

Agenda

Cabinet

Thursday, 13 October 2016, 9.30 am
County Hall, Worcester

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বাংলা। আপনি যদি এই দলিলের বিষয়বস্তু বুঝতে না পারেন এবং আপনার জন্য অনুবাদ করার মত পরিচিত কেউ না থাকলে, অনুগ্রহ করে সাহায্যের জন্য 01905 765765 নম্বরে যোগাযোগ করুন। (Bengali)

廣東話。如果您對本文檔內容有任何不解之處並且沒有人能夠對此問題做出解釋，請撥打 01905 765765 尋求幫助。 (Cantonese)

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Türkçe. Bu dokümanın içeriğini anlayamazsanız veya dokümanı sizin için tercüme edebilecek birisine ulaşamıyorsanız, lütfen yardım için 01905 765765 numaralı telefonu arayınız. (Turkish)

اردو۔ اگر آپ اس دستاویز کی مشمولات کو سمجھنے سے قاصر ہیں اور کسی ایسے شخص تک آپ کی رسائی نہیں ہے جو آپ کے لئے اس کا ترجمہ کر سکے تو، براہ کرم مدد کے لئے 01905 765765 پر رابطہ کریں۔ (Urdu)

کوردی سۆزانی، ننگیر ناتوانی تێبگدی له ناوهرۆکی نهم بێلگهیه و دهستت به هیچ کس ناگات که و هههنگهه یهتوه بۆت، تکلیه تملظون بکه بۆ ژماره‌ی 01905 765765 و داوای رهنۆینی بکه. (Kurdish)

ਪੰਜਾਬੀ। ਜੇ ਤੁਸੀਂ ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮਸ਼ਹੂਨ ਸਮਝ ਨਹੀਂ ਸਕਦੇ ਅਤੇ ਕਿਸੇ ਅਜਿਹੇ ਵਿਅਕਤੀ ਤੱਕ ਪਹੁੰਚ ਨਹੀਂ ਹੈ, ਜੋ ਇਸਦਾ ਤਰਜਮਾ ਲਈ ਅਨੁਭਵ ਕਰ ਸਕੇ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਮਦਦ ਲਈ 01905 765765 'ਤੇ ਫ਼ੋਨ ਕਰੋ। (Punjabi)

DISCLOSING INTERESTS

There are now 2 types of interests:
'Disclosable pecuniary interests' and **'other disclosable interests'**

WHAT IS A 'DISCLOSABLE PECUNIARY INTEREST' (DPI)?

- Any **employment**, office, trade or vocation carried on for profit or gain
- **Sponsorship** by a 3rd party of your member or election expenses
- Any **contract** for goods, services or works between the Council and you, a firm where you are a partner/director, or company in which you hold shares
- Interests in **land** in Worcestershire (including licence to occupy for a month or longer)
- **Shares** etc (with either a total nominal value above £25,000 or 1% of the total issued share capital) in companies with a place of business or land in Worcestershire.

NB Your DPIs include the interests of your spouse/partner as well as you

WHAT MUST I DO WITH A DPI?

- **Register** it within 28 days and
- **Declare** it where you have a DPI in a matter at a particular meeting
 - you must **not participate** and you **must withdraw**.

NB It is a criminal offence to participate in matters in which you have a DPI

WHAT ABOUT 'OTHER DISCLOSABLE INTERESTS'?

- No need to register them but
- You must **declare** them at a particular meeting where:
You/your family/person or body with whom you are associated have a **pecuniary interest** in or **close connection** with the matter under discussion.

WHAT ABOUT MEMBERSHIP OF ANOTHER AUTHORITY OR PUBLIC BODY?

You will not normally even need to declare this as an interest. The only exception is where the conflict of interest is so significant it is seen as likely to prejudice your judgement of the public interest.

DO I HAVE TO WITHDRAW IF I HAVE A DISCLOSABLE INTEREST WHICH ISN'T A DPI?

Not normally. You must withdraw only if it:

- affects your **pecuniary interests OR** relates to a **planning or regulatory** matter
- **AND** it is seen as likely to **prejudice your judgement** of the public interest.

DON'T FORGET

- If you have a disclosable interest at a meeting you must **disclose both its existence and nature** – 'as noted/recorded' is insufficient
- **Declarations must relate to specific business** on the agenda
 - General scattergun declarations are not needed and achieve little
- Breaches of most of the **DPI provisions** are now **criminal offences** which may be referred to the police which can on conviction by a court lead to fines up to £5,000 and disqualification up to 5 years
- Formal **dispensation** in respect of interests can be sought in appropriate cases.

Cabinet

Thursday, 13 October 2016, 9.30 am, County Hall, Worcester

Membership: Mr S E Geraghty (Chairman), Mr M L Bayliss, Mr A N Blagg, Mrs S L Blagg, Mr M J Hart, Mrs L C Hodgson, Dr K A Pollock, Mr A C Roberts and Mr J H Smith

Agenda

Item No	Subject	Page No
6	Council Policy on responding to Change of Age Range requests from Community Maintained Schools or Change of Age Range consultations from other types of Schools – Appendices 1 - 3	1 - 8
7	Winter Service Policy 2016 – Appendices 2 - 3	9 - 16

NOTES

- **Webcasting**

Members of the Cabinet are reminded that meetings of the Cabinet are Webcast on the Internet and will be stored electronically and accessible through the Council's Website. Members of the public are informed that if they attend this meeting their images and speech may be captured by the recording equipment used for the Webcast and may also be stored electronically and accessible through the Council's Website.

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To obtain further information or a copy of this agenda contact Nichola Garner, Committee & Appellate Officer on Worcester (01905) 766626 or Kidderminster (01562) 822511 (Ext 6626) or minicom: Worcester (01905) 766399 email: ngarner2@worcestershire.gov.uk

All the above reports and supporting information can be accessed via the Council's website.

Date of Issue: Tuesday, 4 October 2016

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WORCESTERSHIRE COUNTY COUNCIL EQUALITY IMPACT RELEVANCE SCREENING

This exercise is not an Equality Impact Assessment (EIA). It is a desktop screening exercise designed to establish if you need to carry out an EIA. When completing the screening please use plain English avoiding the use of acronyms or jargon. Any documents referred to should be attached to this screening form.

Remember, throughout this exercise the term 'policy' (or 'policies') is used as shorthand for 'policies, practices, activities, strategies, plans, projects, procedures, functions and protocols'. It therefore needs to be interpreted broadly to embrace the full range of functions, activities, plans and decisions for which the County Council is responsible.

For help completing this screening please refer to the County Council's EIA Guidance document available on SID.

Part One: basic information needed to identify the policy and prepare for screening

1.1	Directorate and Section/Unit:	Children, Communities and Families / Provision Planning and Accommodation Team
1.2	Title of the policy being screened:	Council policy on responding to change of age range requests from maintained schools.
1.3	Screening by:	Robert Williams
1.4	Date of screening:	23 August 2016
1.5	Summary of policy objectives	To allow the Local Authority to respond to requests from maintained schools to carry out proposals to change their age range.
1.6	Related policies/functions:	None
1.7	To which section of the Directorate or Corporate "business/service plan" does this policy relate?	<p><i>Children's Services Directorate Improvement Plan 14/15</i></p> <ul style="list-style-type: none"> • <i>more children and young people achieve their full potential in education</i> • <i>Build effective partnerships</i>

1.8	Is this a new or existing policy?	<i>New policy</i>
1.9	Does the policy affect service users, employees, the wider community, or a combination of these?	<i>Combination of service users, employees and wider community</i>
1.10	Who is formally responsible for the delivery of this policy? If different, who is responsible for leading on the delivery?	Strategic Commissioner – Education and Skills – John Edwards
1.11	What (if any) previous consultation has been carried out for this policy? Who was consulted and when?	None. This policy is in response to a change in the statutory guidance issued by the DfE in respect of School Organisation.
1.12	Is equality monitoring in place for this policy?	No

Part Two: The purpose of the following exercise is to assess the potential relevance of the policy in the lives of staff and/or residents who have one or more of the following "Protected Characteristics":
Age, Disability, Gender Reassignment, Marriage/Civil Partnership, Pregnancy/maternity, Race, Religion/Belief, Sex and Sexual Orientation.

The questions in this section ask you to consider factors you will need to take into account in assessing the relevance of the policy in the lives of people who have one or more of the Protected Characteristics. The answers you provide will help you determine whether you will need to carry out an Equality Impact Assessment.

		Yes	No	Details and comments
2.1	Could this policy have a significant impact on service delivery or other aspects of daily life for people because they have one or more of the Protected Characteristics listed above?		✓	The policy relates to schools, rather than individual children.
2.2	Does the policy involve a significant commitment, or reduction, of resources?		✓	We already respond to schools in respect of change of age range, this formalises the policy.
2.3	Does the policy relate to an area where inequalities are already known to exist?		✓	All schools are treated equally.

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2.4 Is there any evidence of potential or actual unplanned variations in the participation levels or use of the policy between different groups (Existing policies only)?

Characteristic	Yes	No	Details, including what information you have based your answer on
Age		✓	The policy is the same regardless of the children's ages.
Disability		✓	Any school changing its age range would need to prove no disadvantage to SEND pupils.
Gender reassignment		✓	
Marriage/Civil Partnership		✓	
Pregnancy/maternity		✓	
Race		✓	
Religion or belief		✓	The policy is the same for all maintained schools.
Sexual orientation		✓	
Sex		✓	

If the answer to question 2.3 is "yes" or "could be yes" then you **must complete an EIA**.

For existing policies, if the answer to question 2.4 is "yes" or "could be yes" then you **must complete an EIA**.

If the answer to questions 2.1 or 2.2 is "yes" or "could be yes" then you may need to complete an EIA. Please refer to Section 3 of the EIA Guidance document for further clarification on when an EIA should be completed.

2.5 Based on the factors above, is an Equality Impact Assessment required for this policy?

Yes	
No	✓

An EIA is not always needed. Where you have decided that an assessment is not required please clearly summarise the reasons for your decision, including any factors you have taken into account, in the box below. Please then ensure this screening form is signed-off by your line manager and sent to the Corporate Equality and Diversity Team for publication.

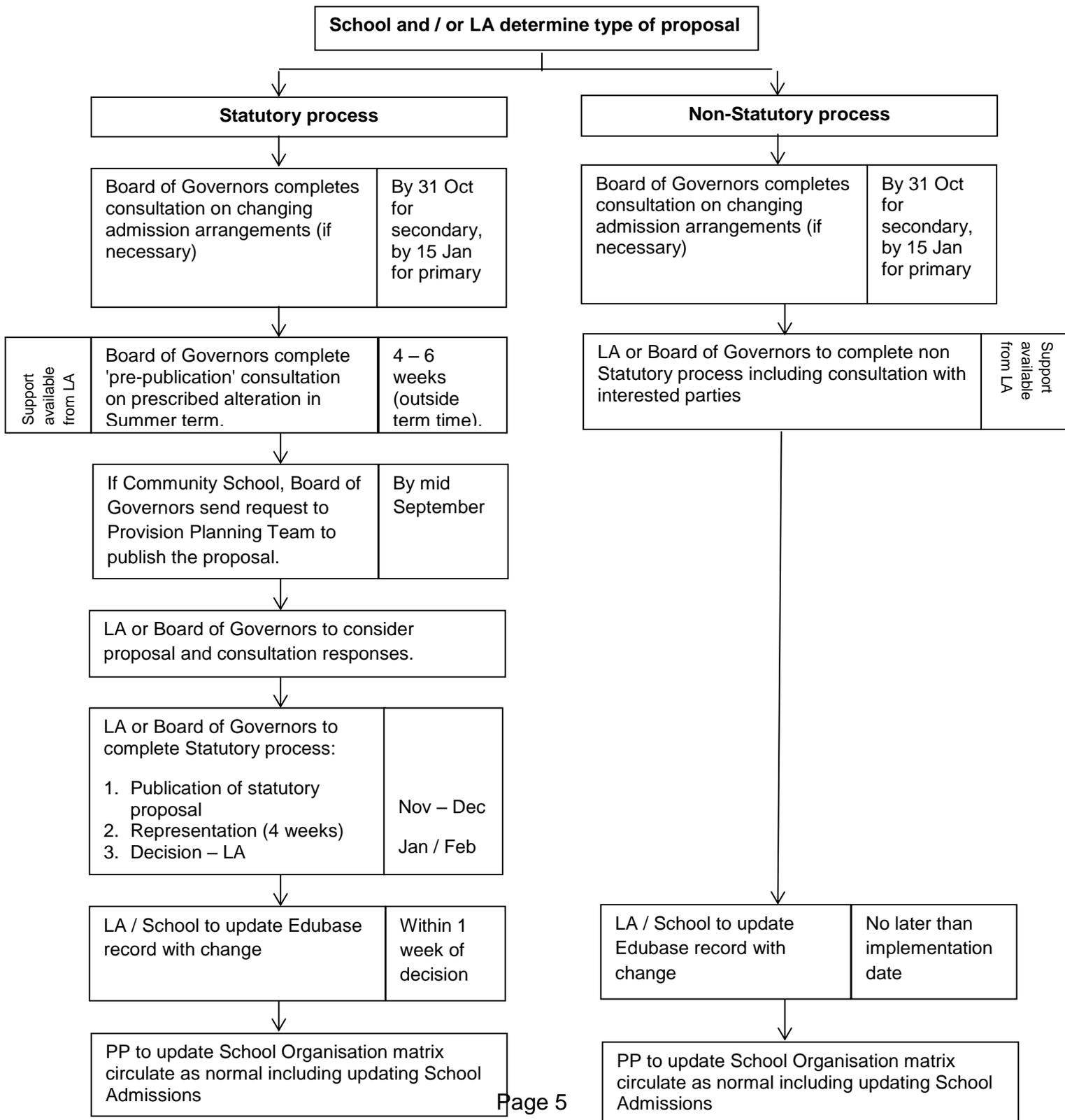
EIA not required: reasons and additional comments
The policy relates to schools, rather than individuals. It clarifies the Local Authorities policy. Any school wishing to undertake a change of age range would need to prove no disadvantage to SEND pupils as part of its own consultation.

Signed (completing Officer/Manager):  . Date: 23/08/16.....

Signed (Line Manager): Date:

Changing age range of a Maintained School

<p>Initial Contact made by School to Provision Planning Team - provide information and link to:</p> <ul style="list-style-type: none"> DfE – Making significant changes to an academy: https://www.gov.uk/government/publications/making-significant-changes-to-an-existing-academy DfE – Making 'prescribed alterations' to local-authority-maintained schools: https://www.gov.uk/government/publications/school-organisation-maintained-schools 	<p>Contact Details Provision Planning Team Robert Williams RJWilliams@worcestershire.gov.uk</p>
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Indicative timetable for proposal age range changes

Stage	Timeframe 1
School led consultation (4 – 6 weeks in term time)	June / July 2016
School send business case to local authority by:	16 September 2016
If local authority support, deadline for Cabinet report	10 October 2016
Report results of consultation and request Cabinet approval to publish proposals	17 November 2016
If Cabinet approve, publish statutory notice and proposal, must be 4 weeks	28 November - 23 December 2016
Report ready for Cabinet / CMR	4 January 2017
If no objections decision with Cabinet Member Responsibility / if objections decision back to Cabinet	January / 1 st week in February 2017
Inform School Admissions / parents / transport	March 2017
School Admissions parent booklet published	June 2017
School Admissions applications open	September 2017
School Admissions closing date	January 2018
School offers	April 2018
Implementation (intake)	September 2018

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Winter Service Operational Plan 2016
 Carriageway Grit Bin Assessment form

REV 0

Location for grit bin		Assessment date	Assessed by	
Primary or Secondary route? Yes/No		Route No:		
Source of request:		PEM No:		
Characteristic		Factors	Criteria score	Actual score
1 *see note 1	Bin siting	Suitable bin location and no significant obstruction of footway	YES required	YES/NO
		Steeper than 1 in 15 (6.7%)	50	
2 *see note 2	Measured Gradient: %	Between 1 in 15 and 1 in 20 (5%)	30	
		Less than 1 in 20 (5%)	Nil	
		Gritting route	YES = nil	
3 *see notes 2 & 3	T Junction Site falling towards a Give Way and joining a road with:	60mph speed limit	40	
		50mph speed limit	40	
		40mph speed limit	30	
		30mph speed limit	20	
		OR	Level or gradient rising up to 30mph or greater speed limit	10
	4 *see notes 2 & 3	Site needing essential access	Less than 20 premises	Nil
20-50 premises			20	
Over 50 premises			40	
Doctors surgery / Sheltered Housing / School / many people with disability. STATE specific premises:			40	
Location for which this is the only access to shops or industrial premises			30	
5 *see note 2	Responsible citizen(s) nearby to use and maintain	Yes, at location	20	
		Motorists self-help	10	
6 *see note 2	Known problem location in severe winter conditions	Primary gritting route AND known steep gradient problem location in snow or ice conditions	40	
		Secondary gritting route AND known steep gradient problem location in snow or ice conditions	40	
	OR	NON-gritting route, gradient <5% AND problem frost, bend or shade	40	
NOTES			Total	0
1. A suitable and safe location for the bin and with no significant obstruction of a footway. 1.2m clear passage, absolute minimum 1.0m, is REQUIRED. 2. Only ONE factor from within each of sections 2 to 6 can apply. 3. Sections 3 and 4 score NIL at locations on Primary or Secondary gritting routes. 4. Any site for which the summation of the weighing factor scores equals or exceeds 100 would warrant the siting of a grit bin <u>subject to resources being available to site and maintain it.</u>				
REQUIRED information			Unit manager authorisation	
Link and Section Identifier			YES/ NO	Date
12 figure OS grid reference (from GIS)			Name	

CUT & PASTE CONFIRMED BIN LOCATION MAP AND WIDER CONTEXT MAP BELOW

Footway/Divorced Footpath Grit Bin Assessment form

Location for grit bin		Assessment date		Assessed by	
Primary or Secondary route? Yes/No			Route No:		
Source of request:			PEM No:		
Characteristic		Factors		Criteria score	Actual score
1 *see note 1	Bin siting	Suitable bin location and no significant obstruction of footway		YES required	YES/NO
		Steeper than 1 in 15 (6.7%)		50	50
2 *see note 2	Measured Gradient: %	Between 1 in 15 and 1 in 20 (5%)		40	
		Less than 1 in 20 (5%)		Nil	
3 *see note 2	Footway category (from Highway Inventory)	1a or 1 Prestige or busy urban shopping and business areas, or main pedestrian routes linking transport interchanges		40	
		2 Medium usage routes through local areas feeding into primary routes, local shopping centres, large schools or industrial centres etc.		40	
		3 Footway/footpath linking local access footways through urban areas or busy rural footway		30	30
		4 Local access footway/footpath associated with low usage, short estate roads to the main routes or cul-de-sacs		20	
4 *see note 2	Site needing essential access	Doctors surgery / Sheltered Housing / School / many people with disability STATE specifics:		20	
		No essential access factors		Nil	
5 *see note 3	Responsible citizen(s) nearby to use and maintain			YES required	YES/NO
		Yes, at location		20	20
		Yes, but remote		10	
NOTES				Total	100
<p>1. A suitable and safe location for the bin and with no significant obstruction of a footway. 1.2m clear passage, absolute minimum 1.0m, is REQUIRED.</p> <p>2. Only ONE factor from within each of sections 2 to 4 can apply.</p> <p>3. Availability of somebody prepared to use the bin is REQUIRED</p> <p>4. Any site for which the summation of the weighing factor scores equals or exceeds 100 would warrant the siting of a grit bin <u>subject to resources being available to site and maintain it.</u></p>					
REQUIRED information				Unit manager authorisation	
Link and Section Identifier or				YES/ NO	Date
Adopted Footpath Identifier F00000				Name	
12 figure OS grid reference (from GIS)					

CUT & PASTE CONFIRMED BIN LOCATION MAP AND WIDER CONTEXT MAP BELOW



WORCESTERSHIRE COUNTY COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Please read the brief guidance which provides essential information for anyone who is unfamiliar with the County Council Equality Impact Assessment process.

Background information:

Name:	Nick Yarwood
Job Title:	Winter Service Supervisor
Service area:	HIGHWAYS – WINTER SERVICE
Directorate:	DE&I
Telephone:	
Email address:	nyarwood@worcestershire.gov.uk
Date assessment commenced:	05/07/2016
Date assessment completed:	19/07/2016

Function, strategy, project, policy or procedure being assessed:

Name of the function, strategy, project, policy or procedure being assessed:	Winter Service Policy
Is this a new or an amended policy?	Amended
Does the policy form part of a wider programme which has already been screened for equality relevance?	No

Stage 1 - Please summarise the main objectives, aims and intended outcomes of this policy

Aims/Objectives:	The Winter Service Policy is in response to national guidance on the statutory duty to maintain highways.
Intended outcomes:	Prevention of frost and ice forming on defined parts of the highway network. Clearance of snow from defined parts of the highway network to enable community and business activities to be maintained. Provision of self-help facilities for local communities.
Please summarise how these outcomes will be achieved?	By using a risk and benefit approach to target available resources to best effect.
Where an existing policy is to be amended please summarise principle differences between the existing and proposed policies?	A new section on Infrastructure and Equipment has been added and a new section on Equality Impact has been added.

Stage 2 - Information gathering/consultation



Please give details of data and research which you will use when carrying out this assessment:	Information from service requests received during severe winter conditions and responses to those requests.
Please give details of any consultation findings you will use when carrying out this assessment:	During previous periods of severe winter weather individuals and diverse groups of individuals that experience particular difficulties identify themselves and their needs very clearly. This very effectively provides two-way communication and good quality information on their identities and their needs.
Do you consider these sources to be sufficient?	Yes
If this data is insufficient, please give details of further research/consultation you will carry out:	
Please summarise relevant findings from your research/consultation:	<p>The elderly have greater need of access to health facilities for their routine health needs. They also have a higher incidence of need for urgent medical attention with associated immediate access requirements. People with a disability can be inconvenienced or put at risk by poorly positioned grit bins. They may also not be able to move around their locality as they would normally.</p> <p>Children and their parents/guardians can be vulnerable in the immediate vicinity of schools. School bus services are affected by severe winter conditions. All of these are specifically taken into account in the way that the service is planned and operated.</p>

Stage 3 - Assessing the equality impact of the policy

Based on your findings, please indicate using the table below whether the policy could have an adverse, neutral or positive impact for any of the protected groups:

Protected characteristic	Adverse	Positive	Neutral
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage and civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion and belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Please provide details of all positive and adverse impact you have identified:	Priority is given to the elderly and people with disability in the provision of winter service.
Where possible please include numbers likely to be affected:	It is not possible to quantify.
Where potential adverse impact has been identified, can continuation of the proposed policy be justified?	Choose an item. If yes, please explain your reasons:
Do you consider that this policy will contribute to the achievement of the three aims of the <u>Public Sector Equality Duty</u> ?	<p>Please indicate which of these aims is achieved through this policy:</p> <ol style="list-style-type: none"> 1. There is no inherent unlawful discrimination within provision of winter service. 2. Individuals within the age groups identified as being at greater risk are taken into account and catered for within the operational plans derived from this policy. 3. The provision of winter service does not have the potential to positively foster good relations between persons who share a Protected Characteristics. <p>Please explain how the policy contributes to achievement of any aims you have selected: Identified age ranges are catered for at locations in which they can be reasonably be identified as having a particular or special need to access being targeted within aspects of the service provision, for example in the design of gritting routes and provision of grit bins.</p>
<p>The Public Sector Equality Duty has the following three aims:</p> <ol style="list-style-type: none"> 1. To eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010. 2. To advance equality of opportunity between persons who share a relevant <u>Protected Characteristic</u> and persons who do not share it. 3. To foster good relations between persons who share a relevant <u>Protected Characteristic</u> and persons who do not share it. 	

Stage 4 - Action planning and time frames

Please list any actions you will take to mitigate any adverse impact you have identified:

Planned action	By who	By when	How will this be monitored
Gritting routes and provision of grit bins are systematically reviewed annually before the winter season using	Winter Service team	September each year.	Monitoring is carried out by the highways service manager.



information gathered during the previous winter season.			

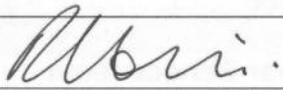
Please indicate how these actions will be taken forward as part of your team/service/directorate planning:	Already included in the annual review process.
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Stage 5 - Monitoring & Review

How frequently will proposed action be monitored?	Annually
How frequently will intended outcomes be evaluated?	Annually
Who will be responsible for monitoring and evaluation?	Highways service managers.
How will you use the monitoring and evaluation results?	To refine service provision.

Stage 6 - Publication

Worcestershire County Council requires all assessments to be published on our website. Please send a copy of this assessment to the Corporate Equality and Diversity Team for publication.

	Signature	Date
Completing Officer:	N Yarwood	19/07/2016
Lead Officer:		Click here to enter a date.
Service Manager:	Rachel Hill 	Click here to enter a date. <i>Sept 2016.</i>