP 2017/18 and beyond.

The Committee met on 20 December 2016 at 10.00 a.m.

4. Integrated Plan 2017/18 – 2019/20 - Overview of Resources, Pressures and Key Issues

4.1 The Executive Member for Resources and Performance and the Director of Resources provided the Committee with an overview of the Integrated Plan (IP) proposals for 2017/18 – 2019/20 prior to the Committee's scrutiny of the proposals early in the New Year.

4.2 Members were provided with a timetable for the Plan and received information regarding strategic direction plans, revenue budget and funding, pressures, the Council's capital programme and reserves.

4.3 Key points raised in the presentation to Members and the full report to Committee can be viewed here [Overview & Scrutiny Committee - 20 December](#)

[2016](#).

5. Scrutiny Recommendations: Update

- 5.1 The Committee received a report providing the recommendations from the 'Flood Risk Management Topic Group', the 'Herts Waste Partnership Topic Group (HWP)' and the 'Hertfordshire Safeguarding Children Board (HSCB) Topic Group'.
- 5.2 It was noted that the HWP Topic Group report had been provided to Hertfordshire district and borough Chief Executives, Leaders and the relevant Executive Members. In order to pursue further collaboration between the County Council and District and Borough Councils, the Committee requested that officers also seek to have the Topic Group's report included on the agenda of the next Hertfordshire Leaders' meeting.
- 5.3 The Chairman of the Traffic Regulation Orders (TRO) scrutiny advised the Committee that information requested by the Topic Group was still outstanding. The information related to the costs incurred outside of the TRO team; the Topic Group had requested that a breakdown of the project costs involved in 6 HLB (highways locality budget) scenarios be provided in order that they could be assessed for acceptability and to establish where reductions in costs could be made. The Committee requested that highways officers be reminded that this information was still required. *[NB The information has now been received, but Members are dissatisfied with the response].*
- 5.4 Members noted that no Executive Member responses had been received since the last meeting of the Committee.
- 5.5 The Committee was advised that the Monitoring of Recommendations Topic Group had met on 25 November 2016 and had signed off as completed all outstanding topic group recommendations. Members were further advised that one further item was due to be considered by the Topic Group in February 2017; the Topic Group has, however, decided to defer consideration of this item of business until its first meeting following the County Council elections in May 2017.

6. Scrutiny Work Programme 2016 – 2017

- 6.1 The Committee considered its work programme 2016 – 2017, attached as Appendix 1 to the report, noting those scrutinies recently concluded and those scheduled for the forthcoming period.
- 6.2 The Committee amended its work programme as follows:-
 - (i) The March 2017 meeting of the Committee should include a report providing feedback on the Integrated Plan scrutiny conducted in January/February 2017;
 - (ii) The main focus of the Committee's meeting in June 2017 should be Committee's 2017 – 2018 work programme;
 - (iii) The annual scrutiny of the Hertfordshire Safeguarding Children Board

- should be included in the work programme for 2017; and
- (iv) A scrutiny of 'Highways' should be added to the work programme; the focus of which should be determined by the new Committee.

- 6.3 The draft scoping document for the Children's Centre Topic Group was received.
- 6.4 Members noted that the work programme would be presented to the first meeting of the Committee in the new County Council (following the local government elections in May 2017) for consideration and approval and/or amendment, including the priority and timing of future scrutinies.

The Committee met on 26 January 2017 and 2 February 2017

7. Scrutiny of the Integrated Plan 2017/18 – 2019/20

- 7.1 The Committee's scrutiny of the Integrated Plan 2017/18 - 2019/20 was conducted over two days; commencing on 26 January 2017, when it gathered its evidence and concluding on 2 February 2017, when findings, conclusions and suggestions for Cabinet's consideration were agreed. Cabinet will be asked to consider the Committee's suggestions at its meeting on 20 February 2017, prior to it recommending the Integrated Plan 2017/18 - 2019/20 to County Council for approval on 21 February 2017.
- 7.2 A copy of the Committee's report to Cabinet, including its recommendations, can be viewed at <https://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/508/Committee/8/Default.aspx>.

TERRY HONE
Chairman of the Overview & Scrutiny Committee
February 2017

REPORT FROM THE HEALTH SCRUTINY COMMITTEE

The Committee met on 8 November 2016

- 1. Herts Valleys Clinical Commissioning Group (HVCCG) ‘Your Care, Your Future’ Report**
 - 1.1 The Committee received a presentation providing Members with an update on the future of acute hospital services in West Hertfordshire via the ‘Your Care, Your Future’ (YCYF) programme.
 - 1.2 The Committee noted that the capital request for £180 million for Hertfordshire would not cover the full programme of work planned and that work would not be able to start until a guarantee of the full amount of funding was provided. The Committee further noted that it was anticipated that the plan would be delivered over a period of 5-10 years, with building work expected to commence in 2020-2021.
 - 1.3 In discussion, some Members considered that the ideal solution would be a new build in a Greenfield site rather than to rebuild on the Watford Hospital site; however, whilst it was considered that this would be the best solution if there were no funding constraints, it was recognised that the rebuild and hub option was more realistic and the only plan that was financially achievable; and that it was possible to remain committed to the long term aspiration of a new hospital whilst fully supporting the more financially realistic and deliverable option.
 - 1.4 The Committee, therefore, agreed that the Chairman, in consultation with the Vice-Chairman and Labour Spokesman for Health Scrutiny, write to NHS England & Hertfordshire MP’s requesting the following:
 - That in an ideal scenario funding could be allocated for a centrally located new build; however, understanding the current financial climate, it should be noted that the Committee preferred the rebuild and hub option; and
 - That funds be identified and committed as early as possible to allow planning to take place.
 - 1.5 The letter sent to NHS England and Hertfordshire MPs received the agreement of committee Members prior to sending.

2. East and North Herts Hospital Trust (ENHHT) Care Quality Commission Response

- 2.1 The Committee considered an update on the response to the findings of the Care Quality Commission (CQC) inspection of all East and North Herts Hospitals NHS Trust (ENHHT) acute services, and was pleased to note the work being undertaken to improve waiting times in Accident and Emergency. Members also recognised and welcomed the commitment of non-medical staff in the hospital to customer service, which was not highlighted in the report.
- 2.2 The Committee also heard that continued work was being undertaken to reduce nursing staff vacancy rates and has requested data to detail the number of staff successfully recruited since the CQC report.
- 2.3 A further update will be presented to the Committee in 6-9 months' time.

3. Hertfordshire Annual Scrutiny of Quality, Patient Experiences and Finances 2017: Proposals

- 3.1 The Committee has welcomed and agreed proposed modifications to the format of its annual scrutiny of Quality, Patient Experience and Finances 2017. Members anticipated that the changes will allow for more focussed discussions on quality accounts and how patient experience, partnership working and efficiency savings are considered when Trusts identify and implement their priorities. Members have also requested that the previous year's recommendations be included in order to provide a benchmark against which Members can monitor progress.
- 3.2 As in previous years, the Committee's scrutiny will be held over two days; 16 and 30 March 2017.

4. Princess Alexandra Hospital Trust Care Quality Commission Update

- 4.1 The Committee considered an update on the findings of the CQC inspection of the Princess Alexandra Hospital NHS Trust (PAH in Harlow, Essex) further to it being placed in special measures.
- 4.2 Members welcomed the opportunity to participate in Essex County Council's scrutiny of PAH as 40% of patients at PAH are from Hertfordshire and has agreed that 2/3 Members of the Health Scrutiny Committee attend and take part in debates on the item relating to PAH at a scrutiny committee meeting at Essex County Council in January/February 2017 and again in June/July 2017.

5. Scrutiny Work Programme 2016/17

- 5.1 The Committee considered its work programme 2016 – 2017 noting those scrutinies recently concluded and those scheduled for the forthcoming period.
- 5.2 There were no scrutinies removed from the work programme at this meeting.

- 5.3 Members noted that a topic group would be considering hospital discharge arrangements, investigating the reasons for the delays in discharge specifically at Watford Hospital compared with those at the Lister Hospital. Members also welcomed the suggestion of a site visit to both hospitals to compare discharge arrangements to inform the topic group's considerations. This scrutiny is due to be undertaken early in the new County Council.
- 5.4 An information bulletin on hospital transport was also requested.

The Committee met on 15 December 2016

6. Herts Valley Clinical Commissioning Group

- 6.1 Via a Chairman's announcement, the Committee learned of the intention of Herts Valley Clinical Commissioning Group to withdraw its contribution of £8.5m for social care in the coming financial year, that the decision would affect health and had far reaching ramifications for social care, and that the County Council had challenged the decision. The Committee asked that they be kept apprised of developments.

7. Healthwatch Hertfordshire Report on Complaints Handling in Acute Services

- 7.1 The Committee considered a report from Hertfordshire Healthwatch on 'Complaints Handling in Acute Services' following significant public contact regarding this matter.
- 7.2 Members heard that investigations had revealed gaps in the complaints processes of both providers and commissioners, resulting in the identification of a number of recommendations; these included better promotion and information on how to complain, and less complexity with increased use of less formal contexts for the process; for example, increased use of social media and more opportunities to talk informally about concerns with a member of staff.
- 7.3 The Committee was also pleased to learn that, as a result of Healthwatch's interventions, work was being undertaken by both East and North Hertfordshire Hospitals NHS Trust and West Hertfordshire Hospitals NHS Trust to improve their respective complaints processes and that improvements had already been delivered.

8. Sustainability Transformation Plan for Health and Care Services in Hertfordshire and West Essex

- 8.1 The Committee considered the recently published 5 year Sustainability Transformation Plan (STP) for health and social care services in Hertfordshire and West Essex. [The aims of the STP being to work with local communities to give people the choices to live healthier lives; enable people to stay as independent as possible when they have long-term conditions, and to receive care and treatment close to home by enhancing integrated primary care and

community health, social and mental health services; and to ensure that when people attend or are admitted to hospital it is because they need the level of care and specialist treatment that can only be given in hospital, and once they no longer need that level of care and treatment, they can return to the community].

8.2 Members heard that the Plan was currently a set of propositions and proposals setting the scene for how things will be done differently over the next 5 years and that it was intended that this new way of working with local people would enable the health and care system to manage the rising demand for its services from an increasing and older population, and ensure the continued provision of high quality and affordable services into the future.

8.3 The Committee has agreed that, in order to monitor progress on its implementation, the STP should be a standing agenda item for all future meetings.

9. Questions for NHS Providers to be responded to in advance of the health scrutiny Committee annual scrutiny looking at finances, quality of care and patient experience

9.1 The Committee has considered and approved the themes and questions for NHS providers to respond to in advance of the Committee's annual scrutiny of finances, quality of care and patient experience on 16 and 30 March 2017. The key themes and questions will be split into two sections; those addressing all work taking place or planned for the 2016/17 financial year; and those considering future plans for the 2017/18 financial year.

10. Scrutiny Work Programme 2016/17

10.1 The Committee considered its work programme 2016 – 2017.

10.2 Following on from discussion at the Committee's November 2015 meeting, Members noted that a site visit had been arranged to the Princess Alexandra Hospital in Harlow, Essex and that Members would be provided with details in due course.

10.3 Members also noted that, following discussion between the Chairmen of the two scrutiny committees, the Children and Adolescent Mental Health Service (CAMHS) Transformation Board scrutiny would now be owned by the Health Scrutiny Committee; the scrutiny will be undertaken in Autumn 2017 to allow the impact of initiatives instigated by the Transformation Board to be considered.

10.4 A scrutiny of dentistry was also approved; the Committee agreed that this should be undertaken prior to the Local Government elections in May 2017 if possible.

10.5 No scrutinies were removed from the work programme.

The Committee met on 19 January 2017

11. Sherma Batson

- 11.1 Via a Chairman's announcement, Members learned the sad news that Sherma Batson MBE, County Councillor and Labour Group lead on the Committee, had passed away. The Committee acknowledged the significant commitment she had made to the Council and her constituents and held a period of silence in her memory.

12. Withdrawal of Adult Social Care Funding by Herts Valleys Clinical Commissioning Group for 2017/18

- 12.1 The Committee noted that this item was presented for information only, due to ongoing legal discussions in relation to this matter.
- 12.2 The Committee considered a report from Iain MacBeath, Director of Health and Community Services, which provided an update on the current position and outlined the potential implications that the withdrawal of £8.5m funding could have on service provision.
- 12.3 The Committee unanimously agreed to convene a Special Committee Meeting at 10.00am on Wednesday, 8 February 2017 to scrutinise the decision made by Herts Valleys Clinical Commissioning Group to withdraw £8.5m funding.
- 12.4 The Committee further agreed that the Special Meeting should be attended by Cameron Ward, Interim Accountable Officer, Herts Valleys CCG and Caroline Hall, Chief Financial Officer, Herts Valleys CCG, officers from Public Health and Health and Community Services. In addition, the Committee agreed that representatives from the following organisations should also be invited to attend:
- Hertfordshire Partnership University Foundation NHS Trust
 - Hertfordshire Community NHS Trust
 - West Hertfordshire Hospitals NHS Trust
 - East of England Ambulance Service NHS Trust.

13. Healthwatch Hertfordshire report on Access to Dental Services

- 13.1 The Committee considered a report on access to dental services for residents in Hertfordshire. The report had been written further to an approach from the East of England division of Public Health England, who had received significant public contact regarding difficulties in accessing dental care.
- 13.2 The Committee noted and welcomed that, as a result of the study, which had been based on three categories; access, information and costs, seven recommendations had been produced. These were:
- That all dental practices clearly display NHS costs and treatment bands in their practice

- That dental practitioners make clear to patients whether they are receiving NHS or private treatment prior to that treatment being provided
- Dental practices should make clear whether they accept NHS patients
- Dental staff to use the 'purple book' used by those patients with learning disabilities
- Dental staff to signpost patients, particularly those with a physical disability, to alternative practices if their premises cannot accommodate them
- Locally NHS England should ensure discriminatory practice does not take place in Hertfordshire
- NHS England to promote information on dental services more widely.

13.3 The Committee has learnt that the results from the survey will be shared with NHS England nationally and locally, the Local Dental Network, Local Authorities and the Care Quality Commission, and that Healthwatch Hertfordshire's Quality Improvement Sub-Committee has agreed that dental practices be included in the Enter and View Project.

13.4 The Committee has requested that it be kept informed of progress and of NHS England's response to the report.

14. Sustainability Transformation Plan (STP) for Health & Social Care Services in Hertfordshire & West Essex

14.1 The Committee received an update from the STP Director Stephen Peacock on STP activity since December 2016. Members noted that STP officers had been meeting with partner organisations and that feedback had been positive thus far.

14.2 The Committee also received reassurance that:

- the work of the STP would not delay the implementation of the 'Your Care, Your Future' programme;
- there were no planned major changes to the configuration of the hospital sites in West Herts; and
- there were no plans to reduce the number of hospital beds at this time.

14.3 Members have agreed that the first meeting of the Committee in the new County Council should receive a further progress report. The Committee will determine at that meeting how it wishes to proceed with managing future reports on the STP.

15. Scrutiny Work Programme 2017/18

15.1 The Committee reviewed its work programme 2017 – 2018, noting that no scrutiny requests had been received since its last meeting.

15.2 A draft outline scoping document for the Committee's scrutiny of 'Delayed Transfer of Care' was received.

- 15.3 Members noted that a response had been received from East and North Herts Clinical Commissioning Group (ENHCCG) regarding its review of hospital patient transport; they have requested that ENHCCG provide a timeline for conclusion of its review.
- 15.4 The Committee has agreed that the first meeting of the Committee in the new County Council should receive reports on the 'Sustainability Transformation Plan' and the 'Your Care Your Future' programme to enable Members to consider how they wish to manage these reports going forwards. The first meeting of the Committee will also review and agree its work programme 2017/18.

The Committee held a Special Meeting on on 8 February 2017

16. Scrutiny of Herts Valleys Clinical Commissioning Group's decision to withdraw funding to the County Council for the provision of care and the impact on health provision in west Hertfordshire

- 16.1 As agreed at its January 2017 meeting, the Committee held a Special Meeting to scrutinise Herts Valley's Clinical Commissioning Group's (HVCCG's) decision to withdraw funding to the County Council for the provision of care and the impact on health provision in west Hertfordshire.
- 16.2 The Committee has conducted its scrutiny hearing evidence directly from officers summoned to attend from HVCCG, Health and Community Services, and Public Health, and invitees including the Police and Crime Commissioner, and representatives from other NHS Trusts in Hertfordshire.
- 16.3 As a result of its scrutiny the Committee has recommended to County Council that Council considers reporting to the Secretary of State the decision of Herts Valleys Clinical Commissioning Group to withdraw, with effect from 1 April 2017, funding to the County Council for the provision of care. The Committee's report to Council on this matter can be found elsewhere on this agenda.

Additional work of the Committee

As Chairman of the Committee I have undertaken a number of meetings with County Council officers to keep updated and understand recent developments in healthcare. I continue to visit and speak with senior health officers in respect of their organisations, in Hertfordshire and its borders.

Recently Princess Alexandra Hospital Trust has been placed in special measures and I attended a quality summit briefing prior to the release of the report from the Care Quality Commission (CQC). At this briefing I was able to challenge the Trust on the findings of the CQC.

Ahead of the CQC inspections the Vice-Chairman and I engaged with the CQC directly with any concerns we had regarding the Trust being investigated.

The Vice Chairman and I have also met with Healthwatch to keep up to date on the work they are doing and to gain an insight on a number of issues including the Sustainability Transformation Plan from the point of view of the patient.

As well as the above I have spoken to scrutiny officers to arrange further meetings with all health organisations in Hertfordshire later this year.

SEAMUS QUILTY,
Chairman
February 2017

WHOLE COMMITTEE SCRUTINY OF HERTS VALLEYS CLINICAL COMMISSIONING GROUP'S WITHDRAWAL OF FUNDING FOR CARE AND THE IMPACT ON HEALTH PROVISION IN WEST HERTFORDSHIRE

Report of the Director of Resources

Author: Elaine Shell, Democratic Services Manager (Tel: 01992 555565)

1. Purpose of report

- 1.1 To enable County Council to consider a report from the Health Scrutiny Committee following its scrutiny of the decision by Herts Valley's Clinical Commissioning Group (HVCCG) to withdraw funding of £8.5m to the County Council to protect social care in Hertfordshire.
- 1.2 To enable Members to consider the Committee's recommendation that Council reports HVCCG's decision to the Secretary of State.

2. Summary and Background

- 2.1 At its December 2016 meeting the Health Scrutiny Committee learned of the intention of Herts Valley Clinical Commissioning Group to withdraw its contribution of £8.5m to the County Council for social care with effect from 1 April 2017.
- 2.2 At its meeting on 19 January 2017 the Committee considered a report from Iain MacBeath, Director of Health and Community Services, which provided an update on the current position and which outlined the potential implications that the withdrawal of £8.5m funding could have on service provision. Following consideration of that report, the Committee unanimously agreed to convene a Special Committee Meeting to scrutinise the decision of HVCCG to withdraw £8.5m funding. The Committee further agreed that the Special Meeting should be attended by Cameron Ward, Interim Accountable Officer, Herts Valleys CCG and Caroline Hall, Chief Financial Officer, Herts Valleys CCG, and officers from Public Health and Health and Community Services. Representatives from the following organisations were also invited to attend:
 - Hertfordshire Partnership University Foundation NHS Trust
 - Hertfordshire Community NHS Trust
 - West Hertfordshire Hospitals NHS Trust
 - East of England Ambulance Service NHS Trust
 - The Royal College of Nursing
 - The Police and Crime Commissioner's Office.

- 2.3 The Special Meeting of the Health Scrutiny Committee was held at 10.00am on Wednesday, 8 February 2017.
- 2.4 The report of the Special Meeting of the Health Scrutiny Committee is attached as Appendix 1 to this report. The Committee's recommendations are set out at paragraph 3 below.

3. Recommendations

- 3.1 The Health Scrutiny Committee recommended to County Council:-

That Council agrees:-

- (1) *under Regulation 23(9) of the Local Authority (Public Health and Wellbeing Boards and Health Scrutiny) Regulations 2013, to report to the Secretary of State the decision of the Herts Valleys Clinical Commissioning Group to withdraw, with effect from 1 April 2017, funding to the County Council for the provision of care ("the decision") on the following grounds:*
- (a) *that the Council is not satisfied that there was any consultation in relation to the decision;*
- (b) *that the Council considers that the decision would not be in the interests of the health service in Hertfordshire;*
- (2) *that the reasons that the Council is satisfied that there was no consultation in relation to the decision are as set out in paragraphs 3.1 to 3.10 of the joint report of the Director of Health and Community Services and the Director of Public Health to the special meeting of the Health Scrutiny Committee held on 8 February 2017 ("the special meeting");*
- (3) *having considered a summary of the evidence presented to the Health Scrutiny Committee at the special meeting, to decide that it is satisfied that the decision would not be in the interests of the health service in Hertfordshire and that that summary be included in the report to the Secretary of State.*

4. Financial Implications

- 4.1 The are no financial implications arising specifically from this report; the Committee's report concerns the decision of HVCCG to withdraw funding of £8.5m to the County Council to protect social care with effect from 1 April 2017.

Background Information

[Minutes Health Scrutiny Committee - December 2016](#)
[Report & Minutes Health Scrutiny Committee - January 2017](#)
[Report Health Scrutiny Committee - February 2017](#)

REPORT OF THE HEALTH SCRUTINY COMMITTEE

WHOLE COMMITTEE SCRUTINY OF HERTS VALLEYS CLINICAL COMMISSIONING GROUP'S WITHDRAWAL OF FUNDING FOR CARE AND THE IMPACT ON HEALTH PROVISION IN WEST HERTFORDSHIRE

Report author: Charles Lambert, Scrutiny Officer (Tel: 01438 843630)

1.0 Purpose of Report

1.1 This is the report of the Health Scrutiny Committee's Whole Committee Scrutiny of Herts Valleys Clinical Commissioning Group's decision to withdraw £8.5m of funding from the County Council for the provision of care. The Committee addressed the following questions:

1.1.1 What consultation was undertaken before this decision was made?

1.1.2 What are the implications for peoples' care?

1.1.3 What are the implications on wider services including hospitals, community, mental health, general practice and the ambulance service?

1.1.4 How does the decision fit with Your Care, Your Future strategy and integrated working?

1.2 A Special Meeting of the Committee was held on 8 February 2017. The agenda papers for that meeting can be viewed here [Special meeting of Health Scrutiny Committee 8th Feb 2017](#)

2.0 Recommendations

2.1 The Committee's recommendations to Council are as set out in paragraph 3.1 of the covering report.

3.0 Background

3.1 In April 2014 the 'Better Care Fund' (BCF), initiative was launched. The aim of the BCF is to integrate health and social care funding and services for local communities, with a particular focus on services for older people. It pools resources drawn from the NHS and Hertfordshire County Council (HCC). The Health and Community Services (HCS) Department contributes £120m as do the two primary Clinical Commissioning Groups (CCGs) serving Hertfordshire residents (£120m split between the two CCGs).

- 3.2 In November 2014 discussions took place between HCS and the CCGs which resulted in the agreement from the CCGs of the need to maintain levels of care funding in 2015/16; with Herts Valleys Clinical Commissioning Group (HVCCG) and East and North Herts Clinical Commissioning Group (ENHCCG) each agreeing to contribute a further £5m. This meant that the BCF for 2015/16 comprised of an NHS contribution of £130m and an HCS contribution of £110m.
- 3.3 In November 2015 a similar discussion was held about the need to maintain current levels of care provision. A report was presented to HVCCG's Governing Body which argued the importance for health services of protecting the level at which care was provided to adults in the County. It was highlighted that a reduction in provision of care, and specifically care for older people at home, would cause system performance and cost pressures in hospitals and the wider NHS. HVCCG subsequently enhanced its contribution to the BCF to £8.5m for 2016/17. This sum formed a permanent part of the Council's expected income and base budget for social care.

4.0 Evidence

Explanation of the proposal of HVCCG to withdraw funding

- 4.1 Members heard from the HVCCG's Accountable Officer that as a result of being in formal 'financial turnaround' HVCCG had appointed a turnaround director to support it to achieve financial targets and manage expenditure. HVCCG is in 'financial turnaround' due to non-delivery of its financial savings targets, higher than predicted acute hospital activity and an overspend against Continuing Healthcare budgets.
- 4.2 HVCCG has recently established an investment committee with delegated authority to review current and future investments. The investment committee, made up of 6 board members (of a total of 22) including local GPs, examines evidence around value for money and the return on investment.
- 4.3 This review covers all areas including acute hospitals, mental health services, primary care and community. There is a statutory duty on all CCGs to achieve financial balance.
- 4.4 HVCCG continues to contribute £9.5m annually to HCC as part of the Better Care Fund. It was stated that there is no permanent arrangement in place for HVCCG to provide HCC with additional monies. The additional £8.5m is regarded as discretionary and requests are to be agreed on an annual basis.
- 4.5 HCC's Director of Health and Community Services and Director of Public Health challenged the decision HVCCG had made on the grounds that reasons for the additional funding, i.e. to protect adult

social care, remained. Further reductions would have an impact on the County Council's ability to support HVCCG in providing care closer to home, preventing hospital admission and facilitating timely discharge.

- 4.6 HVCCG's accountable officer stated that he will be making a recommendation to the next accountable officer to not make any additional contributions to social care in the future. (Submissions to the Special Scrutiny 8 February 2017 can be accessed via the link above).

Evidence relating to: *consultation*

- 4.7 In early October 2016 NHS' Sustainability and Transformation Plan (STP) stated that all CCGs would achieve financial balance and the modelling included a continuation of the £8.5m funding to the County Council from HVCCG.
- 4.8 In late October 2016, HVCCG flagged unspecified financial concerns to all partners. The complete financial pressures were not shared and the County Council was not advised that the £8.5m was at risk of withdrawal.
- 4.9 On 22 November 2016, the County Council and Essex County Council gave a presentation to NHS Chief Executives including HVCCG on the financial pressures facing local councils and the importance of adult social care in the wider health and care system. No indication was given by HVCCG at that time that withdrawal of the £8.5m contribution was being considered.
- 4.10 On 28 November 2016 a report was requested on the funding from the County Council, to be submitted to the then recently formed HVCCG Investment Committee, with a deadline of the following working day. The Investment Committee met on 1 December 2016 and decided to withdraw the funding. The County Council was not invited to attend this meeting.
- 4.11 On 2 December 2016 HVCCG advised the Council of its decision to withdraw the £8.5m funding and reported that this was due to it being in a position of 'financial turnaround' and required to balance its budget in 2017/18.

Evidence relating to: *What are the implications for peoples' care?*

- 4.12 HVCCG confirmed that it had requested information from HCS about the exact areas that the £8.5m would be spent on. HCS sent information to HVCCG on 1 February and this was acknowledged by HVCCG.
- 4.13 The Director of Health and Community Services believed that he had complied with all requests but accepted that the email of 1 February did not provide a specific breakdown of how the £8.5m would be spent as

opposed to adult social care generally. Further information would be provided should the CCG request it.

4.14 The Director of Health and Community Services stated that the Council's services support elderly people with long term conditions that require long term care packages (commonly 18 months to 2 years), compared to relatively shorter terms spent in hospitals. It was highlighted that being given 3 months' notice is not sufficient to reconfigure such services. The chief executive of HCT stated that the health service does also operate with long term services in certain instances; however, members were clear a short notice decision can have an impact on a service and the recipients of those services. HVCCG accepted that there will be a health impact.

4.15 Included in the papers was a letter sent to the HVCCG accountable officer in 2014/15 highlighting the need provide further funding over and above £9.5m mandated, which was acknowledged and resulted in further funding being made available:

All short-term transitional pathways funded solely by the Council would be closed to new service users with immediate effect. These would include Home from Hospital capacity, Quantum Care Enhance Beds, Simply Together Pathway directed at HCT patients funded by HCC, Delirium Pathway Beds and Discharge to Assess Beds. (Pathways funded via jointly agreed BCF monies would of course continue). The Council would have to change its prioritisation policy for newly available homecare packages to exit people from these closing pathways, leaving people in acute or community hospitals to rehabilitate in those settings until packages become available.

4.16 The Committee was also made aware that in February 2016, at the time of further discussions for the funding provided for 2016/17, HCC highlighted that not providing any funds would result in a series of actions having to be taken by HCC in reducing the service provision and these actions would save the council £1.5m, but would result in an estimated a cost to the NHS of up to £9m. In response to this HVCCG provided the further funding to prevent any service reduction and mitigate the impact on health services.

4.17 The Chairman of HSC expressed a view that patients presenting at health services are seen as a consequence of long term care packages and impact on one another. The Committee agreed with this statement and believed that HVCCG had not considered the implications of this and should have undertaken a long term impact assessment.

4.18 The Committee was informed by the Director of HCS that the HVCCG Accountable Officer had asked all partners in June 2016 to sign a memorandum of understanding to deliver care in people's homes, work together to deliver coherent plans for West Herts health and social

care, not taking unilateral action that will impact heavily on any one or number of organisations in the partnership.

- 4.19 Members judged that there are implications for people's care as a result of this decision.

Evidence relating to: *What are the implications on wider services including hospitals, community, mental health, general practice and the ambulance service?*

- 4.20 In response to this question HVCCG acknowledged that there will be impacts on the health care for Hertfordshire residents. Although they were unable to specify what these would be.
- 4.21 Members heard from Hertfordshire health providers about the implications on wider services. It was highlighted in particular that there are currently pressures on delayed transfers of care (DTC). Members were informed that there are currently 300-400 patients "stranded" (as stated by the chief executive of HCT) in hospital that need to be elsewhere with consequent impacts such risk of harm or fall or reduction in physical functions, particularly for the elderly. Any disruption to services, such as the ability to move patients out of hospital, will cause large delays and result in a reduction of patient safety. This view was supported by the Royal College of Nursing.
- 4.22 West Herts Hospital Trust (WHHT) emphasised that it had lost 1000 days in November 2016 due to DTC and that the decision by HVCCG has the potential to further jeopardise its work. WHHT stated that if this were to continue it would be damaging to the care the Trust is trying to provide.
- 4.23 The deputy Police and Crime Commissioner (PCC) highlighted that the decision by HVCCG could have an impact on the police and the criminal safety and justice plans. This may be an indirect impact however, depending on what further decisions were made as a result of the withdrawal of funds, this impact could be significant. Whilst the deputy PCC did confirm that the impact was not quantifiable, the Committee heard that already a large amount of police time is taken by dealing with lost elderly people and people with mental health issues, and supporting and detaining vulnerable people in a place of safety.
- 4.24 The Committee judged that if there was no change to the HVCCG decision then the position highlighted by WHHT can only worsen with patients remaining in hospital.

Evidence relating to: *How does the decision fit with Your Care, Your Future strategy and integrated working?*

- 4.25 Members heard that HVCCG considered *Your Care, Your Future* (YCYF) as fundamental to improve the health of the local population. A

large amount of work has been done related to YCYF and HVCCG will continue to operate on this strategy going forward. YCYF was said to be the primary concern of HVCCG and the strategy specifically focuses on the provision and support of health services.

- 4.26 HVCCG stated that integrated working is essential for the benefit of all. A number of witnesses and members emphasised that integration is the only way to make efficiencies and improvements to care services. HVCCG sought to reassure the Committee that its decision would not impede close working with colleagues in HCC and providers in Hertfordshire. Members and witnesses believe that this decision has had a negative impact on partnership working. However, all parties present wanted to continue to work towards integration going forward.
- 4.27 The Chairman quoted the most recent HVCCG newsletter which states that YCYF relies heavily on the Sustainability and Transformation Plan (STP) for Hertfordshire and west Essex, A Healthier Future. Local priorities identified by the Plan include increasing local care to reduce demand on hospitals and increasing efficiency by improving the way that health and social care services work together. This did not seem to be consistent with the decision made by HVCCG with regard to the £8.5m
- 4.28 Members agreed with a statement that health and social care impact on one another and that integration of services is the only way to make efficiencies and improvements for residents across the whole of Hertfordshire.
- 4.29 The chief executive of HCT expressed great concern on the impact on working relationships and wants to refocus on improving that going forward.
- 4.30 HVCCG will not be re-visiting a payment to social care in the future, but will look at impacts and in addressing partnership working. HVCCG explained that it has a duty to focus on health, but did accept that this is short sighted.
- 4.31 The Committee believes that the decision made by the HVCCG is in contradiction to the YCYF strategy and integrated working.
- 4.32 HVCCG confirmed that it does not regard the decision to withdraw funding as one requiring consultation as they do not perceive it to be a commissioning decision. The accountable officer stated that, in hindsight, HVCCG could have done things differently but did not clarify what those actions might have been. In the future HVCCG stated that it wanted to work more closely with partners to gain the greatest investment return. HVCCG acknowledged that it needed to be clearer about its financial spend and budgetary allocations in the future. Further to this, HVCCG have also made a decision to disinvest in a number of other areas not specified to the Committee.

- 4.33 The financial pressures were initially identified but not the extent. Subsequently to this it was clarified that the agreement is made annually and that at the time the HVCCG Investment Committee made the decision no information had been received from HCS relating to how the £8.5m would be used. HVCCG also stated that it was considering best use of the remainder of this financial year's funds.
- 4.34 The Health Scrutiny Committee (HSC) Chairman and Vice Chairman were informed of this decision by the Director of HCS rather than HVCCG directly. The Health Concordat created jointly by all health organisations and signed by all, states that in the event of any 'substantial variation' the Scrutiny Committee must be consulted. A substantial variation is determined by the Committee. The Chairman highlighted point two of the Concordat which states that there should be 'no surprises' and the Committee agreed that notice of a decision after it has been made was a surprise. Members believe that HVCCG have ignored the Concordat.
- 4.35 Members expressed concern that HVCCG as a statutory member of the Health and Wellbeing Board should have also informed that board of any decision, which it did not.
- 4.36 When HVCCG were challenged on time frames in notifying HCC and the HSC of any decision the Accountable Officer responded that he would have preferred to have given longer periods of notice but was not in a position to do so. HVCCG re-confirmed that if it had not made this decision, clinical services would be affected.
- 4.37 While general discussions on the financial implications on funding had been carried out there was no specific indication that the £8.5m would not be committed to the 2017/18 financial year. The Committee does not believe that consultation was undertaken by HVCCG.

Evidence on: *potential effect of sustainability of the health service*

- 4.38 Concerns were raised around the impact of reducing the spend on adult social care. Members were anxious that this would cause instability in the whole care system by reducing the amount of care available and the ability to move patients through the discharge process, out of hospital into transition, community and home care services.
- 4.39 One of the key plans that all care partners in Hertfordshire and West Essex agreed and have signed up to is the Sustainability Transformation Plan. The local priorities identified in the Plan include: increasing local care to reduce demand on hospitals and increasing efficiency by improving the way that health and social care services work together.

- 4.40 The NHS Constitution specifically highlights that all NHS organisations work across organisational boundaries; that organisations commit to working jointly with local authority services to provide and deliver improvement in health and wellbeing.
- 4.41 West Hertfordshire Hospitals Trust identified serious pressures at this time and should services not be provided by HCC this will have a serious and immediate impact on patient care and safety. The Committee was made aware that compounded capacity issues resulting in lengthened stays could see patients staying on trolleys in corridors, observation bays or wards where the speciality does not match the patient need.
- 4.42 Hertfordshire Community Trust highlighted the need to reduce the amount of time people spend in hospital and when this does not happen there are risks for all patients.

5.0 Conclusions

- 5.1 The Committee heard evidence from HVCCG, Health Providers, HCC, the Deputy PCC and the RCN. The Committee is satisfied that this decision amounts to a substantial variation of the provision of the health service in Hertfordshire, because of the evidence identified above. The Committee maintains that:
- there will be a significant impact on the ability of the County Council to assess need and to arrange for discharge of patients to community settings
 - as a result there will be a significant increase in the number of delayed transfers of care from acute services
 - such delays will inevitably mean an increase in patients not being able to access hospital beds, resulting in treatment taking place on trolleys, in corridors, observation bays, or wards without the appropriate specialism
 - there will be an impact on and damage to the provision of community based services leaving patients stranded in hospital
 - there will be an increase in delays in ambulance transfers at Watford General Hospital impacting on the efficiency and availability of the ambulance service
- 5.2 The Committee agreed that, based on the evidence heard relating to the decision of HVCCG,:
- no consultation had taken place before the decision was made.
 - that this decision is not in the interests of the health service in Hertfordshire.
- 5.3 The Committee's recommendations are set out in paragraph 3.1 of the covering report.

6.0 Members and Witnesses

Members of the Committee

J R Barfoot, R H Beeching, E M Gordon, D Hart, D J Hewitt, S L C Johnston, A Joynes, S Quilty (Chairman), R G Tindall , A S B Walkington, A Alder, S Deakin Davies, B Gibbard, J Maddern, K Hastrick, D Lambert, M McKay, G Nicholson, A Scarth, F Thomson

Other Members in Attendance

D Andrews, N Bell, F Button, TL F Douris, T C Heritage, F R G Hill, T W Hone, T Hunter, T R Hutchings, P A Ruffles, I M Reay, L F Reeve, R Sangster, R H Smith, A Stevenson, J D Williams, C B Wyatt-Lowe

Healthwatch

M Downing

Witnesses

Cameron Ward	HVCCG Accountable Officer
Caroline Hall	Chief Financial Officer
Richard Pile	GP, HVCCG
Juliet Rodgers	Associate Director of Communications and Engagement
Iain MacBeath	Director of Health and Community Services
Jim McManus	Director of Public Health
David Law	Chief Executive, Herts Community Trust
Louise Halfpenny	Director of Communications West Herts Hospital Trust
Paul Meaton	RCN Officer
David Gibson	Deputy Police and Crime Commissioner

Officers

Charles Lambert	Scrutiny Officer
Luis Andrade	Principal Solicitor
Elaine Shell	Democratic Services Manager
Elaine Manzi	Democratic Services Officer

Glossary

BCF	Better Care Fund
EEAST	Easy of England Ambulance Trust
HCC	Hertfordshire County Council
HCS	Health and Community Services
HCT	Hertfordshire Community Trust
HPFT	Hertfordshire Partnership Foundation University Trust
HVCCG	Herts Valleys Clinical Commissioning Group
PCC	Police and Crime Commissioner
PH	Public Health
RCN	Royal College of Nursing
WHHT	West Hertfordshire Hospitals Trust
YCYF	Your Care, Your Future

HERTFORDSHIRE COUNTY COUNCIL

**CABINET
MONDAY, 20 FEBRUARY 2017 AT 2.00PM**

**COUNTY COUNCIL
TUESDAY, 21 FEBRUARY 2017 AT 10.00AM**

APPOINTMENT OF AUDITORS 2018/19 AND BEYOND

Report of the Director of Resources

Author: Owen Mapley, Director of Resources (Tel: 01992 555601)

<u>Cabinet Agenda Item No:</u> 6
<u>County Council Agenda Item No.</u> 11

1. Purpose of the Report

- 1.1. To provide details of the options available to the Council for appointing external auditors for the Council for the audit of the 2018/19 accounts and beyond;
- 1.2. To outline potential issues which may influence which option is pursued, and
- 1.3. To enable Cabinet and County Council to consider a proposal that the Council uses Public Sector Audit Appointments Limited (PSAA) as the Appointing Person to appoint external auditors for the audit of the Council's accounts for the five financial years commencing on 1 April 2018.

2. Summary

- 2.1. Current auditor appointments are managed by Public Sector Audit Appointments Limited (PSAA), an independent company established by the Local Government Association (LGA) to manage the existing appointments under transitional arrangements. These audit contracts will end with the completion of the 2017/18 audits for principal local government bodies.
- 2.2. The new appointments for auditors need to be made by December 2017. Audit Committee considered the available options at its meeting on 30 November 2016 and supported option 3 as detailed at paragraph 6, as it gave continued value for money through a national procurement exercise.

3. Recommendation

3.1. That Cabinet recommends to Council that Council:

- (a) accepts Public Sector Audit Appointments Limited's invitation to 'opt in' to the sector led option for the appointment of external auditors for five financial years commencing on 1 April 2018
- (b) authorises the Director of Resources to sign the notice of acceptance of the invitation referred to in (a) above.

3.2 Cabinet's recommendation/s to County Council will be set out in the County Council Order of Business.

4. Background

- 4.1. In August 2010, the Secretary of State for Communities and Local Government announced that he intended to close the Audit Commission, the body that appointed external auditors to Local Government and NHS organisations (excluding Foundation Trusts). As part of this announcement, he also stated that organisations whose appointments were previously controlled by the Audit Commission should have the freedom to appoint their own external auditors.
- 4.2. The Local Audit & Accountability Act 2014 ('the Act') abolished the Audit Commission which closed on 31 March 2015. At that time contracts were already in place for local government and NHS external audit appointments that covered audits up to and including the financial year 2016/17. Within these contracts there was an option to extend for a maximum of three further years, i.e. up to and including the financial year 2019/20.
- 4.3. A consultation exercise with key stakeholder groups was undertaken, and the Government decided that for local government bodies the contracts would be extended by one year, so incorporating the audit of the 2017/18 financial year. After this, local authorities must make arrangements to appoint the external auditors themselves.
- 4.4. The Act also set out arrangements for the appointment of auditors for subsequent years with the opportunity for authorities to make their own decisions about how and by whom their auditors are appointed. Regulations under the Act all authorities to 'opt in' for their auditor to be appointed by an 'appointing person'.
- 4.5. In July 2016, PSAA were specified by the Secretary of State as an appointing person under regulation 3 of the Local Audit (Appointing Person) Regulations 2015. PSAA is an independent not for profit company limited by guarantee and established by the Local Government Association ('LGA').
- 4.6. On 27 October 2016 PSAA invited the Council along with all other authorities to become an opted in authority for the purposes of the appointment of an auditor under the provisions of the Act and the requirements of the Local Audit (Appointing Person) Regulations 2015.

5. Options for appointing External Auditors

5.1. There are three options for local authorities to appoint auditors:

- Establish an independent auditor panel. The panel must be made up of a majority, or of wholly independent members and must be chaired by an independent member,
- Jointly establish an auditor panel with other authorities, or
- Opt-in to scheme as developed by an approved sector led body to be specified by the Secretary of State Communities and Local Government to act as the Appointing Person on behalf of opted-in authorities.

5.2. The LGA has been working with PSAA in developing a sector led body offering (Option 3) as an alternative to each council setting up a separate Auditor Panel. As mentioned in paragraph 4.6, formal invitations to opt-in were issued on 27 October 2016 and as of 2 February 2017 264 authorities had opted in to the PSSA led scheme. Opt-in will require Full Council Approval (*Regulation 19, Local Audit (Appointing Person) Regulations 2015*). A response to the formal invitation from PSAA is required by 9 March 2017.

5.3. The LGA is supporting the sector led approach because of the benefits for the sector as a whole. These benefits include:

- Purchasing power to negotiate competitive audit fees worth an estimated £30m annually.
- Savings on the costs of Invitation to Tender exercises given the large number local government sector bodies that are likely to opt into the scheme.
- Savings on the costs of bid appraisal, contract specification and negotiation
- Economies of scale to be achieved from collective procurement, enabling the firms to plan and resource audits more efficiently and effectively.
- Quality monitoring and other information sharing across contracts (subject to protections over confidentiality).
- Sensibly distribution of audit appointments taking in to consideration joint working between individual Councils and other public bodies, managing rotations where conflicts of interest arise.

5.4 The opt in scheme provides for the appointment of a suitably qualified audit firm for each of the five financial years commencing on 1 April 2018.

6. Evaluation

6.1. Officers have considered the advantages and disadvantages of the options available:

- **Option 1:** Establish an independent auditor panel - Whilst option 1 would give the County Council complete autonomy over the whole process, the costs involved in setting up a new panel and carrying out a procurement exercise are expected

to be significant. In addition, it is unlikely the Council will have sufficient purchasing power to be able to obtain the best value on its own.

- **Option 2:** Jointly establish an auditor panel with other authorities - A joint set-up and procurement with other partners would still have significant costs involved in the set-up of the panel and carrying out the procurement exercise. Whilst there could be opportunities to realise small additional efficiencies, and combine purchasing power, even a shared procurement with all authorities in Hertfordshire would be unlikely to achieve material economies of scale as it would be significantly smaller than those undertaken by a national body (for example, Audit Commission procurements in 2012 and 2014 were for 750 and 260 audited bodies, and achieved savings of 40% and 25% respectively).
- **Option 3:** Opt-in to an approved sector led body scheme (SLB) - Use of a SLB (PSAA) to act as the Appointing Person to appoint auditors would allow the Council to retain the benefits of national procurement, allow local procurement resources to be focused on core business activities, and ensure the actual and perceived independence of auditors is maximised through the separation of the Council from decision-making.

7. Financial Implications

The costs of these arrangements will be determined during the procurement process. There are no other financial implications from this report.

8. Conclusions

Having considered the costs and benefits of each of the options, the preferred route would be opting into the PSAA sector led option for appointment of external auditors (option 3). The potential for continued value for money through a national procurement exercise make Option 3 the most attractive one available. This approach was agreed by Audit Committee.

Background Information

Report to and Minutes, Audit Committee, November 2016

[Audit Committee Documents - November 2016](#)

HERTFORDSHIRE COUNTY COUNCIL

**CABINET
MONDAY, 20 FEBRUARY 2016 AT 2.00 PM**

**COUNTY COUNCIL
TUESDAY, 21 FEBRUARY 2016 AT 10.00 AM**

<u>Cabinet Agenda Item No.</u> 7
<u>County Council Agenda Item No.</u> 12

COUNTY COUNCIL MEETING FEBRUARY 2017 – EXECUTIVE REPORT

Report of the Chief Legal Officer

Author: Kathryn Pettitt, Chief Legal Officer (Tel: 01992 555527)

1. Purpose of report

- 1.1 To invite Cabinet to recommend to Council that Council approves a proposal to vary Standing Orders for the Council meeting on 21 February 2017 so as to defer the Executive Report to the meeting of Council in March 2017.

2. Summary and Background

- 2.1 Group Leaders have agreed that the Executive Report under standing order 7 of Annex 6 to the Constitution be deferred from the meeting of Council on 21 February 2017 to the March Meeting of Council.
- 2.2 The Constitution provides that changes to standing orders for Council can only be varied after consideration of a report from Cabinet.

3. Recommendation

- 3.1 That Cabinet recommends that Council agrees to vary the standing orders for the Council meeting on 21 February 2017 so as to defer the presentation of the Executive Report that would otherwise have been presented to that meeting to the meeting of the Council on 21 March 2017.

4. Financial Implications

- 4.1 None arising from this Report.

Background Information

None

HERTFORDSHIRE COUNTY COUNCIL

**CABINET
MONDAY, 20 FEBRUARY 2017 AT 2.00PM**

**COUNTY COUNCIL
TUESDAY, 21 FEBRUARY 2017 AT 10.00AM**

Cabinet
Agenda Item No.

8

County Council
Agenda Item No.

13

**RETURNING OFFICER AND DEPUTY RETURNING OFFICERS -
INDEMNITY**

Report of the Chief Executive

Author: John Wood, Chief Executive & Director of Environment
(Tel: 01992 555600)

Executive Member: Robert Gordon, Leader of the Council

1. Purpose Of Report

1.1 To inform Council of the position concerning personal liability of the Returning Officer and the Deputy returning Officers for County Council elections.

2. Summary and Background

2.1 The Returning Officer for County Council elections is the Chief Legal Officer. In order to assist in the administration and running of County Council elections the Returning Officer appoints Deputy Returning Officers. The Deputy Returning Officers comprise County Council and District Council employees.

2.2 When undertaking the role of Returning Officer or Deputy Returning Officer the individuals are personally responsible for the legality of the election and matters associated with the election.

2.3 The County Council has effected insurances in respect of the Returning Officer's and Deputy Returning Officers' (the Deputy Returning Officers are referred to as "election officials" under the insurance policies) liability but this does not remove the personal liability on these individuals and so there is a need for an indemnity in particular to cover the deductibles on the insurances (elections, public liability and employer's insurance) and any other amounts not covered by the insurances.

- 2.4 The Council does not have a history of challenge to its elections or claims arising from it and so the risk of a call on any indemnity is low but the impact of a claim would be significant on the individual.
- 2.5 In 2013, the County Council agreed to grant an indemnity to the Returning Officer for any personal liability arising directly or indirectly from her appointment by the Council as Returning Officer for the County Council election in May 2103 and for subsequent Council elections.
- 2.6 The giving of an indemnity to the Returning Officer and Deputy Returning Officers is one which many authorities do give and it is recommended by the Association of Electoral Administrators. It is also consistent with the practice of central Government in relation to National elections.
- 2.7 The County Council does have power to enter into an indemnity in respect of this potential liability under the Local Authorities (Indemnities for Members and Officers) Order 2004, under 111 of the Local Government Act 1972 as facilitating, or being conducive or incidental to, the discharge of the Council's functions and also under the general power of competence in s1 Localism Act 2011.

3 Financial Implications

- 3.1 There are no financial implications specifically arising from this report, although there would be a cost to the Council if any indemnity is called upon.

4 Recommendation

- 4.1 Cabinet is invited to recommend to Council that the County Council:
 - (a) Notes that Council agreed to grant an indemnity to the Chief Legal Officer for any personal liability arising from her appointment by the Council as Returning Officer for the County Council elections in 2013 and thereafter and that that indemnity is on going
 - (b) Agrees to fully, promptly and effectively indemnify and keep indemnified Deputy Returning Officers appointed to act on each County Council election from and against all liabilities, losses, actions, proceedings, damages, costs, claims, demands and expenses brought or made against or suffered or incurred by the Deputy Returning Officers directly or indirectly arising out of or in connection with undertaking the role of Deputy Returning Officer in consequence of conducting the County Council election in May 2017 and any subsequent election to the County Council
 - (c) The indemnity referred to in (b) above will not extend to loss caused by or arising from:

- i) any criminal offence, fraud or other deliberate wrongdoing or recklessness on the part of the Deputy Returning Officer
 - ii) any act or omission of the Returning Officer otherwise than in the capacity as Deputy Returning Officer
 - iii) insofar as any of the matters mentioned in (b) above are covered by insurance.
- (d) Agrees that this indemnity will cover where the act or failure to act was outside the powers of the authority, or outside the powers of the Deputy Returning Officer, where the Deputy Returning Officer reasonably believed that the act or failure to act was within the powers of the authority and within the powers of the Deputy Returning Officer at the time that they acted or failed to act, as the case may be.
- (e) Agrees that this indemnity will not seek to recover from the Deputy Returning Officer any loss which it has suffered as a consequence of any act or omission by them in their capacity as Deputy Returning Officers, subject to the exceptions in (c) above and (f) below.
- (f) Agrees that this indemnity may not apply if the Deputy Returning Officer, without the express permission of Hertfordshire County Council, admits liability or negotiates or attempts to negotiate a settlement of any claim falling within the scope of this indemnity.

4.2 Cabinet's recommendation(s) to Council will be tabled at the County Council meeting on 21 February 2017.

Background Information

Report to County Council – 26 March 2013
[County Council 26 March 2013](#)