

Cabinet

Thursday, 13 December 2018, 10.30 am, County Hall, Worcester

Membership: Mr S E Geraghty (Chairman), Mr A T Amos, Mr A I Hardman, Mr M J Hart, Mrs L C Hodgson, Ms K J May, Mr A P Miller, Dr K A Pollock, Mr A C Roberts and Mr J H Smith

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NOTES

- **Webcasting**

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Date of Issue: Tuesday, 4 December 2018

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Waste Management Services Contract

Parameters – V4.0

1. Purpose / Introduction

Recognising the existing Waste Management Services Contract (WMSC) and in order to avoid iterative decision making on points of detail, it is recommended Cabinet agree to a defined mandate – set of parameters – within which any extension to the Waste Management Services Contract could be concluded.

The parameters are split into:

- Planning Parameters
- Financial Parameters
- Contractual Parameters; and
- Technical Parameters.

2. The Parameters

Planning Parameters		
<i>Parameter</i>	<i>Status</i>	<i>Commentary</i>
Timely Planning approval for the proposed extension of capacity at EnviRecover to process additional waste.		
No planning conditions which impact or degrade the performance of the plant(s) to such an extent it is not suitable to meet the output specification.		
There are no planning conditions which render the planned extension not value for money for the Councils.		
Overall Parameter Status		

Financial Parameters		
<i>Parameter</i>	<i>Status</i>	<i>Commentary</i>
The contract extension represents value for money when assessed:		
a) absolutely in terms of the Contractor's Proposals;		
b) relatively with the market; and		
c) in light of the opportunity cost and other disadvantages of alternative options.		
The Internal Rate of Return (IRR) over the life of the Waste Contract shall not exceed the IRR used in the financial model in the original procurement.		
DEFRA (WIDP) approve the variation (as required).		
The life-cycle costs beyond 2023, especially in relation to EnviroSort, are clear and affordable.		

Delivery of a revenue saving for the Councils.		
Overall Parameter Status		

Contractual Parameters

<i>Parameter</i>	<i>Status</i>	<i>Commentary</i>
There are no alterations to the Waste Contract, its structure or financial basis, as a result of any extension, save for those:		
a) necessary to give effect to the extension;		
b) bringing the Waste Contract into compliance with current and foreseeable legislation; and		
c) the net effect of which is to deliver a commercial benefit to the Councils.		
External legal advice has been obtained that there is no realistic prospect of a material delay to or cessation of the extension of the contract as a result of challenge on procurement grounds.		
Herefordshire Council and Worcestershire County Council have entered into an agreement to extend the Joint Working Agreement insofar as it relates to the extension of the contract.		
Overall Parameter Status		

Technical Parameters		
<i>Parameter</i>	<i>Status</i>	<i>Commentary</i>
The Reliability, Availability, Maintainability and Safety (RAMS) and Life Cycle Costs are such that:		
a) the costs in extending the contract are comparable to the market; and		
b) the costs of running the facilities are not deflated during the period up to the end of the Waste Contract at the expense of increased running costs from that point to the end of the design life of the facilities (notably EnviRecover).		
2. The return condition of the facilities at the expiry of the Waste Contract, shall be such that they;		
a) are in accordance with the specifications pursuant to which they were procured (save for agreed changes); and		
b) are in a condition consistent with proper use up to that point in time; and		
c) are capable of being operated for the remainder of their design life; and		

d) are likely to be capable of being re-financed at commercial rates; and		
3. Any prescriptive specification items required by the Councils have been incorporated in the specification.		
4. Any operating restrictions required by the Councils have been incorporated in the operating requirements.		
5. Any major component warranties required by the Councils have been requested in Mercia's contract documents for the facilities.		
Overall Parameter Status		

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Scrutiny Report

Bus and Community Transport Provision

December 2018

www.worcestershire.gov.uk

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Lead Member's Foreword

Growing up in Wythall, in the most northern corner of Worcestershire, public transport was a vital link for me to stay connected to friends, get to work and university. The subsidised bus service from Wythall to Birmingham was a fundamental part of everything I did and was a lifeline for a teenager. Now, as a councillor, the recognition of the importance of a reliable public transport network is at the forefront of my work. I lead this scrutiny task group to tackle some of the big strategic questions we face as a council in ensuring accessible public transport for all.

This report not only seeks to confront the nitty gritty issues of subsidised bus travel in Worcestershire, but to change the mind-set of how we seek to provide services. It's time to start building bus services up so that buses are seen as an option for everyone, not just those who have no other option, as part of a county-wide strategic approach to address the issues but also to make the most of opportunities. This means changing the way we tender for services, giving incentives to our partners to grow bus usage, improving the perception of our bus services and embracing new technology and platforms to improve confidence and accessibility.

I hope this report and feedback provided will inform the Directorate's ongoing review and acknowledge the real issues and concern for those where services have been reduced or are threatened. We are in challenging financial times, but if we are to meet those national priorities to reduce congestion, car use and improve air quality, we must build up our services rather than let them diminish.

I would like to thank all those who have contributed to the task group and its report and recommendations. In particular, the Passenger Transport team for their availability, expertise and patience during the process. I would like to thank bus operators, Aston's, Diamond and First for their time in speaking to us and the other operators who gave their feedback.

This report is only possible because of the plethora of evidence given or submitted to us by members of the public, parish councils and stakeholder groups who have contributed in person and by email. The insight they have provided in painting a picture of the current level of provision, the good and the bad and their viewpoints on how to build a sustainable service in the future, has been invaluable.

Any report like this requires the dedication of passionate and committed councillors and council officers. I would like to thank Liz, Tom, Paul, Roger and Paul for their time and interest in this topic. This task group has highlighted scrutiny at its forensic best, rooted in the pursuit of facts and to provide the best quality service to the people we serve. Finally, I would like to thank our incredible scrutiny team officers Emma, Alison, and Sam for their support in the production of this report. It is not easy to oversee such an investigation, in terms of scheduling, taking evidence and producing a report in such a small space of time. Without their support, this report wouldn't have been possible.

Councillor Chris Bloore

Bus and Community Transport Provision Task Group

Bus and Community Transport Provision

Background and Purpose of the Scrutiny

1. At its meeting on **13 September 2018**, the Council unanimously agreed the following Motion:

"The Council is concerned at the unexpected cuts in bus services announced by First and Diamond bus companies in August which take effect on 17 and 3 September respectively.

We welcome the undertaking that the Council will carry out a fundamental review of its entire subsidised services which will involve a public consultation exercise.

We ask that this review is supported by an urgent cross-party scrutiny into current bus and community transport provision which should include the availability of transport at crucial times of the day to get to work, to school or college, to medical appointments and for shopping. The scrutiny exercise should be completed by middle/late November to feed into the 2019/20 budget-setting process."

2. The Overview and Scrutiny Performance Board (OSPB) agreed at its meeting on **26 September 2018** that a Scrutiny Task Group led by Councillor Chris Bloore (Chairman of the OSPB) would be set up to scrutinise this issue. The findings of the scrutiny would feed into the Council's review of subsidised services and also into finalisation of the 2019/20 budget setting process.
3. At the time of the Task Group's work, the Directorate of Economy and Infrastructure was carrying out a scoping exercise to ascertain the elements that would be included in its review.
4. The **terms of reference** for the scrutiny exercise were to investigate current bus and community/alternative transport provision including the availability of transport at crucial times of the day to get to work, to school or college, to medical appointments and for shopping.
5. The **scope of the scrutiny** was identified as follows:
 - how bus Services are currently operating, both subsidised and commercial
 - current County Council policy and budget for bus subsidies
 - how the bus service cuts will affect the service users
 - whether the existing bus services meet the needs of bus users across the County
 - the role of community transport and how it is supported
 - how the Service is perceived and experienced by bus users
 - proposals for how the review of subsidised bus services will be carried out.

The Task Group's approach

6. Evidence has been gathered from a variety of sources, including Worcestershire County Council (WCC) Passenger Transport Officers, commercial bus operators, Worcestershire Community Transport Consortium, parish councils, County Councillors, a District Council, User Groups and Members of the Public.
7. Evidence was gathered through meetings in person and by a feedback form. An invitation to address the Task Group was extended to a wider group of people, but given the short timescales involved, it is appreciated that this was not always achievable.
8. The Scrutiny has also received considerable media interest and invited comments from the public.
9. Feedback forms were issued/made available to a wide range of parties (see below) who were invited to submit views on the issues being considered.
 - County Councillors
 - District and Parish Councils
 - User Groups – including the Vale Transport Group, Youth Cabinet, and groups supporting older people and those with disabilities (including Age UK, Mencap, Connect, SpeakEasy N.O.W, Sight Concern)
 - Bus companies
 - Consortium of Community Transport
 - Council and service user groups
 - Members of the Public
10. The Task Group was delighted to receive a total of 126 responses from a wide range of organisations and members of the public. The Members of the Task Group have had the opportunity to read all of the feedback which has been received. The general themes of the feedback are set out later in this report and a detailed summary is also provided.
11. A Schedule of the Task Group's Activity is listed in **Appendix 1**.
12. A list of documents reviewed/received during the scrutiny process is included at **Appendix 2**.

Bus services and how the Council supports services

What is the Council legally obliged to provide for public transport?

13. The Transport Act 1985 places a requirement on local authorities to have regard to the needs of their residents and to provide financial support for local bus services as they see fit to meet those needs. The duty is 'to have regard to the needs', rather than the actual provision of services. In particular, there is a requirement to consider the specific needs of older and disabled people, with powers to provide funding for service

provision, such as community transport. There are also duties under the Equalities Act 2010 as both elderly and disabled residents are covered by protected characteristics.

Bus Subsidies

14. The Council subsidises bus services, with a current subsidy budget of £1.8m, with an additional £500k (approximately) Bus Service Operators Grant (BSOG) from central Government, and a recharge to Children's Services (approximately) £280k dependent on numbers of pupils. The Council provides a strategic grant of £90k to Community Transport. There is also fares and concessionary fares income which fluctuates. The Council's total spend on transport totals approximately £21.8M including subsidies, home to school transport, community transport concessionary fare budget received from central Government and BSOG. A detailed breakdown is shown below:

Bus subsidies	£1,800,000
Bus Services Operators Grant (BSOG)	£500,000
Concessionary fares budget	£5,400,000
Community Transport	£90,000
Home to school transport	£14,000,000
	£21,790,000

All figures are (circa) and open to fluctuation dependent on demand.

NB Some Councillors have also contributed to various public transport services from the County Councillors' Divisional Fund. In the current financial year, as of November, £20,250.00 has been contributed.

15. The allocation of the £1.8m bus subsidies across different bus providers and the geographical spread has been considered in detail. The Task Group requested a breakdown of the Council's subsidies, and whilst this information cannot be shared here for reasons of commercial sensitivity, the way in which the allocations of subsidies varied between bus providers was not in line with the Task Group's expectations. The levels of subsidy are the result of commercial tendering.
16. Having considered the current bus subsidy criteria and the impact on current services, the Task Group felt that the criteria needed to be reviewed, particularly in relation to larger villages (*the equivalent of a Category 1 village in the SWDP*), some of which were no longer receiving a baseline timetabled service. In addition, they felt that the subsidies needed to be used more effectively to contribute to the sustainability of rural villages to ensure that social isolation does not occur and that residents can continue to access their employment and education.

17. The Task Group asked how the Council's subsidy support compared with other similar areas, and this is set out below:-

Comparative Data - Local authority spend on buses in England – source 'website - Your Bus Matters'

County	2010/11	2016/17	2017/18	2018/19
Worcestershire	£5,615,982	£1,952,764	£1,896,709	£1,848,000
Warwickshire	£2,458,046	£2,550,742	£2,400,888	£2,042,942
Herefordshire	£2,360,126	£679,455	£700,231	£677,449
Gloucestershire	£2,980,743	£2,164,374	£1,589,300	£2,138,536
Shropshire	£4,749,540	£2,982,823	£2,983,060	£2,487,130
Oxfordshire	£5,771,495	£944,836	£0	£0
Wiltshire	£7,077,866	£4,593,562	£0	£2,595,500

NB. It should be noted that the figures below have been accessed via an external website and therefore WCC Transport Officers are not able to confirm that all of the local authorities have provided information on the same basis eg. whether BSOG, education funding and rural bus subsidy grants have been included.

18. **Concessionary fares budget** – Worcestershire residents are entitled to a concessionary bus pass if they are a pensioner, disabled or require a companion pass. The concessionary fare budget from the Government is approximately £5m. The Task Group queried whether any underspend could be directed to bus services, however it is understood that variances are low and that in any case, any underspend identified cannot be used to maintain or enhance the local bus network. The budget for concessionary fares reimbursement is not a discretionary subsidy, it is used to reimburse bus operators for actual journeys undertaken. The budget spend will increase or decrease solely on the number of concessionary journeys undertaken.

19. **The figures for the Concessionary fares budget for the previous 3 years are as follows:**

2016/17 - base budget £5.4m outturn £5.5m (*overspend £95,766*)

2017/18 - base budget £5.2m, outturn £5.1m

2018/19 - base budget £5.4m, predicted outturn close to budget

How current services are working

20. There are approximately 130 providers (spanning a range of services including minibuses and taxis) and 2 prominent bus providers (First and Diamond). The Council's Transport Operations Manager explained that in the past, the contracting process involved a price being set which operators bid against and also needed to pass the required criteria. However, the bus operator market today is not a rich environment and market contraction presented a financial risk. Things had changed dramatically in the last 4 years and the lack of new operators and new drivers was a fundamental challenge and a national problem.

21. The Task Group learnt that the Directorate would be looking at how the Council goes to market. They were informed that there needed to be a mechanism in the contract to incentivise operators to invest and to reward quality. With the weighting of 70% for price and 30% for quality, it is possible to reward operators for a good job. In 2014, at a time when there was a commercially stable network, the County Council had carried out a wide consultation exercise to assess subsidised services and find out what was important to the public. The resulting template for services included factors such as viability, sufficient passenger numbers and disability access requirements. The addition of quality Key Performance Indicators (KPI's) in the framework had meant that some stability had been offered to the transport providers at that time. The Council's Passenger Transport Team provided the Task Group with a grid showing the current criteria used. This is included at **Appendix 3**. The current criteria includes weighting against:

- Cost per passenger
- Passengers per journey
- Index of multiple deprivation
- Car ownership
- Primary journey purpose
- Access to other services.
- Percentage of elderly and disabled pass users

22. The bus operators who attended the Task Group highlighted that currently there is a real struggle to remain viable and that the recent negative publicity around bus services had an adverse impact on the remaining services. They advised that they liaised with Council Officers when there was likely to be a need to significantly alter or reduce services, to ensure that all parties were aware of changes in good time. They also, where possible, put forward potential variations to other routes which might lessen the impact of a cut in service. Whilst they did not wish to see services cut, they are commercial businesses and they cannot sustain loss making routes in the long term, unless some form of financial support can be provided.

23. Some of the key issues considered during the Task Group's work have included:

- How realistic the subsidies are and whether they support routes which are nearly profitable or ones in a difficult financial situation?
- How the benefit obtained from the subsidies was assessed
- Whether the bus subsidy criteria are still relevant and viable
- The need for a strategic approach, ensuring that the limited subsidy is targeted to achieve the most benefit.
- The danger that any criteria may direct funds disproportionately towards urban/suburban areas of deprivation and away from large villages
- It was vital to have a baseline, daily timetabled service between larger villages (*the equivalent of a Category 1 village in the South Worcestershire Development Plan¹ (SWDP)*) and towns.

¹ The South Worcestershire Development Plan is a planning framework that aims to ensure development has a positive impact on the environment. It has been jointly prepared by the three authorities of Malvern Hills, Wychavon and Worcester City. Further information on the Plan can be found on the website: <http://www.swdevelopmentplan.org/> A definition of Category 1 villages can be found in The Village Facilities and Rural Transport Survey <http://www.swdevelopmentplan.org/wp-content/uploads/2011/07/DECEMBER-2012-VFRTS-Report.pdf>

24. In summary, the Task Group has been impressed by the knowledge and dedication of the Council's Passenger Transport Team in supporting bus services, and is also reassured that the responsible Cabinet Member is a committed and involved bus user – nonetheless the instability of the market place, reducing bus services and negative image of bus services is a great concern.

How are bus services perceived by bus users and what are their experiences?

25. A total of 126 feedback forms/letters have been received as follows:

Consultation group	No of responses
County Councillors	13
District Councillors	3
Parish Councils	48
User Groups	22
Members of the public	34
Bus Companies	6

26. All written contributions have been acknowledged and thanked, and contributors will be made aware how they will be able to access this Scrutiny Report. It is expected that the feedback received will prove to be very useful to the Directorate as a crucial up to date source of information on bus services which can inform their own wider review of subsidy provision.

27. The Task group was pleased that a wide range of User groups were able to contribute their feedback, which meant that the views of many vulnerable groups in society were represented in the process. The feedback has been very helpful in providing an insight into the issues that are causing real difficulties for people in everyday life throughout the County. The range of organisations that contributed included, Age UK, Autism West Midlands, Bromsgrove and Redditch Welcome Refugees, Bromsgrove Forum for Older People, Connect Worcester/ Malvern /Bromsgrove, Fortis living, Speak Easy, Learning Disability Partnership Board, Comet Group Malvern, Mencap, Our Way, Sight Concern and Youth Cabinet.

28. A summary of key themes from the feedback is shown below and the wider detailed information is included in **Appendix 4**.

29. **Gaps identified in the current provision – main themes from survey feedback**

- Impact of recent cuts and reductions in services has been huge, major impact on people's lives.
- Rural areas, some have very severely limited services, others no service at all.
- Widespread lack of services in the evenings and on Sundays.
- The loss of off-peak services and services finishing too early in the day.

- Whilst noting that all single level buses should be 'low floor' to comply with current regulations, feedback has been received to indicate that accessible buses for those with restricted mobility are not always available.
- Impact on journeys to work, too restricting for people to rely on them (times and regularity). Concern that when bus services are cut, people have no way of getting to work and may potentially lose their jobs.
- The importance of easily accessible bus stops for older people and those with mobility problems, especially near sheltered housing or supported living schemes.
- Bus stops often too far for villagers to access or involve crossing a very busy road.
- Lack of integrated services cross border. Additional fares required to reach transport hubs to access main destinations.
- Community Transport schemes do play a key role, but we have had feedback that concessionary passes are not able to be used on some schemes. Pre-bookable service is not always convenient for some journeys.

30. **Problems identified with current services – main themes**

- Lack of consistency, reliability, regularity, cancellations.
- Difficulty getting to hospital appointments, fitting around available bus services.
- Lack of communication as to why buses are late/cancelled.
- Social isolation for older and vulnerable people. Residents being cut off from family and friends due to cuts in services. The bus provides a lifeline. Once bus service is removed, only option is taxis and these are too costly.
- People are missing out on social interaction and events that others take for granted.
- Buses don't run to schedule, services are randomly withdrawn, especially at non-peak times. No information is provided. Timetables don't fit with school times.
- Poor driving techniques, lack of understanding of people with disabilities, not waiting for passengers to be seated. Refusing to lower front of bus to allow mobility access. Lack of good English skills. Training for drivers required to ensure vulnerable clients feel more secure to use the services.
- Are drivers registering all of the OAP passes?
- Poor quality of buses and overcrowded buses, too many people standing. Defective doors and poor ventilation. Lack of seatbelts. Regular break downs of buses.
- On rural routes, buses are too large, more practical and economical to have smaller buses.
- Concerns regarding short consultation carried out with respect to the Diamond No 2 services over the summer and then the services being taken away altogether. Assumption that a community transport provider would step in to fill the gap.
- Restrictions on use of bus passes means customers have to pay to access early appointments. Also problems with issuing of companions passes.
- Lack of proper signage/timetables at bus stops. Advertising/publicity is not good enough. Some bus stops lack seating.
- Problems accentuated with adverse weather conditions, effect on people's health, especially the elderly and vulnerable.
- Bus fare prices increase regardless of the fluctuation of petrol prices. Unreliable ticket apps.
- Subsidised fares for young people should be considered, especially those still in in education.
- Council subsidies should be issued to ensure that all rural areas are supported.

31. **Groups who would use bus services if they were available/accessible**

Older people

- Barriers to participation - access to regular and affordable bus services is crucial. From recent Age UK engagement sessions with older people, transport issues/concerns are the main barrier cited as preventing them from playing an active role in their community.
- Importance of accessibility of bus stops, taking into account reduced walking abilities and the difficulties of steep sloped areas.
- Off peak services have been lost even in areas which have expanding residential areas.
- Unreliable services a real problem for older people, causes concern and uncertainty.
- Lack of co-ordination between buses, allowing little time to complete activities in town.
- If there were more services midday to mid-afternoon particularly back from Worcester and other main towns.
- Reduced services lead to a sense of social isolation and also mental and other health problems.
- The bus provides a lifeline for elderly residents.
- Service reduction impacts on older residents, particularly with access to health care.
- Some older residents have encountered problems using their concessionary passes when they cross the border to other areas, even though Transport officers have advised that under the English National Concessionary Travel Scheme (ENCTS), they should be able to use them in all areas after 9.30am and all weekend.
- A shuttle service linking to key hubs would be useful.

People with mobility problems/physical disabilities or learning disabilities

- Vulnerable people left isolated when commercial services are cut altogether, eg.in rural villages and sometimes in towns, such as recently in the Habberley Estate, Kidderminster. *(In respect of the Habberley estate, the Task Group learned that a CT provider had stepped in to offer a limited service on a trial basis).*
- Accessibility issues especially for disabled residents and the blind. Issues for wheelchair users with unhelpful drivers, lack of space on board.
- Bus drivers need training as to how to communicate with bus users with disabilities. A sign could be used to indicate that a driver is experienced in supporting vulnerable users, so they can recognise that a secure place is offered.
- Rural areas – an evening service would be welcomed as would a bus service on Sundays and Bank holidays.
- Restriction on times disabled bus ticket holders can use public transport, appointments before 9.30am are therefore costly to attend for user and companion.
- Buses to County Hall now sometimes terminate at the 6th Form College, causes issues for those with mobility problems.
- Timetables not easy to understand, user friendly format is needed. If no access to internet, changes to timetables not easily or quickly picked up.
- People with learning disabilities have been left isolated after the bus cuts. They have been encouraged to develop their independence and then the means to use this has been taken away.
- Companion passes not always supplied, which causes difficulties in supporting vulnerable people to gain confidence with bus use.

Commuters including those connecting with railways

- Concerns regarding cutbacks and changes in timetables which have led to the last buses arriving too late for starting work and leaving much earlier.
- Where there are buses for commuters, they don't allow for flexible working hours.
- Reliable options for commuters to access main towns and business parks. Also more services to link in with train stations to commute further afield.
- Importance of enabling workers to use buses to reduce vehicle emissions and parking congestion.

Young people

- Reduced services restrict choice for post -16 options and employment and sporting activities/leisure later in day.
- Demand for later services from main centres like Worcester in the evening and especially at weekends.
- Some young people have reported problems caused by a lack of cross border concessionary arrangements when accessing education across county borders. Would simplify journey and reduce stress for vulnerable young people.
- Danger that young people have to move away from small towns due to the lack of transport to be able to access employment.

Others potential users and general issues

- General leisure use eg. Those wishing to access towns on an evening, especially at the weekend; holiday makers in caravan parks/tourists; accessing the countryside for walks.
- Seasonal employees trying to reach farms and orchards.
- Spiral of decline - when buses are cut from services, it forces some people to make alternative arrangements and further reduces usage on remaining buses.
- Services would need to be reliable, efficient and regular if bus users can rely on them and therefore make use of them in their daily lives
- Users not aware that they can receive a free bus pass. Sometimes trouble in accessing the bus passes.
- The rebuilding of Kidderminster station – lost opportunity as original plans for a bus interchange were dropped.
- Some positive comments particularly about the fast services linking major towns.
- Positive feedback from a group supporting those with learning disabilities about the bus passes being well used, that users obtain great benefit from them.
- Park and Ride – if local bus routes linked in, could have a future.
- Role for car sharing, 'Uber' like mini-bus service and such schemes
- More integrated approach to transport network could benefit many more users.

Bus providers

32. As part of the Scrutiny Review, the Task Group has met with **three bus providers in the County namely, Diamond Buses (Rotala), First Bus and Aston's Coaches**. Key findings and information obtained about their current services included:

- Commerciality – passenger numbers are decreasing and costs (wages, fuel etc.) are continually increasing.
- Reliability – regularly affected by unexpected roadworks (where they haven't been notified) and heavy congestion.

- Some of the bus services which are currently subsidised, would cease if the subsidies were withdrawn, as they would no longer be commercially viable.
- Communication with WCC could be improved, especially when timetable changes are being considered. All options should be considered and timely information provided to the public on any changes agreed.
- Bus lanes and other measures to restrict cars would assist with the flow of bus services and encourage more usage. Important to ensure they are enforced.
- Concessionary travel reimbursement is important, but routes cannot be sustained just on this basis.
- Scholars Travel payment is vital to some bus companies, enabling them to retain other services.
- Technology such as real time information at bus stops/Apps to track buses is seen as positive and should be expanded to other areas, although it is important the technology works and people are aware of it.
- The types of contract with bus operators vary, with some fixed rates and others subsidized income from fares – in fixed contracts, how are bus companies incentivised to increase passenger numbers?
- Quality of bus stock and recent investment in this area.
- Bad publicity in the County deterred potential users and had a detrimental effect on other operators.
- Some capacity for additional services in the 10am to 2pm slot between school runs.
- All passengers needed to be able to access clear timetables which were widely publicised.

Community Transport

33. To gain a greater understanding of the current community transport (CT) arrangements, the Task Group met with the Chairman of the Consortium of Community Transport providers, who was representing the majority of CT schemes across the County. At a later meeting, the Task Group also met with the Council's Community Transport Officer.
34. The Task Group learned that Community Transport is very much seen as an integral part of the Council's Passenger Transport function, and is supported by one part-time member of staff. Across 18 schemes (13 of the larger ones come together in the Worcestershire CT Consortium) there are 165,000 journeys a year (provided by voluntary car schemes, Dial-a-Ride minibuses and Community Buses) and around 500 volunteers. Financial support from local authorities is an important source of support, and WCC provides a strategic grant, this year it has been £90,000, currently allocated to 10 partner schemes. Cost was a factor in developing new schemes and maintaining vehicles. Overall funding varies between schemes, but all rely on fares and donations to keep them afloat.
35. Whereas a few years ago CT was seen as the 'poor relation,' local and national work had improved accessibility; the sector is very 'up for it' and proud. However, whilst CT provision is extensive, it should not be viewed as a replacement for regular, timetabled public transport provision. The providers cannot provide an 'on demand' service, with the majority of rides being pre-bookable, although we learned that there are two types of service (S19 which has to be pre-booked and S22 which enables drivers to take members of the public also). Some providers had moved to operating a service which could also pick up members of the public, something which was more effective in urban areas.

36. CT was for anyone who could not travel by other means and was not means tested – this could be due to being unable to drive, due to mobility, or just a lack of car or alternative bus, for example, a parent with a young child who needs to make an essential journey but there is no suitable bus or access to a bus. Some users only use CT for activities where help is required e.g. supermarket shop if help is needed to carry bags.
37. Whenever bus services were removed, CT would look at whether a scheme could be set up. Examples of leaflets were circulated e.g. Habberley estate (where a new twice weekly scheme is being trialled) and Malvern Link. Member knowledge of the local area and their input was very valuable, also the use of divisional funds e.g. printing surveys, timetables etc.
38. All the schemes rely heavily on volunteers for their operation, and the CT Officer was struck by the fact that many drivers got as much out of it as they put in, in terms of social connections and fulfilling a role.
39. A few schemes benefit from being awarded contracts for transporting vulnerable persons, and also school routes, and these are crucial to the survival of those schemes. However, the Government is consulting on changes to S19/22 legislation which may mean that in the future, local authorities can no longer award contracts to CT providers.
40. The varied delivery of CT by individual operators and a lack of public understanding about what the CT schemes offered were seen as a deterrent to some potential users. The Task Group felt this might be an area that the County Council could offer support. While the Consortium provides an umbrella of support, the strength of each CT group is very much in their independence, although a single telephone number was being considered to signpost enquirers.
41. The Council offers a discretionary add-on to the national Concessionary Fare scheme of £1 per person per journey to users of CT. Malvern Hills DC offers an additional £1 per passenger per journey to its residents. The CT Officer observed that generally those with no other transport did not mind paying, although less so if they were used to a free bus pass. Customers are almost always very pleased with the personal service, once they have adjusted.

Others who attended the Task Group

42. The Task Group heard from **SpeakEasy N.O.W**, which is a self-advocacy charity for people with learning disabilities. Some of their concerns were as follows:
 - The impact of cuts in bus services in Malvern Vale
 - Cuts in bus services could lead to isolation and affected people's mental health
 - Taxis were too expensive for most people to consider using
 - Short notice of changes caused problems for people who were supporting people with learning disabilities, needing time to work through the impact with those involved
 - Encourage bus use by reducing fares and allowing bus pass use before 9.30am. Also review fares for children.

43. The Task Group heard from **Vale Public Transport Group** which works with bus and train operators and local authorities, aiming to protect, maintain and improve public transport services serving the towns of Evesham and Pershore and surrounding villages. Their key issues were as follows:
- Young people accessing education was an important issue
 - Older people need a regular and reliable service from the villages to Pershore and Evesham, i.e. a further three services a day, in addition to school services.
 - Services to rural villages had been cut with very little warning
 - Rural isolation and impact on mental health was a concern
 - Lack of joined up thinking between bus companies was an issue
 - Regular Hopper idea was seen as the way forward to provide service between the villages and Evesham/Pershore
 - Lack of bus information/bus stop signs in villages caused problems
 - A regular reliable service is more important than cost, taxis are very expensive and hard to get.
 - Volunteer initiatives were an option, but they were not always suitable and there were not enough volunteers. Volunteers are getting older and there are plenty of less stressful volunteering opportunities available. In addition for a regular scheduled service, expensive additional training is needed to obtain the correct licence.
44. The Task Group contacted each of Worcestershire's **District Councils** to enquire about any recent or planned work about buses.
45. **Wychavon District Council** had recently agreed to consider budget provision for specific initiatives as part of the 2019/20 budget process. A Councillor group (led by Cllr Eyre who is also a member of this Task Group) had completed a report in January 2018 on Worcestershire's non-commercial rural transport arrangements.
46. The Wychavon (councillor and officer) representatives who met the Task Group highlighted the importance of buses in rural areas for young people to access education, work and for socialising. A subsidy for 16-18 year olds may help as free travel ends at 16. Also highlighted were bus links to key employment sites (Worcester 6, Vale Park) which also reduced congestion and could sometimes be subsidised by private companies.
47. The potential of volunteer groups was raised where commercial services were not sustainable, although support and guidance was needed to support development, and importantly, to overcome hurdles which can stop projects getting off the ground. Partnership working would help, which WCC could help with.

Issues and opportunities identified for further consideration

48. The Task Group has identified a number of areas, issues and opportunities which it believes require further consideration, as set out below. These points are intended to contribute to the Council's review of subsidised services and also into the 2019/20 budget setting process.

49. **Bus subsidies** - the Task Group is very concerned that criteria used to determine bus subsidies may result in funds being directed towards urban/semi urban areas of deprivation, at the expense of larger villages (*the equivalent of a Category 1 village in SWDP*). They felt that it was important that large villages retain a baseline timetabled service to link them with nearby towns. The feedback had demonstrated the huge impact that bus cuts/reductions were having on residents in rural areas, leading to social isolation of vulnerable and older people and creating difficulties for residents to get to work and college. They wanted to investigate whether the bus subsidies could be used more effectively to enhance rural sustainability.
50. **Potential for services in between school runs** - many of the school buses are under-used when not on school runs while drivers may be employed full-time. The Task Group felt that options should be explored for providing additional services for other users during the 10am to 2pm period. This opportunity came to light during our discussions with one bus operator, whose representatives expressed a keen interest in this potential idea. If this was workable, the feedback indicated that this could make a big difference to those residents who wish to access local services during the day, but for whom the current provision does not allow for this.
51. **Roadworks and Bus lanes** - the Task Group had obtained evidence that unexpected roadworks and abuse of bus lanes were having a significant impact on bus reliability. Members queried whether the Council's permit scheme could be refined, so that where work on utilities was planned on bus routes, that this is indicated on the permit to alert contractors. With regard to sample checking of permits, it is understood that the current sample is selected on a mainly ad hoc basis and the Task Group queried whether the sample could prioritise bus routes?
52. In respect of bus lanes, it was clear that more effective policing of these routes was needed and offenders needed to be dealt with. A clear commitment to action would ensure that other drivers were not tempted to abuse the bus lanes in the same way.
53. **Planning Process** – Section 106² and CIL³ (Community Infrastructure Levy) contributions. The opportunity to gain monies for bus services through S106 of planning applications and CIL contributions was highlighted to us by several councillors. Several Task Group members have experience of planning committees and did not recollect bus services being raised at all. The Task Group felt that all Members and District Council Planning Committees needed to be aware how they can engage with the planning process to ensure that maximum benefit can be obtained for their areas when development is taking place.
54. **Community Transport** – The Task Group was very supportive of the community transport provision across the county and appreciated the very valuable role that it plays. It was also acknowledged that in some areas residents find the service confusing or difficult to access. The Task Group were keen to support the CT providers and felt the following might be ways in which they could do this:

² Planning obligations under Section 106 of the Town and Country Planning Act 1990 (as amended), commonly known as s106 agreements, are a mechanism which make a development proposal acceptable in planning terms, that would not otherwise be acceptable. They are focused on site specific mitigation of the impact of development. S106 agreements are often referred to as 'developer contributions' along with highway contributions and the Community Infrastructure Levy – Local Government Association Planning Advisory Service

³ The Community Infrastructure Levy (CIL) is a planning charge, introduced by the Planning Act 2008 as a tool for local authorities in England and Wales to help deliver infrastructure to support the development of their area

- Helping to improve the public's understanding of CT schemes and how to access them with additional publicity
- Clarification on the legal requirements for Volunteer drivers in CT schemes – to ensure volunteers weren't deterred from coming forward and to help schemes get off the ground.
- Making more contracts available for CT providers to tender

The Task Group also received evidence as to how vital the Council's financial support was to the schemes and they wanted to ensure that this was continued and enhanced whenever possible.

55. **Car share arrangements**, this was an area that one of the Task Group had gained experience of through 'Carshare Cornwall' which users access via an app and provided a valuable resource for a wide range of social journeys. The Scheme was an organised form of lift giving where volunteers use their own vehicles to provide door to door transport and there was a rate per mile charge to cover the volunteer's expenses. Members felt that this scheme could be looked at to see whether a similar scheme would be viable in Worcestershire.

Recommendations

56. **Recommendation 1: Worcestershire County Council should take a long-term, strategic approach to public transport**

That a long term proactive strategic approach to public transport issues should be agreed, underpinned by Officer capacity and Member involvement. This approach will involve working in partnership with the District Councils and needs to:

- Reflect the desire to grow public transport provision to meet future as well as current need
- Address the issue of social isolation across the County
- Ensure that residents with disabilities or mobility issues are helped to live independent lives
- Have a positive impact on environmental issues
- Seek to reduce congestion, for example in Evesham
- Take advantage of opportunities available through the planning process including S106 and CIL
- Where a development is planned above 50 houses, a contribution should be routinely considered towards public transport
- Contribute to the mental and physical health of all age groups
- Review the County Council's current spend on public transport and how it can be used more effectively (not including rail)

57. **Recommendation 2: Review Bus Subsidy Criteria**

That the criteria used when the Council allocates bus subsidies be reviewed with a view to:

- Ensuring that the Council is not subsidising failure or excessive profits
- Ensuring that a minimum baseline daily timetabled service is provided to all Towns and larger villages (*the equivalent of a Category 1 village in the SWDP*)
- Joining up policies to ensure that there is a focus on:
 - rural social isolation, rather than deprivation, in rural areas
 - deprivation and social isolation in urban areas

58. Recommendation 3: Confidence in the Brand

Confidence in the infrastructure and brand of Worcestershire's bus services needs to be addressed by improving quality issues including:

- Improved marketing and publicity
- Ensuring timetabling information is accurate, reliable and readily available, and explores partnership approaches to funding
- Modernising the service, including the expansion of contactless payment
- The practical issues concerning buses, bus stops, partnership working in relation to bus shelters, reliability of drivers, accessibility etc. – these areas were raised through feedback and should be discussed with the bus companies and the County Council and actioned as a matter of priority.

These issues go hand in hand with the underpinning principle, in the Foreword and Recommendation 1, of working differently to grow awareness of the brand and usage.

59. Recommendation 4: Working with Bus Operators

That the Council ensures effective liaison with bus providers and appropriate action on the following:

- That in the Council's liaison with bus providers, attempts be made to address some of the major concerns with services/routes raised in the feedback
- Opportunities be explored for using the school transport buses more effectively in the 10am to 2pm slot, in order to provide a service to meet the needs of socially isolated communities
- Ensuring that the permits to contractors are altered to ensure that they are required to notify bus companies of any disruption to bus routes in advance of the work
- Seek enforcement of bus routes to ease the pressure on bus journeys at times of peak congestion
- If a bus company is considering removing a commercial service, discussions take place, at the earliest opportunity, with the Officers and local Councillors for the areas affected, so that alternative, innovative solutions and public/private partnerships including financial incentives, can be investigated, with a view to sustaining and growing the usage.

60. Recommendation 5: Governance and Tendering

- That the Council should, as part of its governance and tendering processes, ensure the transparency and accountability of the allocation of subsidies should be further improved.
- The Council should ensure that the skills of negotiators are sufficient to ascertain the degree of profit the provider is achieving due to Council subsidies.

61. Recommendation 6: Community Transport

In respect of the work of Community Transport schemes, the Council should:

- Continue to work closely with Community Transport providers as they carry out their valuable work and offer any appropriate assistance with co-ordination and publicity issues to encourage and ensure more widespread use of the service
- Offer support if CT schemes consider operating a car share scheme such as Cornwall Connect, which has a safeguarding and legal framework, with approximately 4000 users and is supportive of access to college for 16-19 age group, access to work and tourism
- Continue to offer financial support to CT schemes in the form of subsidies and ensure that CT schemes are made aware of any transport contracts that they could tender for
- Ensure that the annual grant payments to CT providers (current year £90,000) be accompanied by a requirement for minimum standards to benefit its users, such as adequate website/flyer communications

62. Recommendation 7: Concessionary Fares Budget

Scrutiny members should meet with Members of Parliament to ask them to support amending the Concessionary Fares scheme to avoid unintended consequences.

Conclusion

63. The Task Group has recognised the crucial importance of bus services to a wide range of people in the County who rely on the services for accessing work, education, health services, social and shopping facilities. It's clear that the market is very fragile, and when services are cut or reduced, the extensive feedback received, has shown this has a major disruptive impact on people's lives and leads to social isolation, particularly amongst the elderly and vulnerable.

64. The Task Group have agreed that in going forward the Council needs to take a positive, strategic approach to ensure that bus services are developed and improved to meet the future needs of all residents. They have set out a range of proposals which they hope will improve services in the short term and also establish new ways of working for the future.

Appendix 1 – Schedule of Activity

Date	Event
10 October 2018	Meeting with Paul Smith, WCC Transport Operations Manager
24 October 2018 (AM)	<p>Meeting with representatives of Diamond Buses: Simon Dunn, Chief Executive of Rotala and Bob Baker, Director of Diamond Buses</p> <p>Meeting with representative of First Bus: Nigel Eggleston, Managing Director of First Bus West Midlands</p>
10 – 22 October 2018 24 Oct – 15 Nov 2018	<p>Surveys issued to Councillors, parishes, user groups and publicised in local media</p> <p>Feedback from surveys considered by the Task Group</p>
24 October 2018 (PM)	<p>Meeting with user groups:</p> <ul style="list-style-type: none"> • SpeakEasy N.O.W – Holly Yuille, Project Co-ordinator and Sam Sinderberry, member of Worcestershire People’s Parliament • Vale Transport Group – Helen Whitwell, Secretary <p>Meeting with Councillors:</p> <ul style="list-style-type: none"> • Wychavon District Council representatives: Cllr Bradley Thomas, Portfolio Holder for Planning, Transport and Infrastructure and Shawn Riley, Inward Investment Manager • County Councillors: Anne Hingley, Charles Hotham, Matthew Jenkins, Fran Oborski and Liz Tucker
29 October 2018	Review of Feedback and discussion of issues which have arisen to date.
31 October 2018	Meeting with David Muggeridge, Chairman of Consortium of Community Transport Providers.
7 November 2018	<p>Meeting with representatives of Astons Coaches – Richard Conway (Managing Director) and Jon Elsdon (General Manager)</p> <p>Meeting with Paul Smith (WCC Transport Operations Manager) and Stuart Payton (WCC Transport Network Development and Commissioning Manager)</p>
14 November 2018	<p>Meeting with Madeleine Sumner (WCC Community Transport Officer)</p> <p>Discussion of emerging themes with the Cabinet Member for Highways, Cllr Alan Amos</p>
21 November 2018	Meeting to consider draft final report

Appendix 2 -Documents received by the Task Group

Document
WCC Worcestershire Local Transport Plan
WCC Local Transport Plan 3 – Transport Accessibility Policy
WCC Performance Indicators relating to subsidised bus routes
WCC Consultation Report – The proposed withdrawal of subsidised bus services in Worcestershire Spring 2014
WCC Economy and Environment Panel report on Community Transport Operations - 9 May 2018
A report for Wychavon District Council's Rural Panel on Worcestershire's non-commercial rural transport arrangements. Cllr Liz Eyre - January 2018
Hanley Castle High school Local Democracy Day - presentation

Appendix 3 Bus Subsidy Criteria

Worcestershire Performance Indicator				
Category	Category Information	Score	Weighting	Revised Weighting
Cost Per Passenger Score	<£1	5	4	2
	£1.00-£1.99	4		
	£2.00-£2.99	3		
	£3.00-£3.99	2		
	£4.00-£4.99	1		
	>£5.00	0		
Passengers per Journey Score	>20	5	1	2
	15-20	4		
	10-15	3		
	5-10	2		
	1-5	1		
	0	0		
Index of Multiple Deprivation Average for Wards Served by Contract	Lowest 20%	5	3	3
	20-40%	4		
	40-60%	3		
	60-80%	2		
Average of Index of Multiple Deprivation (IMD) Decile	80-100%	1		
Car Ownership Index Average for Wards Served	Highest 25% of households without access to a car	6	2	1
	25%-50%	4		
	50%-75%	2		
	Lowest 25% of Households without access to a car	0		
Primary Journey Purpose Index	To main centres of employment	5	2	4
	To essential shopping	5		
	To educational facilities	5		
	To health facilities	4		
	To secondary centres of employment	3		
	To non-essential shopping	2		
	To leisure/tourism facilities	1		
	More than one purpose (2)	6		
Access to Other Services Index	No other services in period	6	3	4
	<20%	5		
	20-40%	4		
	40-60%	3		
	60-80%	2		
	>80%	1		
	Standards met in period	0		

Appendix 4 – Summary of issues referred to in feedback where there are particular concerns about the removal, reduction or lack of bus services.

For ease the comments have been grouped into District Council geographical areas.

Bromsgrove

- S3 service serving rural areas including Hillcrest Caravan Park in Portway, St Mary's and other park home sites where there is a concentration of older people. Concerns regarding the future of the service. Vital link as no other services available to them.
- Wythall - Discontent about proposals by Transport for West Midlands and WCC in South Wythall and Majors Green areas if the S3W services route is modified to terminate at Becketts Farm, missing areas further south. Many residents use service to link to Birmingham via Maypole, and Shirley and Solihull including links to Whitlocks End Station.
- Wythall – regular complaints about the reliability of current service from Diamond buses including not running to time, not keeping to timetable and speeding to make up time.
- Concerns regarding the proposed changes to the S3 service to Wythall, which would impact on volunteers and visitors at the Transport Museum, Wythall.
- Lack of community transport provision in Bromsgrove area, including Wythall, Alvechurch, Hagley and Stoke Prior.
- Section 106 monies for the new housing development in Wythall, should be used to safeguard the S3/S3W services
- Barnt Green – only 1 bus a day from Barnt Green to Redditch, but 3 trains a day. Free travel not available for pensioners on Worcestershire railways. No known evidence of demand for improved bus services. The 145 and 145A from Barnt Green to Bromsgrove; normally an hourly service, but gap in afternoon provision, should continue to be hourly.
- Better bus station in Bromsgrove needed.
- Different restrictions relating to the use of bus passes, currently different times when the passes can be used in Bromsgrove and Redditch.
- No current service between Cofton Hackett and Kings Norton. Also no direct connection with Longbridge station.
- Services to Solihull, Redditch and Birmingham from Hollywood should be half hourly.
- The 145 service terminates at Cofton Hackett, whereas previously it went into Birmingham city centre
- Cofton Hackett – bus service to Kings Norton covering Cofton medical centre and West Heath Hospital would be welcomed. X20 service very welcome but very limited evening service to Birmingham City Centre.
- Beoley not served by any public bus service since 2017.
- Services from Bromsgrove to Kidderminster and Redditch are very limited on Sundays and they finish early evening. The buses also finish early to Birmingham and Worcester (except Friday and Saturday). A shuttle bus to Rubery hub would be useful.
- Concerns regarding the 147, 138 and 144 services from Bromsgrove.
- Lickey end to Marlbrook. No stops near new shops on Birmingham Road, Bromsgrove.
- Residents at Lickey End have to walk at least a mile to catch a bus to go to

Birmingham.

- Timetables mean that clusters of buses arrive together in Bromsgrove e.g. 145/202 145/318 42/43 and the 93/99.
- Evening services linked to trains arriving at Barnt Green would be useful.
- Lickey and Blackwell – no evening service to Blackwell from Bromsgrove after 7pm. Young people and the elderly particularly disadvantaged by limitation of current services.
- Stoke Prior is a rural community on the outskirts of Bromsgrove with approximately 1000 households and a large proportion of elderly residents living in housing trust accommodation – at the moment there are regular buses to transport children to school and other residents to town, which gives access to other bus and rail links, but to lose these services would devastate and isolate the community.
- Catshill and North Marlbrook – A direct train to the station would be useful, rather than changing in Bromsgrove. Also a more reliable 147 service to Halesowen and Dudley is needed as are buses linking Catshill to the supermarkets by BDHT Housing site and on Birmingham Road. The 144 service is vital for Catshill and villages along the A38.

Malvern Hills

- Malvern Wells – problems reaching medical appointments, work etc. Causing isolation for the elderly. A regular service, at least Mon – Fri should be returned, servicing the town centre and the train station. Also additional services at the start and end of day for workers/students.
- The bus service in Malvern for the X43 has been drastically cut to 2 in the morning and 2 in the afternoon. No weekend or evening buses. With just 4 buses per day it's gone from having 4 per hour to 4 per day. The bus in the afternoon which serves mainly schoolchildren is often bursting at the seams and we can't use because it's full anyway.
- People with learning disabilities have been encouraged to become independent and then when some of us try to do this we are stopped from not having the means to go anywhere.
- Malvern – bus stops no longer in use, but no notice on them to indicate this.
- Ripple ward, Malvern Hills – request for Tewkesbury to Worcester bus to divert through villages. Twice weekly bus from Ripple parish into Tewksbury and Worcester would be useful.
- Little Witley – scale of new housing has increased pressure on roads, bridges etc. Wish to see County Council actively promoting public transport options and for County and District to work together to improve infrastructure solutions.
- Little Witley – lack of services in evening and mid-afternoon from Worcester. Community transport could link to bus stops, allow people to make more use of the services
- Martley – No services to Worcester in the evening. Last bus from Worcester is 17.40. Travel to hospitals in Worcester and Malvern requires a change of bus and can take most of the day.
- Hanley Castle – lack of services except school services. A direct service to Malvern and Saturdays services to Worcester would be helpful as would a service allowing for access to doctors at Upton.
- Hanley – only bus service is for students, want to ensure that it is retained.
- Service depleted in Hallow area, concern with accessing medical facilities outside of main commuter hours.
- Hallow – services recently cut back and they are further reduced outside of the University term time. No direct service to Worcester Royal from Hallow.

- DRM buses have unilaterally ceased operating Worcester bound services via Little Green Broadwas.
- Bus service Broadwas to Worcester – every 2 hours – concern for the future
- Earls Croome – only 1 bus a day – too big a gap in Worcester for return journey. No return from Upton late afternoon.
- Buses needed in to Worcester from Earls Croome area for students to access education options.
- Problems caused by significant reduction in services on the Upton to Worcester route and no services at all from Upton to Malvern or Upton to Tewkesbury routes. A limited pre-bookable Dial a Ride service to Malvern is available.
- Upton – concerns if people can't get to work that they will move away to areas with better services, taking younger people out of the town or not being able to work at all. Students also find difficulty accessing education opportunities in Worcester.
- Lack of regular bus services to Upton, difficult to fit with working hours in Worcester. No buses on evenings and one bus a day at the weekend. Real concerns for the future.
- Upton – low income families hardest hit with lower level of car ownership and less ability to help their children with the high cost of driving lessons/car ownership.
- Elderly people have their freedom restricted with fewer services increasing social isolation. Those living in the sheltered housing units at the Graftons and Thomas Morris House want more services including an increase of buses into the centre of Upton.
- Feels like Upton is becoming a forgotten town that only caters for car owners and festival goers.
- Encouraged to use buses to cut congestion and improve environment, yet very limited services available.
- The bus times in Upton offer no consideration to the commuter, restrict you visiting neighbouring towns, offer no connections to other services, trains etc. and are based on timetables they know will fail, so they can then withdraw the service.
- Bus from Upton to Malvern Retail Park would be useful.
- Standing room only by the time the Upton bus reaches Worcester yet they say services not being used!
- More regular service from Tenbury to Hereford and other towns on a weekend would be helpful.
- Reduced services restrict choice for post -16 options and employment. Also for recreational activities for this age group. Local petition regarding a request for a service bus from Teme valley to Hereford.
- Severn Stoke – just one bus a day, does not fit with work or college hours. An extra bus with timings adjusted would cover needs of more people.
- Longdon – there has been no commercial bus services for a long time and community transport no longer runs through the village; residents therefore have to make their own arrangements.
- Kenswick and Wichenford – buses are not regular enough, last buses back too early. No evening service.

Redditch

- The 70 bus to Redditch doesn't run after 7pm. No Sunday service for Astwood bank. Infrequent bus service 350 to Worcester from Astwood bank
- Service from Astwood Bank often doesn't run to timetable or bus fails to appear.
- Feckenham – only 2 services a week- totally inadequate. The Redditch to Astwood Bank service could be extended to Feckenham at hourly frequency.

Worcester City

- Rainbow Hill division, Worcester, where bus service was removed 3 years ago. Residents live uphill from remaining services, causes real difficulties.
- The last bus from the City Centre to St Peters is too early, at about 7pm.
- Reduced services on the First Bus No 36 route between Crowngate and Worcester Royal and Blackpole. Services, now only hourly, but start too late in the morning and finish too early in the afternoon.
- LMS Travel bus 39, Blackpole and St Johns, starts earlier in day which is good, but no evening service.
- Barbourne to Worcester hospital via Blackpole.
- No 37 bus Claines to Worcester. The gap in provision on a morning for the No 37 bus between 7.55am and 9.30am is too large. Also the last bus leaves Worcester at 17.15 which is too early for many workers.
- The new Cherry Orchard estate has hundreds of new homes, residents will use the 37 bus too, so why reduce services at this point?

Wychavon

- Drakes Broughton – difficulties for the elderly to access basic needs in Pershore. Service to Worcester, too long to wait for return bus. Access to X50 uphill walk, elderly can't access. Bus stop also at poor location on bend.
- No buses from Drakes Broughton to Pershore on a morning and only one to Worcester. Some residents struggle to get to the B4054 to catch the X50.
- Drakes Broughton – services to link the X50 at Pershore (rather than cross the busy B4054). Currently no buses from Drakes Broughton to Pershore in the morning and only one to Worcester. No regular service going through the village.
- Services through Pinvin and Wyre Piddle.
- Concerns regarding the No 17 Droitwich service in terms of disabled access and getting to and from hospital appointments.
- Offenham – difficulties to access connecting travel for Worcester and Redditch hospitals. Request for bus route to be deviated to allow use of new bus shelter on opposite side of the road.
- Evesham – traffic congestion causes buses to be frequently late. Information at bus stops is poor. Some routes could be extended to connect with the rail station.
- Evesham Retail park has no direct bus connection.
- Evesham needs a direct connection to Cheltenham.
- Where services have been centralised for example specialist stroke rehab. Families struggle to visit relatives as there are set visiting times and not always a service that runs either regularly or at all. Rural areas are a particular issue but this is a county wide issue as all specialist stroke rehab is centralised in Evesham with patients coming from all over Worcestershire.
- The National Express stop in Merstow Green should be relocated to either the main bus station or the rail station.
- The loss of off-peak services to and from the Vale villages.
- Concerns regarding cutbacks which have led to the last buses leaving Worcester much earlier, e.g. X50 last bus from Worcester to Evesham is 17.10 and the last No.37 service leaves Worcester at 17.15.
- Charlton parish – only school services remain.
- Charlton – serious concern regarding rural isolation, particularly for older residents, leading to medical issues with social and financial costs. County Council should ensure consistent provision for all residents, accepting that some loss making routes

through rural villages are compensated by profitable routes.

- Lack of buses from Charlton area to Worcester/Evesham/Pershore. The existing X50 bus could divert through Cropthorne and Charlton before returning to the B4084.
- Cropthorne – no bus stop provided at New Inn, Cropthorne on X50 route.
- Fladbury, Charlton and Cropthorne - no bus service, except at school time (term time). A daily off peak to Evesham/Pershore needed.
- Pershore – young people would like a late evening service to Worcester particularly at weekends. Recent cuts in First Midland Red 50's buses have left large villages such as Fladbury, Wyre Piddle and Charlton with no off peak buses at all and an extremely restricted service for others such as Eckington, Defford, Norton and Littleworth, causing serious inconvenience for journeys into Pershore and adds to growing isolation of local villages. A 50% reduction in bus services in the north of the town is particularly affecting residents in major new housing developments in Station Road and Wyre Road. This fast growing part of town now has virtually no direct bus services at off peak times to/from Worcester and Evesham.
- Limited buses to Pershore and surrounding villages e.g. Pinvin, Malvern and Upton.
- Wickhamford – Gap in provision for workers wishing to travel into Evesham from Wickhamford before 8am. Buses to allow shopping in Evesham important.
- Norton Juxta Kempsey – infrequency of current service – only 3 buses a day to Worcester and no service to Pershore. Why can't services to St Peters Drive, Worcester be extended to cover this parish? Basic social need to have bus service, subsidies should be used where necessary.
- First Midland Red Services – recording of passenger numbers does not reflect the full picture of where passengers board and alight.
- Broadway – would want a more direct service to Worcester and Redditch for hospitals and also a link to Worcester University.
- Cleeve – would like a direct route to Stratford and Warwickshire area. Currently have to change at Bidford and service is sporadic.
- Tibberton – service to Droitwich missed. Also evening service to Worcester.
- Eckington – no late service from Pershore. Hopper service limited to 3 days a week. No early evening return from Worcester to suit workers. Confusing bus stops in Church Street – 2 operators. Good links to the X50 in Pershore will encourage usage.
- More balance in the bus times required e.g. Last bus to Eckington from Pershore leaves at 14.23, but only on 3 days a week.
- Harvington – X18 service ends too early – between 6 -7pm. No easy routes to Worcester or Redditch. Recent neighbourhood plan showed clear demand for later buses in evening from Stratford and Evesham. Also wanted a direct bus route to Alcester, Studley, Worcester and Redditch.
- Wadborough – no return bus except the school bus. No buses from Worcester or Pershore for workers. Access to Pershore to Worcester bus is a 1.5 mile walk along the main road. Feeder services of smaller buses would help.
- Following alterations to the 53 route, no service from Wadborough to Pershore on morning except for school bus at 7.25am.
- Extend the coverage of the cross country route to Stratford upon Avon.
- Parishes would use a local bus service to Droitwich or Worcester.
- Residents in the villages close to the A38 who don't have access to a car.
- Hindlip and Salwarpe – new developments either side of the A38 in Salwarpe and Martin Parishes would benefit from a local service to Droitwich or Worcester. The park and ride at Six Ways should be re-opened with a service to Worcester and Droitwich with stops along the way. Also the park and ride at Perdiswell was useful to serve the Worcester schools and shoppers needs.

- Rous Lench – not aware of unmet need, acknowledged that provision of bus subsidy enables services to run.
- North and Middle Littleton – totally inadequate current bus service. Very poor service off the main road through the village.
- Ombersley and Doverdale – Lack of bus service to Droitwich. Concerns regarding reliability of service. With new houses being built away from amenities, public transport needs greater priority.
- Sedgbarrow – happy with current service. Important that service continues on Main Street through the village as older residents use the bus stops in that location.
- Crowle – lack of bus to Worcester late morning and early afternoon. Would be helpful if the bus that comes back to Crowle at 13.56 could take people back to Worcester as there is a large gap in the timetable at that time.
- Tourist potential of Hopper services, yet some have no service on a Sunday.

Wyre Forest

- Cookley – issue with Diamond bus – passengers have to alight at Wolverley school then re-board as the bus exits the school. Problems with cancellations, buses breaking down, etc.
- The County Service 9/9A is an excellent service. Could be even better if destinations were reviewed, especially with a link to the train station and extending hours. New homes at Lea Castle need linking in. Morning rush hour not serviced or after 6pm.
- Service 9/9A – service does not currently visit Kidderminster/Blakedown railway stations. Current service finishes at 6pm and not at all on Sunday.
- Commuter bus routes to connect directly with trains stations at Kidderminster and Bromsgrove.
- Concern over the future of 2 and 2A service (Kidderminster to Bewdley). No. 2 bus services cut from Habberley estate, Kidderminster, with little notice, (and consultation over the summer period) has caused major problems. All services have been removed, whereas previously there were services every half hour into town. No discussion and assumption that community provider would fill the gap. A community bus is operating on a trial basis two days a week for a circular trip starting at 10.30am but local members are concerned about potential social isolation for the workforce, students and older people.
- No 3 service – Kidderminster to Stourport. How is frequency and later operating of this service justified in comparison to other routes in Kidderminster?
- Route 133 covering Rushock and other villages – service has been reduced from 5 to 3 days a week.
- Rushock – late start/early finish of route precludes use of bus travelling to work or college. Saturday service recently cancelled.
- Rock village – current bus service does not meet the needs of employees working standard hours.
- Kidderminster Foreign – vital service for rural community. No shops in parish therefore trips to nearby towns are essential. Bus service is partially funded by Shropshire Council. Liaising with Shropshire too?
- Churchill and Blakedown – Reliability and regularity are essential, the current bus service is too infrequent with big gaps in the afternoon service. Possibility of a discount for more than one person travelling together? Ports of call round supermarket would be more viable.



Good education places for all Worcestershire children

Worcestershire County Council's
School Organisation Plan

2019-24

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1. Introduction

Worcestershire's Corporate Plan: Shaping Worcestershire's Future 2017-22 states that "We will continue to play an essential role in managing and coordinating the school system across the county and ensuring education provision remains fit for purpose."

This plan sets out the way that Worcestershire County Council (WCC) as the responsible body for Education intends to address its statutory responsibility to ensure a sufficiency of places across all areas of education provision in the period 2019-24 including:

- Early Years (0 – 5 years)
- Mainstream (5 – 16 years)
- Special Educational Needs and Disabilities (SEND) (0 – 25 years)
- Post-16 (16 – 19 years)

It also addresses the changing role of the Council as a strategic commissioner. This five-year strategic plan provides links to the annual updates, which will include the latest forecast information. The plan will be updated during the five-year period to take into account any changes to education policy at a national and local level.

Children entering reception classes in Worcestershire first and primary schools rose by 5%% in the period 2013-17, peaking in 2016 (+8%). At this point there were an additional 487 reception pupils or 16.2 FE (forms of entry based on 30 pupils per form of entry) compared with October 2013. In the period of this plan, numbers entering reception are forecast to decline by -7.4% (2017-2021 excluding the impact of new housing). This equals 473 fewer reception pupils or 15.7 FE across the County compared with October 2017.

Numbers entering Year 7, the standard transition point for secondary education, also rose in the last five years, this time by 11.6% but from a low base. As a result there were an additional 616 children in year 7 or 20.5 FE in October 2017 compared with 2013. In the lifetime of this plan numbers are forecast to continue to increase and will peak in 2023 with an additional 11.9% .This equals an additional 702 pupils at Year 7 or 23.4 FE across the County.

Alongside this demographic growth, large scale housing developments are expected up to 2030 and beyond. This will put increased pressure on places across all phases and will be carefully monitored throughout the life of this plan. Forecasts for reception children in Worcestershire, including current housing trajectories, see numbers decline by only -2.8% by 2021. Year 7 numbers including housing rise by 19.5% in the period from 2017-23. This equals 1,154 additional pupils at Year 7 or 38.5 FE across the County, resulting in a total forecast increase in pupils at Year 7 of 1,770 or 59 FE in the period 2013-23.

This will result in the need for the creation of additional capacity in existing schools and the creation of new schools in Worcestershire which will be monitored by the team and reported annually to the Cabinet Member with Responsibility for Education and Skills.

In a constantly changing education landscape this report will also identify how the Council will meet education provision need, commission new places, fund those new places and monitor the success of the plan.

2. Vision and principles

Strategic vision for education in Worcestershire

Worcestershire County Council believes that all children should have the opportunity for the best possible education to allow them to fulfil their full potential. To achieve this, we feel that local solutions offer the best way to meet the needs of all children and therefore, will encourage schools and settings to work together to build partnerships and support each other for the best interests of all our children. The County Council, for its part, will work with all types of providers to ensure there is a sufficiency of good quality education places in Worcestershire.

Core principles

Where the Council identifies the need for additional places, the decision on which provider to commission to deliver those places, will be based on the aim to meet the following clear core principles:

- Improve educational outcomes for all children and young people.
- Improve the learning experience of children and young people.
- Support good or outstanding provision.
- Be sustainable in the long term.
- Be cost effective / value for money.

Links to other council strategic documents

Worcestershire's Corporate Plan "Shaping Worcestershire's Future" has four key priorities to help guide the work of the Council over the next five years.

We are focused on improving outcomes for all children, young people and families in Worcestershire. Our ambition is to see more children and young people achieving their full potential in education and being fully prepared to live happy, healthy, independent and prosperous adult lives. This School Organisation Plan supports our priorities to:

- Provide adequate capacity by creating the right number of good or better school places to enable parental preference.
- Support successful schools to expand in an appropriate form, to meet housing and demographic growth.

Worcestershire's Children and Young People's 2017-21 provides a framework for all agencies and organisations working with children, young people and families to make the necessary impact to improve lives (www.worcestershire.gov.uk/cypp).

The School Organisation Plan supports the following CYPP priorities:

- Support children to have the best start in life and be ready for learning.
- Provide access to a quality and appropriate education/learning experience for all.
- Prepare young people for adult life.
- Improve outcomes for our most vulnerable children and young people.

The Education and Skills Strategy is currently in development and due for publication in spring 2019.

Worcestershire County Council

Worcestershire County Council has a duty (under the Education Act 1996) to ensure there are sufficient school places to accommodate the children and young people who reside in the county and to ensure these places are of good quality with sufficient capacity to promote parental preference and diversity.

The 2011 Education Act requires that, where the need for a new school is identified, the Council should invite proposals to establish a free school, with the final approval given by the Secretary of State for Education.

Worcestershire County Council has a statutory duty to:

- Secure sufficient childcare, as far as is reasonably practical, to support parents to take up or remain in work or training.
- Secure free early years education for all eligible young children in their area.
- Undertake an assessment of the sufficiency of childcare places in its area at least every 3 years, with an annual update, and publish the assessments in the prescribed manner (Childcare Act 2006).
- Secure sufficient primary and secondary schools in their area through the inputting and analysis of pupil forecasts, and to complete the Annual Surplus Places Survey.
- Ensure sufficient education places are available to meet the needs of the population in the area.
- Undertake an assessment of the sufficiency of school places in its area with annual updates.
- Consider parental representations regarding the provision of schools and respond accordingly, including outlining any proposed action, or where it is considered action is not needed, to explain the reasons for this.
- Ensure the prescribed statutory process is followed when proposing to establish new schools. (As of 1st February 2012 Section 37, Schedule 11 of the Education Act 2011 applies i.e. where a new school needs to be established the Council must seek proposals for the establishment of a new academy).
- Follow the prescribed statutory process when proposing the closure of existing maintained schools.
- Follow the prescribed statutory process when proposing alterations to existing schools.
- Secure educational provision for pupils age 16 – 18 and those 19 to 25 years with special educational needs as in Section 14 of the Education Act 1996.
- Keep their arrangements for Special Educational Needs and Disabilities (SEND) provision under review as in Section 315 of the Education Act 1996.

The co-ordination and management of all education place planning is located in the Children, Families and Communities (CFC) directorate of the County Council. Approval to the allocation of relevant capital resource is initially overseen by Cabinet as part of the corporate budget planning. The programme itself is approved by the Cabinet Member with Responsibility for Education and Skills.

Under the County Council's Scheme of Delegation, certain decisions relating to school organisation within the remit of the Council are delegated to the Director for Children's Services or the Cabinet Member with responsibility for Education and Skills. The Cabinet Member may also decide to escalate the decision to the County Council's Cabinet.

Provision planning and accommodation

Provision Planning and Accommodation is the team within the Council that leads on school organisation matters. Its principle outputs include:

- Annual sufficiency forecasts and forward planning for:
 - Childcare
 - Mainstream
 - SEND
 - Post-16
- Submission of the annual School Capacity Collection (SCAP), which is a statutory return to the DfE that is used as the basis for calculating Basic Need Grant.
- Maintaining capacity information.
- Managing S106/CIL contribution requirements including negotiating contributions with developers and district councils and the collection and allocation of funding for education capital works.
- Project Management of:
 - School reviews and school organisation changes.
 - Development of schemes to be funded through the Education Capital Programme.
 - Managing Education Capital Programme.
 - Academy Conversions.

Babcock Prime

Babcock Prime provides a number of services that support the delivery of services to early years settings, schools, academies, multi-academy trusts and post-16 providers assisting Worcestershire County Council to fulfil the duty to secure sufficient places.

Babcock Prime is a commissioned service that administers the statutory [Admissions Process](#) on behalf of and in partnership with the Council. Further information on the work of admissions can be found by clicking on the link above.

Information on the Council's [policy on Delayed and Accelerated Transfer](#) – Placement of pupils out of their chronological age group including summer born children starting school, can be found by clicking the link.

Settings

All types of providers are key to a successful school organisation system. They provide the places that allow children and young people of all ages to attend an education setting in their local area. Without this continued support from all providers and settings across Worcestershire the Council could not continue to meet its statutory duty.

The operational lead for place planning in providers and settings across Worcestershire should:

- Monitor forecasts produced by the place planning team to allow them to successfully plan for future demand;
- Undertake appropriate curriculum analysis and school development plans to allow them to identify any potential surplus accommodation that could be used to support needs of children in their area;
- Engage in collaborative working with the Council and other settings in their area to meet future demands on settings from demographic or housing growth, which makes best use of resources and supports all children and young people and settings in their local area;
- Maintain the fabric of their setting; and
- Follow any appropriate statutory guidance when instigating any organisational changes to their setting.

Place Partnership

Place Partnership is a commissioned service that provides a number of services to the Council in managing its capital assets. These services include asset and estate management, project management, building surveying services and facilities management. Place Partnership organises the asset management suitability surveys on behalf of the Council that allows us to prioritise our Condition Programme for maintained schools and to develop our capital programme and provides information on up to date costings from Building Cost Information Service (BCIS).

Place Partnership is also the data holder on behalf of the Council in respect of surveys and plans at the point of transfer.

Jacobs architects

Jacobs is the County Council's supplier of Construction Related Professional Design Services. They have offices throughout the UK and a Worcester office set up specifically to deliver services for Worcestershire County Council. This team has extensive experience in school design and offers a full multi-disciplinary design service incorporating architecture, engineering, cost control, project management and a full range of specialist survey and design services. The team undertakes condition surveys for the Council and has extensive knowledge of the Worcestershire school estate. It also offers strategic design advice in relation to national School Premises Regulations, ESFA recommended accommodation provision, and standards.

Where funding for a project comes from the Council's capital programme and a school is maintained, then Jacobs will be the Council's design team.

Contact: Andrew Stamper or Dermot Galvin - by telephone on 01905 368100

First Floor, Malvern Court, Whittington Hall, Whittington, Worcester WR5 2RA



Leigh & Bransford Primary - Extension

Regional Schools Commissioner (RSC)

The **Regional Schools Commissioner (RSC) for the West Midlands** has a strategic role in school organisation as it relates to academies. This is particularly true where an academy seeks to make a prescribed alteration. These can include:

- Significant expansion by at least 30 pupils (10% or 20 pupils for special academies)
- Age range changes
- Sixth form provision
- Changes affecting provision reserved for pupils with SEND.

For a full list and more information please read the DfE guidance on **Making Significant Changes to an Existing Academy**.

The RSC also recommends the approval of proposals for new free schools to the Secretary of State for Education and can instruct academies to expand due to basic need pressure.

The Council and the RSC work closely together to ensure that any approvals to changes at academies are in the best interest of all children and will not result in over or under supply of school places.

Where change of age range is proposed by academies, the council will use its data to inform the RSC of the implications of any proposal, and the likely impact on other schools within the pyramid.



4. Context of Worcestershire education provision

The education provision planning landscape in 2018 is a complex one. The Council still retains direct responsibility and decision making for a majority of its schools however, the majority of our pupils are educated in academies, from which we commission places. In the childcare and post-16 sectors, the vast majority of our places are provided by institutions independent of Worcestershire County Council.

The Council retains its strategic responsibility to ensure sufficient high quality places, across all phases appropriate to the age, aptitude and ability of all learners. We will continue to build on existing partnerships, such as Diocesan Bodies, private and voluntary providers, academies, multi-academy trusts and free schools, whilst developing new relationships, with a core aim of producing the best outcomes for all children and young people in Worcestershire.

Numbers and Types of education provision

The tables below show the pattern of provision in Worcestershire:

Table 1 - Numbers and types of early years provision registered for nursery education funding September 2018

Type of Childcare Provider	Apr-14	Apr-15	Apr-16	Oct-18
Maintained Nursery Class	52	49	52	59
Governor Led Nursery				38
Independent Nursery Class	9	9	4	3
Childminder	98	147	161	211
Day Nursery	134	135	130	130
Pre-School Playgroups	151	152	148	102
County Total	444	492	495	543

Table 2 - Number and types of mainstream schools, academies and free schools by phase September 2018

School Phase and Age Ranges	LA Maintained Schools	Academies	Free Schools	Totals by Phase
Nursery Schools	1	0	0	
Nursery total	1	0	0	1
First Schools	53	18	0	
Primary Schools	63	42	1	
First/Primary total	116	60	1	177
Middle Schools – Deemed primary	3	1	0	
Middle Schools – Deemed secondary	6	8	0	
Middle total	9	9	0	18
Secondary Schools -10-18 years	1	0	0	
Secondary Schools -11-16 years	1	5	0	
Secondary Schools -11-18 years	2	13	0	
Secondary Schools -12-18 years	0	2	0	
Secondary Schools -13-18 years	1	5	0	
Secondary total	5	25	0	30
Special Schools - primary	1	0	0	
Special Schools - secondary	0	1	0	
Special Schools – all-through	4	3	0	
Special Schools total	5	4	0	9
Combined First and Middle	0	1	0	
Alternative Provision Schools	3	1	2	
All-through School	0	0	1	
Other total	3	2	3	8
Total Number of Schools in Worcestershire	139	100	4	243

Table 3 – Number and types of schools by providers November 2018

	Nursery	First/Primary	Middle	Secondary	Special	All-through & Alternative	Total
Maintained *	1	116	11	4	4	4	139
Stand-alone academies	0	7	2	15	1	3	28
Diocese of Worcester MAT (DoWMAT) *	0	10	2	0	0	0	11
The Rivers CofE Multi Academy Trust	0	10	0	0	0	0	10
Severn Academies Educational Trust	0	5	0	2	0	0	7
Advance Trust	0	0	0	0	3	1	4
Avonreach Academy Trust	0	3	0	1	0	0	4
Our Lady of Lourdes Multi-Academy Co.	0	2	1	1	0	0	4
Hanley and Upton Education Trust	0	2	0	1	0	0	3
St Nicholas Owen Catholic Multi Academy Co.	0	2	0	1	0	0	3
Victoria Academies Trust	0	3	0	0	0	0	3
Bengeworth CE Academy Trust	0	2	0	0	0	0	2
Black Pear Trust	0	2	0	0	0	0	2
Central RSA Academies Trust	0	0	1	1	0	0	2
Holy Family Catholic MAC	0	2	0	0	0	0	2
Mercian Education Trust	0	2	0	0	0	0	2
RSA Academies	0	1	1	0	0	0	2
The Spire CofE Learning Trust	0	1	1	0	0	0	2
Tudor Grange Academies Trust	0	0	0	2	0	0	2
The Villages Multi Academy Trust	0	2	0	0	0	0	2
Alvechurch C of E Multi-Academy Trust	0	0	1	0	0	0	1
Bishop Anthony Trust	0	1	0	0	0	0	1
Gloucester Learning Alliance	0	1	0	0	0	0	1
Oasis Community Learning	0	1	0	0	0	0	1
Ormiston Trust	0	0	0	1	0	0	1
Redditch West School Trust	0	1	0	0	0	0	1
The Griffin Schools Trust	0	1	0	0	0	0	1
The Hill Trust	0	0	1	0	0	0	1
The Vaynor First School	0	1	0	0	0	0	1

* One maintained school is combined middle/high and one DOWMAT school is combined first/middle but split for the purposes of this table.

Table 4 - Number and types of specialist education provision February 2018

Type of provision	Number
Special schools	9
Special School Nursery / Nursery Plus	5
Early Years specialist language classes	4
Mainstream school with nurture group funded by LA	16
Mainstream schools with language bases for children with language disorders	5
Mainstream schools with mainstream autism bases for children with ASD	14

Table 5 - Number and types of post-16 providers September 2018

Type of provision	Number
Further Education Colleges	4
Active training providers offering apprenticeships	208

School size

The size of a school is usually defined by its published Pupil Admission Number (PAN), which sets out the maximum number of pupils a school will admit at the point of entry to the school. This is sometimes represented by the number of Forms of Entry (FE) in each year group. Alternatively, the physical capacity of the school could be used, which refers to the maximum number of pupils that can be accommodated within current school facilities.

Another measure of school size is the current number on roll at the school. The numbers on roll (NOR) is the number of individual pupils a school has on roll (either full time or part time) at any one time. School Census' are undertaken termly in October, January and May to record the number of pupils on roll at a given time; these are referred to as school census days. Please see table 5 for a summary of the range of school sizes by number on roll in October 2017.

Table 6 - Type of school by number on roll (NOR)

Type of school	Smallest school	Largest school
First	38	442
Primary	43	777
Middle	179	662
Secondary (including sixth form)	329	1342
Special School	63	251

The Council has no policy on the optimum size of schools in the county. In provision planning terms we often use Forms of Entry (FE) as the basis of planning. Each FE is assumed to be 30 pupils. Accepted practice within the Council is that any new first/primary school would ideally be at least 2FE, middle school 3FE and a secondary school 6FE. This provides the best position for long term viability. However, it is recognised that in some circumstances this may not be achievable. In these situations the Council will work with any potential provider to ensure that potential smaller schools are viable, produce high quality appropriate education and deliver a varied curriculum for all their pupils.

The maximum size of a secondary school is best decided on individual circumstances and in consultation with partners. The Council is committed to ensuring that every school in Worcestershire is able to offer the best possible education for all its children and young people, irrespective of size.

Table 7 – Type of school by forms of entry (FE)

	Nursery	First/Primary	Middle	Secondary	Special	All-through & Alternative	Total
Up to 0.5FE	0	31	0	0	0	0	31
Up to 1FE	0	74	0	0	0	0	74
Up to 2FE	0	59	0	0	0	1	60
Up to 3FE	0	13	3	1	0	0	17
Up to 4FE	0	1	3	1	0	0	5
Up to 5FE	0	0	10	1	0	0	11
Up to 6FE	0	0	4	7	0	0	11
Up to 7FE	0	0	0	6	0	0	6
Up to 8FE	0	0	0	5	0	0	5
Up to 9FE	0	0	0	4	0	0	4
Up to 10FE	0	0	0	2	0	0	2
Up to 11FE	0	0	0	2	0	0	2
Up to 12FE	0	0	0	1	0	0	1
N/A	1	0	0	0	9	6	16

Small schools policy

Worcestershire has many small schools, particularly in villages or rural areas, which are monitored annually by the Council. Should there be the need to review a small school the [Worcestershire's policy on conducting an officer review of small schools](#), lays out the criteria and process for such a review.

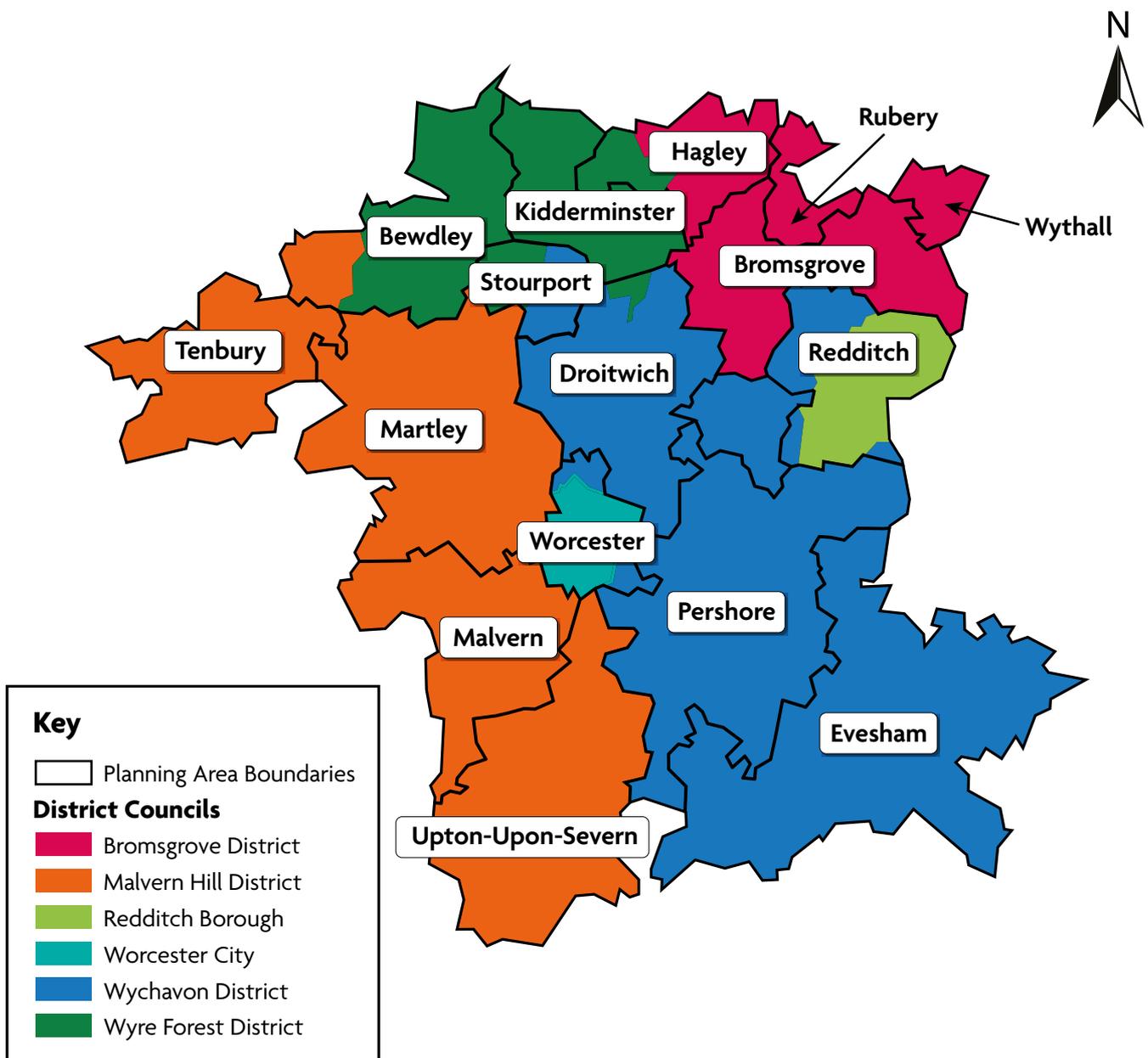
Education planning areas

Effective pupil place planning is a fundamental element of the local authority's role as strategic commissioner of good school places. Most local authorities divide their geographical regions into smaller areas for pupil place planning purposes and pupil planning areas should align with these smaller areas. Schools located in close proximity where pupils could reasonably attend, should be grouped together in one planning area. The educational planning areas (EPA) within Worcestershire are used by the Council for the purposes of assessing current and future pupil demand for school place provision.

Pupil place planning is a dynamic process in which factors such as school re-organisation, evolving local demographics or changing geographical factors can mean existing structures are no longer fit for purpose. Changes to EPAs are therefore sometimes necessary.

The Council operates 16 Education planning areas, based around the main population centres.

Figure 1- Education planning areas in relation to district council boundaries



Tier structure

There are both two-tier and three-tier education systems in operation in Worcestershire. In areas which operate a two-tier model, children enter primary school at reception before transferring to a secondary school at the start of year 7. In areas which operate a three-tier model, children enter first school at reception, transfer to a middle school at the start of year 5 or 6 depending on the age range of middle school, and then transfer again to high school at the start of year 8 or 9 depending on the age range of the high school. Some schools have sixth forms and some do not. The table below summarises the predominant model in operation in each EPA as of June 2018:

Table 8 - Tier areas in Worcestershire

Two-tier model	Three-tier model A	Three-tier model B	Three-tier model C
Primary Years R-6 (Age 5 – 11)	First Years R-4 (Ages 5 – 9)	First Years R-4 (Ages 5 – 9)	First Years R-5 (Ages 5 – 10)
Secondary Years 7 – 13 (Ages 11 – 18)	Middle Years 5-8 (Ages 9 – 13)	Middle Years 5-7 (Ages 9 – 12)	Middle Years 6-8 (Ages 10 – 13)
	High Years 9-13 (Ages 13 – 18)	High Years 8-13 (Ages 12 – 18)	High Years 9-13 (Ages 13 – 18)
Bewdley	Bromsgrove	Droitwich	Evesham
Hagley	Redditch	Pershore	
Kidderminster			
Malvern			
Martley			
Rubery			
Stourport			
Tenbury			
Upton			
Worcester			
Wythall			

A small number of schools in the three-tier areas operate on a primary / secondary basis. This includes catholic school provision and some other schools that have sought to change their age range away from the three-tier model.

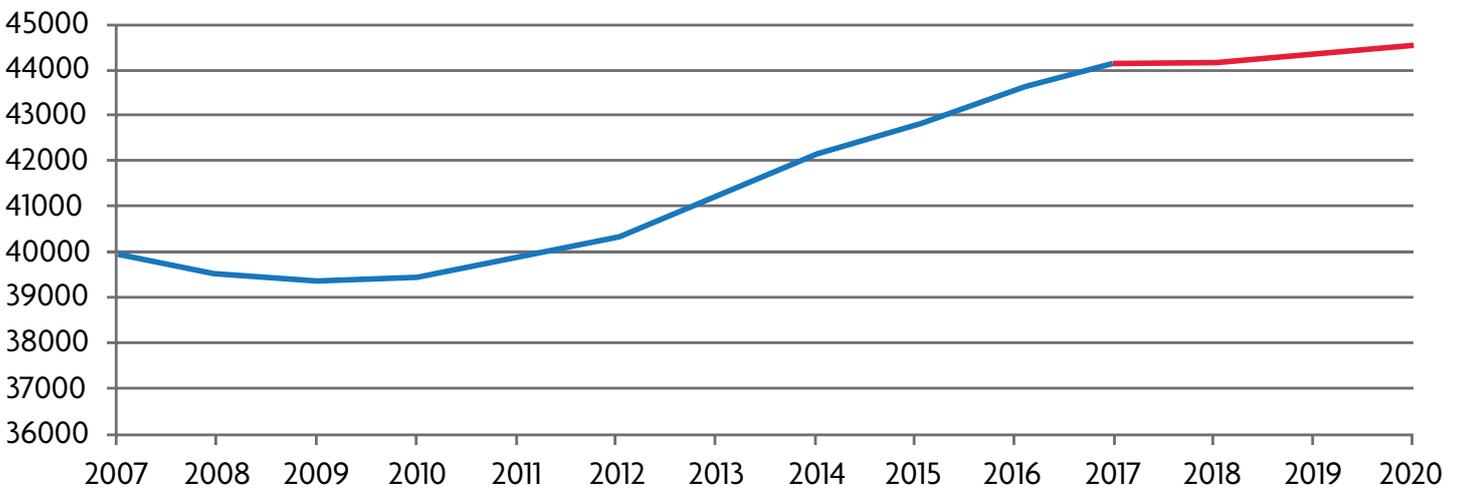
5. Demand for education provision

Demographic growth

The landscape of education provision in Worcestershire is changing. The number of primary age children (reception to year 6) in Worcestershire has altered significantly over the last several years and provision has had to adapt to ensure we are able to meet the demand for primary school places across the county. After several years of growth, we are now expecting the birth rate of children in Worcestershire to stabilise and the number of children in primary school derived from demographic growth is set to maintain at between 44,000 and 45,000 for the foreseeable future.

Graph 1 - Numbers on roll in reception to year 6 2007-2020

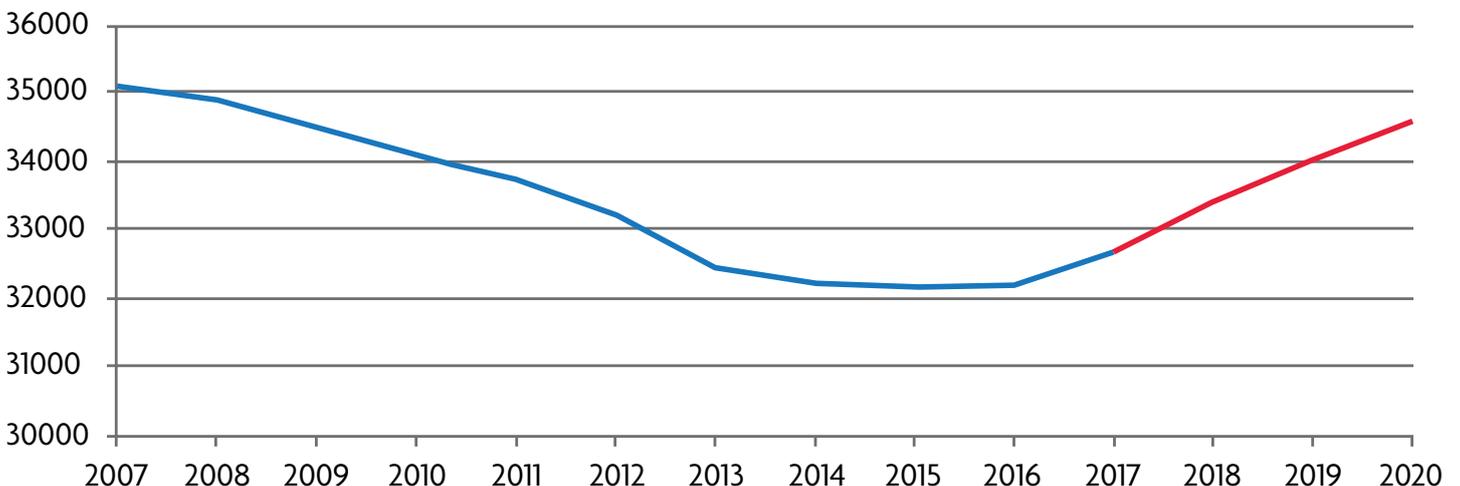
Total Number On Roll - Primary



Higher numbers of children entering primary and first schools in the county began to affect the total number of children on roll from 2011. As a result, we started to see the number of secondary age children (year 7 to 11) in Worcestershire to begin to rise sharply in 2017.

Graph 2 - Numbers on roll in year 7-13 2007-2020

Total Number On Roll - Secondary



Worcestershire has a mix of urban and rural areas. An increasing number of families are moving into urban areas, a trend seen nationally, which is supported by housing growth. The challenge of ensuring there is a sufficiency of places within our urban areas, where land and space are becoming increasingly sparse, as well as ensuring small village schools are able to remain sustainable as a result of falling catchment area pupil numbers, will be a greater challenge moving forwards. This will be the case particularly over the next 5-10 years as a number of large housing developments are expected to greatly increase the numbers of families with school age children in towns and cities. At the same time, smaller developments, will see the potential for villages to increase by large percentages.

Forecast pupil numbers shown above are based on children currently living in Worcestershire, new housing will generate additional demand above that which is shown above. Additional provision at primary and secondary level will therefore be required directly as a result of new housing. The Council will need to build on existing relationships with schools, developers, and neighbouring councils to tackle these challenges and ensure all children are able to access good education provision.

The housing development plan for the south of the county was adopted in spring 2016 and includes significant housing forecasts in and adjacent to the Worcester EPA. Plans for the north of the county are not yet fully adopted and will be affected by a planned Green Belt review in the early 2020's. However we are expecting a significant number of new housing in the north of the county, particularly as a result of unfulfilled housing need from Birmingham. Large new housing developments are expected to expand the Bromsgrove, Redditch, Malvern and Worcester urban areas in particular.

Migration

Migration is generally modest with some movement across councils' boundaries. In general, outward migration impacts on Birmingham, Dudley, Sandwell and Solihull councils to the north and on Gloucestershire and Warwickshire councils to the east.

Inward migration into Worcestershire schools is not currently considered a major factor and is not a cause for concern as, in the majority of cases, school admissions policies give priority to pupils living within the school catchment areas. Some schools are very dependent on migration from authorities outside Worcestershire particularly in the north of the county with pupils coming from Birmingham and Dudley to serve the Hollywood area, from Shropshire to serve the Tenbury area, and schools serving the Upton area with pupils coming from Gloucestershire. Isolated cases of seasonal working are a factor but there is no statistical evidence that this is putting pressure on provision.

Within post-16 education, Worcestershire has historically had a net migration out of the county and increased provision within the county is seeking to maintain higher student numbers. At the moment it is too early to identify the reasons for this. Further outcomes will be monitored as part of the post-16 sufficiency report.

None of these patterns are currently forecast to cause any major pressures on the overall provision across the County.

6. Growth as a result of new housing

The National Planning Policy Framework (NPPF)

Paragraph 95 of the NPPF 2018 lays out education's role in the planning framework. It states:

It is important that a sufficient choice of school places is available to meet the needs of existing and new communities. Local Planning authorities should take a proactive, positive and collaborative approach to meeting this requirement, and to development that will widen choice in education. They should:

- a) Give great weight to the need to create, expand or alter schools through the preparation of plans and decisions on applications; and
- b) Work with school providers, delivery partners and statutory bodies to identify and resolve key planning issues before applications are submitted.

The Provision Planning and Accommodation Team will support this by working with developers, district councils and schools, to create bespoke assessments taking into account pupil yields, local circumstances, the availability of good school places, costs, and potential impact on other local schools.

The following development plans operate in Worcestershire.

South Worcestershire

- Malvern Hills District Council – incorporating the Malvern, Martley, Tenbury and Upton EPAs
- Worcester City Council – incorporating the Worcester City EPA
- Wychavon District Council – incorporating the Droitwich, Evesham and Pershore EPAs

The [South Worcestershire Development Plan](#) (SWDP) was adopted in February 2016 and covers the period 2006 – 2030. Worcestershire County Council contributed to the plan and set our requirements in terms of the education provision and the supply of school places as a result of the proposed housing developments.

Current proposals under the SWDP are likely to require the expansion of existing primary and secondary schools. Two cross boundary urban expansions named the South Worcester Urban Expansion and West Worcester Urban Expansion are likely to require the provision of new free schools. Further information on these and other large scale developments can be found via the [South Worcestershire Development Plan](#).



St. Andrew's First - Windows

Bromsgrove

Bromsgrove District Council to the north of the county covers the educational planning areas of Bromsgrove, Hagley, Rubery and Wythall. The [Bromsgrove District Plan 2011 – 2030](#) was adopted on 25th January 2017 and sets out the Council's vision and strategy for the area until 2030.

Three large scale housing developments are proposed for the Bromsgrove town area: Brom1 at Norton Farm for 316 dwellings; Brom2 at Sidemoor, known as Perryfields, for 1300 dwellings; and Brom3 at Whitford Road for 490 dwellings.

There are two further cross boundary urban expansions proposed in the Bromsgrove District to support demographic growth from Redditch. The expansions at Foxlydiate and Brockhill will see a new school at Foxlydiate and the relocation of Holyoakes Field First School for Brockhill.

Redditch

The [Redditch District Plan 2011 – 2030](#) was adopted on 30th January 2017. The plan provides a framework approach for the growth of the Borough with cross boundary major developments as identified above.

Wyre Forest

The current Wyre Forest District Council adopted the [Core Strategy Development Plan document](#) which covers the plan period from 2006 – 2026.

A [Wyre Forest Local Plan Review](#) (WFLPR) is currently being undertaken across the Wyre Forest District Council which will span the period 2016-2036 which will cover the educational planning areas of Bewdley, Kidderminster and Stourport.. Worcestershire County Council has been consulted on the Wyre forest Infrastructure Delivery Plan (WFIDP) and has provided a response to the options put forward in terms of education provision. The plan is planned to be published in the first quarter of 2020.

The extent of the development proposed under the WFIDP is likely to require additional primary schools, expansion of existing primary schools and additional school places in the secondary phase. Expansions proposed for the north and east of Kidderminster will see the largest increase in school places.



Wychbold nursery entrance canopy

7. Forecasting sufficiency

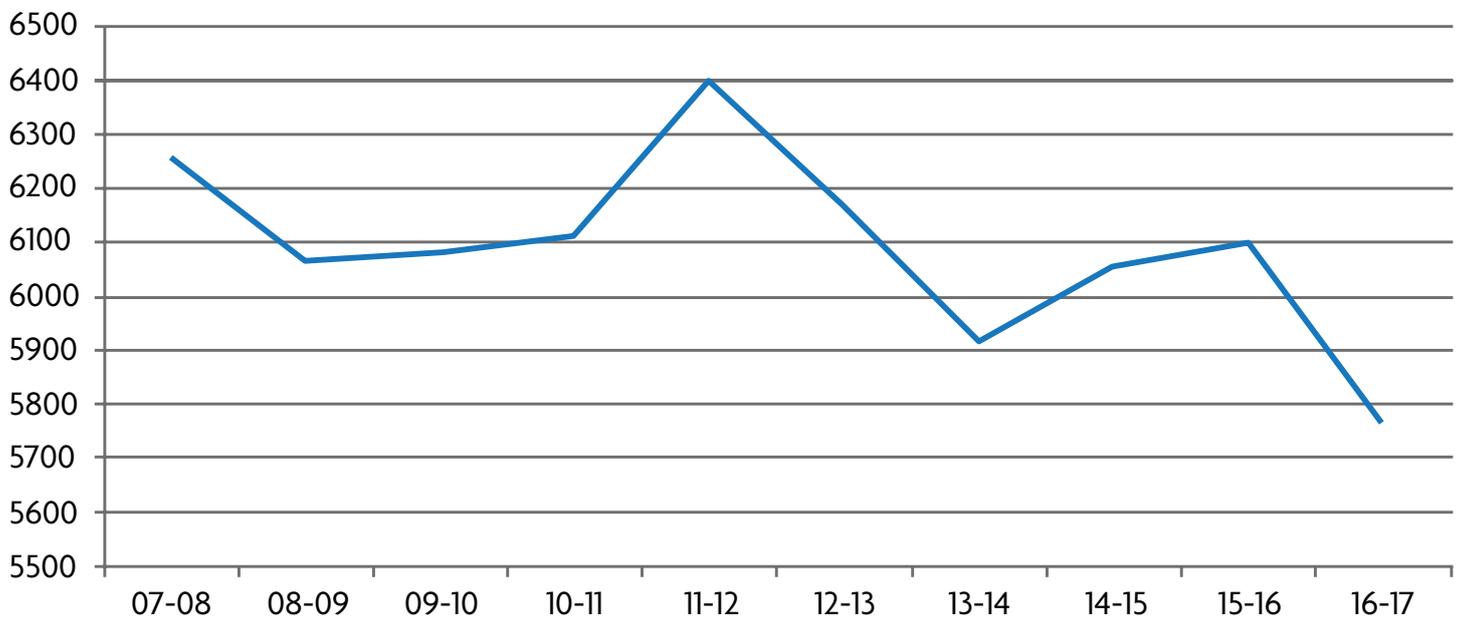
Childcare

The Council has a duty to ensure that all eligible 2, 3 and 4 year old children in Worcestershire are able to secure access to 570 hours of free early education. In September 2017 this offer was extended for families where both parents are working for 3 and 4 year olds to access an additional 570 hours a year, known as “30 hours extended entitlement”. This has increased the demand on early year provision across the county over the 2017/2018 academic year.

During this period, the total number of 2, 3, and 4 year olds in the County has fallen after a peak in the 2014/2015 academic year following a higher than average birth year in Worcestershire in 2011/2012, a trend which was also seen nationally. There has since been a decline in the number of births with 5765 children born and registered in Worcestershire between 1st Sep 2016 and 31st August 2017, a fall of 10% since 2012/2013.

Graph 3 - Numbers of children born in Worcestershire 2007-17

Children born and registered in Worcestershire 2007-2017



Despite this, the number of children seeking early education is expected to slowly increase as more families move into Worcestershire, particularly into urban areas where we see a large number of new housing developments. Housing growth is focused on the main settlements where there is existing infrastructure to support new households, however there is likely to be a need to encourage and support additional pre-school provision both from existing and new providers in areas where existing provision is insufficient.

Coupled with the new “30 hours” policy, there will likely be a higher number of early education hours being taken across Worcestershire. In order to ensure children are able to access early education hours, the Council will work ever-more closely with providers.

For further information and reports please refer to www.worcestershire.gov.uk/childcaresufficiency

Mainstream provision

School place planning is crucial to ensuring the Council is able to meet its responsibility and support children within Worcestershire to access a good education. Forecasting is at the forefront of this process and ensures that we are able to work with key partners to build our education provision around the demands of a changing demographic landscape.

The Provision Planning Team carries out an annual forecast of pupil places based on information from the NHS known children numbers, school census information, admissions, and district council's five year housing land supply. This forms the basis for our School Capacity Return (SCAP) and is benchmarked by the DfE in the form of the **Basic Need scorecard**, last undertaken in 2017.

Our primary forecast was 99.2% accurate (0.8% over forecast) for one year ahead and 99.8% (0.2% over forecast) for three years ahead. This compared to a range of -6.2% to +8.5% for other Councils at one year, and a range of -4.9% to +12.5% for three years.

Our secondary forecast was 97.9% accurate (+2.1%) for one year ahead and 97.4% (+2.6%) for three years ahead. Again this compares to other Councils' ranges from -9.3% to +4.8% for one year, and -11.3% to +16.6% for three years ahead.

The team will continue to produce a forecast based on demographic growth at countywide, education planning area, and at school level. We will also produce a second forecast model that takes into account housing trajectory information from the District Councils.

Evidence from the latest birth data is that in 2017/18, primary numbers peaked in most areas. Action has been taken to provide additional places in primary and first schools over recent years, with some further expansions still to take place to ensure sufficiency of places in Key Stage 1 and 2. Large scale housing developments will also require new schools and additional accommodation. It is currently anticipated that planned housing developments could result in the need for four new first/primary schools across Worcestershire.

Whilst growth has been felt across the county, the urban areas have experienced a much higher rate than rural areas. Most notably Worcester City, Bromsgrove, Evesham, Kidderminster and Redditch have all experienced a greater amount of pressure. Higher primary intakes from the last several years are now approaching secondary transfer and areas with three tier systems are already seeing higher numbers transferring through to middle. In most areas there is capacity to absorb the first waves of increased numbers but action will be needed to increase capacity in the long term.

It is currently forecast that in 2018 numbers in the secondary phase will start to increase, which coincides with the increase anticipated due to housing growth. Discussions have already started with secondary schools in priority areas, most of whom are academy schools. The LA has entered into agreement with four secondary academies to provide additional places, however further expansions will be needed over the coming years to support further growth. Numbers entering secondary schools are expected to peak in 2023 from demographic growth, around the time we can expect a large number of new housing developments to generate additional demand.

A significant challenge for the Council moving forwards is managing the impact of changes in school age ranges. Since 2015, permission has been given by the Regional Schools Commissioner for six changes, affecting mainly the Redditch and Evesham three-tier systems. The LA is working with local schools impacted by the approved changes to find appropriate ways forward and ensure sufficient places in a stable and viable education pyramid. At the current time we do not expect very significant changes in forecast numbers, simply a redistribution of the projected pupils across the various schools.

For mainstream forecasting reports, detailed countywide and district mainstream figures and pre-school children numbers please refer to: www.worcestershire.gov.uk/mainstreamsufficiency

Process to ensure a sufficiency of places should an academy cease

Academies are independent of the Council but the a duty to ensure a sufficiency of school places remains with the Council. Should an academy cease to provide places in Worcestershire for any reason we will follow the below process and work closely with the RSC to ensure we meet our statutory duties.

Process for ensuring a sufficiency of places should an academy close

Specialist provision

Education inclusion policy

Worcestershire County Council has a policy on Education Inclusion which was approved by Cabinet in 2010. The policy informs the practice and standards for all Worcestershire County Council employees and those in education settings for which the county council has a responsibility or that it commissions and against monitoring by the Local Authority (LA) will take place.

Table 9 – Number of places at special schools in Worcestershire January 2018

SPECIAL SCHOOLS	Age range	Categorisation	TOTAL NOR
Chadsgrove School & Specialist Sports College	2-19	Physical Disability	129
Fort Royal Community Primary School	2-11	Generic	188
The Kingfisher School	7-16	SEMH	67
Pitcheroak School	4-19	Generic	141
Regency High School	11-19	Generic	176
Riversides School	7-16	SEMH	58
Rigby Hall School	4-19	Generic	132
The Vale of Evesham School	2-19	Generic	159
Wyre Forest Special School	3-19	Generic	231
TOTAL			1281



Russell House sensory room



Wyre Forest School - Stairs

Special school sufficiency

The number of pre-school children being referred to specialist early years provision including special school nursery places continues to rise in Worcestershire. There has been a 37.5% increase in the number of pre-school age children being referred to Pre-School Forum since 2007/08. On average between 2010 and 2016 8% of pre-school age children (3 & 4 year olds) in Worcestershire were referred to Pre-School Forum. Between January 2010 and January 2017 there has been a 42% increase in the number of children on roll in a special school nursery. The LA have supported accommodation and resources to expand the number places available in EY specialist provision. The implementation of 30 hour early entitlement for eligible 3 and 4 year olds in September 2017 will extend the demand for places and have a direct impact upon the sufficiency of early years specialist places.

The increase identified above is having and will continue to have a significant impact upon the sufficiency of school-age places in special schools. The largest recorded primary need in pre-school age children in Worcestershire is Speech Language and Communication Needs. Cabinet has committed to offer Early Years Specialist Language provision in each district to support pre-school age children identified specific speech and / or language disorder / impairment as a primary need. The areas of need showing the most significant increases in Worcestershire secondary schools have been in Moderate and Specific Learning Difficulties. Speech, Language and Communication needs and Autistic Spectrum Disorder and Other Difficulties are also on the increase.

The number of pupils being referred for a Worcestershire special school place is continuing to increase. This has risen from 1.66% of pupils accessing a Worcestershire special school place in 2016 to 1.75% of pupils in 2017. Between January 2010 and January 2017 there has been a 17% increase in the number of children on roll in Worcestershire special schools. This does not include the numbers of children and young people also accessing Independent, non-maintained special schools or out of county provision. We have supported expansions at several of our special schools to enable more places to be available. We are now working closely with our school colleagues to assess the full time equivalent capacity of all Worcestershire special schools to further assess the requirement for places. Currently, based on the previous year forecast and the 5 year average forecast projections there is a requirement for additional special school places across all districts.

In both mainstream and specialist SEND provision in Worcestershire, there continues to be a gender gap, with more males than females with identified SEND.

Resources bases and SEN Units have a critical part to play in the education provision in Worcestershire for children and young people with SEND. The Early Years Specialist Language provision forecast projects a future need for full time equivalent places to remain consistent across the districts to those commissioned currently. Service Level Agreements details the recommended hours of input each week, therefore the implementation of 30 hours early entitlement should not directly impact this type of provision.

School-age Language Units forecasts have not identified sufficiency needs but the data as currently recorded does not show the full picture of demand for Specialist SLCN provision. Geographical gaps remain a concern to the Council, most notably in the South of Worcestershire. We are committed to further work, as part of the High Needs Commissioning Implementation, to determine provision requirements across the county.

Autism base data and immediate projections show insufficient places at Mainstream Autism Bases (MAB) in Bromsgrove, Malvern, Worcester, Wychavon and Wyre Forest. The numbers of children and young people being referred for MAB provision is increasing. Analysis of the pupils accessing the Medical Education Team, independent, non-maintained special school and out of county provision also supports the view for the need to increase MAB places.

SEND pupils attending Alternative Provision are predominantly identified with Social, Emotional, and Mental Health (SEMH) needs. A high proportion of the SEND pupils accessing the Medical Education Team, choosing Elective Home Education, and those attending independent or non-maintained Special Schools are also identified with a primary need of SEMH, along with Autistic Spectrum Disorder (ASD). 25% of the SEND pupils attending other Councils' schools (out of County) have a primary need of ASD recorded. Further analysis is required to determine whether more in-county ASD provision and/or more SEMH provision are required.

As part of the Council's obligations in relation to central funding from the Special Provision Fund, we have developed a SEND Investment Plan 2018-21 and spreadsheet, that identifies how we will use the Special Provision Fund and other Council resources to support places for children with Education Health and Care Plans. This can be found on the Local Offer page of the Your Life Your Choice website: www.worcestershire.gov.uk/SENDupdates

For SEND Sufficiency information and reports please refer to: www.worcestershire.gov.uk/SENDSufficiency

Post-16

The Council has a duty to secure sufficient suitable education and training provision for all young people in their area who are over compulsory school age but under 19 or aged 19 to 25 and for whom an Education, Health and Care (EHC) plan is maintained. This is a duty under the Education Act 1996. To fulfil this, councils need to have a strategic overview of the provision available in their area and to identify and resolve gaps in provision.

Current places for Post-16 provision in Worcestershire are on the whole sufficient. Since 2014 on average 51% of year 11 pupils progress into mainstream school sixth form provision. Since the introduction of Raising the Participation Age in 2014, the number of post 16 providers has diversified and expanded with a significant increase in training providers and apprenticeships, rising from 48 to circa 208. A reorganisation of the FE sector also took place in December 2016 which has resulted in the amalgamation of establishments and a review of the delivery of course programmes.

There are however, isolated instances of demand within sixth forms at popular schools across the county. The individual schools have responded to pressure by providing additional places and have sought funding from government funding streams. Numbers are expected to continue to rise in line with current predictions for secondary places. Funding to increase places is currently available from the Education Funding Agency via the Demographic Capital Growth Fund.

For information and reports please refer to www.worcestershire.gov.uk/Post16Sufficiency

19-25 SEND places

Worcestershire County Council believes that post-19 SEND students, where possible, benefit most by being supported to enter college, training or work. The Council receives no education capital funding to support the provision of places in 19-25 facilities. For these reasons the Council does not support from within its education capital budgets the costs associated with this type of provision. The Council is currently engaging with partners to ensure a sufficiency of places for those aged 19-25 who require educational support.

8. The Council as a strategic commissioner

How we stimulate the market and ensure provision

Revenue funding

Revenue for provision is funded based on allocations agreed by the Council. For further details on these please contact Andy McHale, Service Manager – Funding & Policy amchale@worcestershire.gov.uk

Specifically for schools expanding at the request of the Council the following revenue support may be available:

Pupil growth fund

Where schools increase their Pupil Admission Number (PAN) at the direct request of the Council they will be entitled to support from the Pupil Growth Fund. This is designed to enable them to meet upfront costs such as recruiting additional teaching staff and additional resources prior to the pupil-led funding coming into their budget in the following April.

Funding is paid when the number on roll in the school increases above the current census numbers and is paid throughout the life of that cohort.

Capital funding

The Council receives two main capital grants for education:

Basic Need – To increase places at all tax-funded schools. Grant allocation up to 2020/21.

Condition Programme – For highest priority condition work at maintained schools based on condition surveys. This is an annual grant which reduces as schools become academies.

As the Council seeks to meet the additional places required as a result of demographic and housing growth, the pressure on these grants in the next five year period will be very high. Whilst the use of s106 will support the provision of additional places, the amount received and the timeframe for payment, means we will often have to put in places ahead of any or all s106 receipts and also supplement them with basic need.

As such the Council will only be in the position to address the highest priorities and funding will be prioritised to creating new places. We will seek to work with our partner schools to best utilise space and maximise any grant funding available.

Early years capital funding

Capital funding was allocated by the DfE in 2017/18 to support the increase in places available for 30 hours places. The Council was able to bid for up to six providers and Worcestershire was successful with its six bids resulting in additional capital funding of £860,949.

Education capital programme

The Education capital programme currently consists of a number of funding sources:

- County Council's capital programme
- Basic need
- Capital maintenance
- Special provision fund
- Locally Controlled Voluntary Aided Programme (LCVAP) – This will cease in 2020.
- Section 106 / Community Infrastructure Levy (Developer Contributions)
- Devolved Formula Capital (DFC) – School specific allocations

The Government have occasionally released capital bidding rounds to support specific initiatives. Some of these have, in the past, included early years, Universal Infants School Meals, 14-19, and the Primary Schools Building Programme.

Further information on the principles and priorities set out and agreed by Members in December 2011, and revised in February 2015, in determining the use of capital funding in schools and settings can be found in Worcestershire's [Local Investment Plan 2018-19](#).

Link to [Capital Maintenance Programme 2018-19](#)

Other Projects - requests to support other projects will only be considered in schools where all current priority one and two needs have been met. Proposals will need to have a robust business case and where required, be supported by contributions from the school. This will be subject to approval by the CFC Leadership Team.

Any significant changes to the programme of investment are approved initially by Children Families and Communities Senior Leadership team and where necessary, will be approved by the Cabinet Member with Responsibility for Education and Skills and/or Cabinet.

Condition Improvement Fund (CIF)

The Condition Improvement Fund is aimed at post-16 institutions and can be used for condition or expansion. This fund replaced the Academies Capital Maintenance Fund and the Building Condition Improvement Fund for sixth form colleges. Academies and sixth form colleges may require data from the Council to aid any bids they wish to place.

Section 106/Community Infrastructure Levy (CIL)

Where proposed new housing will impact on the sufficiency of school places, Worcestershire County Council can request a Section 106 (s106) contribution or apply for Community Infrastructure Levy (CIL) funding. Further information on housing contributions can be found by following the link - [School planning obligations](#)

Worcestershire currently uses a figure of 0.028 pupils per year group per dwelling, which for ease, is usually rounded up to 3 pupils per year group per 100 houses or 30 (1 form of entry) per year group per 1000 houses. Schools deemed to be related to the development will be named, as the Council seeks to provide places at a local school.



Burlish Primary School - Windows

Section 106 funding

Planning obligations under Section 106 of the Town and Country Planning Act 1990 (as amended), commonly known as S106 agreements, are a mechanism which are used to make a development proposal acceptable in planning terms, that would not otherwise be acceptable. They are focused on site specific mitigation for the impact of development. S106 agreements are often referred to as 'developer contributions' along with highways and district council contributions and the Community Infrastructure Levy.

The County Council works closely with the district councils to produce a fair and comparable system of obligations throughout Worcestershire. Copies of the Supplementary Planning Documents for each district council are available on their websites.

The current **table of charges** is available for further details.

Any funds collected as part of the Section 106 process are used to support Basic Need provision in tax funded schools in Worcestershire. The Council retains the decision making authority on where any allocation is spent in line with CIL Regulation 122, but will consult and work with eligible schools to identify appropriate projects.

In administrative areas where CIL is in operation Section 106 obligations will continue to be collected where the development site has been specifically listed on the regulation 123 List and additionally, where it has been identified that the impact of the development will create sufficient demand for an expansion of an existing school by 0.5FE or greater, or the requirement for a new school.

Community Infrastructure Levy (CIL)

The Community Infrastructure Levy (CIL) is a locally set charge (levy) that came into force on 6 April 2010 through the CIL regulations 2010 (as amended). The CIL is a charge that planning authorities in England (known as "charging authorities") can place on new development in their area. The money generated through the levy will contribute to the funding of infrastructure to support development growth. CIL has been introduced in the three South Worcestershire District Councils and came into effect in Malvern Hills District Council and Wychavon District Council on 5 June 2017 and in Worcester City Council on 4 September 2017.

CIL is intended to supplement other funding streams to ensure that new community infrastructure can be provided to support local growth and to give councils and communities more choice and flexibility in how infrastructure is funded. Infrastructure proposed to be funded by CIL is established through a Regulation 123 list. The primary purpose of the list is to ensure that there is no duplication between CIL and other infrastructure payments such as Section 106 agreements.

9. Supply of education provision

There are currently sufficient places for reception children entering school in most areas of Worcestershire following the expansions of a number of primary schools over the last several years to meet demographic growth.(see Table 5 However, some areas of the county will be under more pressure for places and individual schools, due to their popularity, may not have sufficient places for all children who wish to attend.

The Council has provided capital funding to early years providers, mainstream and special schools to increase the number of places they are able to provide. This funding may have been used to enlarge premises or refurbish existing accommodation.

Table 10 - Additional places provided in early years providers in Worcestershire 2017/18

Area	Provider	Number of New 30 hour places created
Kidderminster	Chaddesley Corbett Primary	45
	Franch Primary	161
Redditch	Abbeywood Primary	40
Stourport	Lickhill Primary	40
Evesham	Evesham Nursery	26
Wythall	Wendy House Nursery	32
Total Number of New Places Created		344

Table 11 - Additional places provided in mainstream schools in Worcestershire since 2012

Area	School	Additional Forms of Entry per year group	Number of New Places Created
Worcester	Lyppard Grange Primary	0.5	105
	Nunnery Wood Primary	0.5	105
	Stanley Road Primary	0.5	105
	Red Hill CE Primary	1	210
	St Joseph's RC Primary	1	210
	Northwick Manor Primary	Bulge year	30
	Warndon Primary	1	210
	Nunnery Wood High School	1	150
	Christopher Whitehead Language College	1	150
	Tudor Grange Academy	1	150
Redditch	Abbeywood First	0.5	75
	Batchley First	0.5	75
	Matchborough First	1	150
Kidderminster	Blakedown Primary	0.5	105
	Heronswood Primary	0.5	105

Bromsgrove	Millfields First	0.5	75
	Catshill First	0.5	75
	Blackwell First	8 places	40
Evesham	Bengeworth First	1	180
	St Andrew's First	1	180
Martley	The Chantry School	1	150
Malvern	Leigh & Bransford Primary	0.5	105
	Callow End Primary	3 places	21
	Somers Park Primary /Malvern Vale	1	210
	Rushwick Primary	0.5	105
Total Number of New Places Created			3076

Table 12 - Additional places provided in special schools in Worcestershire since 2012

Area	School	Number of New Places Created
Worcester	Fort Royal Primary – Early Years (Temp)	20
	Fort Royal Primary – Key Stage 1	21
Redditch	Pitcheroak School	10
Wyre Forest	Wyre Forest School – Early Years	5 FTE places
Bromsgrove	Rigby Hall School	8
	Chadsgrove School	9
Wychavon	Vale of Evesham School	9
Total Number of New Places Created		82

The following details the current proposed school expansions for 2019/20.

Table 13 – Proposed school expansions 2019/20 and 2020/21

Summary of proposed additional school places for 2019/2021			
Area	School	Forms of Entry	Number of New Places Created
Bromsgrove	Rigby Hall School (Special)	N/A	25
Redditch	Holyoakes Field First	0.5	75
Pershore	Pershore High School	1	120
Stourport	Hartlebury CE Primary	5 places	35
	Stourport High & Sixth Form Centre	1	150
Worcester	Blessed Edward Oldcorne Catholic College *	1	150
	Christopher Whitehead Language College *	1	150
Upton	Kempsey Primary	5 places	35
	Hanley Castle High School *	0.6	90
Total Number of New Places Created			680

* Subject to consultation and approval to funding from Council

10. School organisational changes

In January 2014 the DfE implemented proposals to amend the existing legislative and policy requirements governing school organisation changes.

Academy presumption

Should the Council identify the need for a new school in Worcestershire, the LA has a duty to seek proposals to establish an academy (free school) via the free school presumption. This will be in line with the guidance provided by the DfE in "Opening and closing maintained schools – statutory guidance for proposers and decision makers – April 2016"

The guidance about making [school organisational changes to local-authority-maintained schools](#), including school closure is published by the DfE.

The Council has developed a process for [opening a new school](#) that it will follow based on the current DfE guidance. Whilst the LA can identify a preferred proposer for the new school, the final decision will be taken by the Secretary of State upon the recommendation of the Regional Schools Commissioner.

Academies / Multi-Academy Trusts (MATs)

The Council believes schools should find the best local solution to meet its development. The DfE is supportive of Multi-Academy Trusts (MATs) as Ministers feel they offer the best options for schools, especially in relation to peer-to-peer support.

The Council will continue to work closely with any school which transitions to an academy in the best interest of all children and young people in Worcestershire. Where new school places are required due to demographic growth or housing development, the Council will work with all schools in that area to achieve its statutory responsibility.

Where additional places are required to meet Basic Need, the Council will retain control of the strategic policy in its statutory role to ensure a sufficiency of places. The Council will commission additional places from schools in the area, including academies. Resulting changes in the PAN of academies will be the responsibility of the individual schools, in line with DfE guidance. Funding for these places will be provided by the Council from with its Basic Need Grant or any appropriate Section 106 or CIL contributions.

Federations

Federations offer a supportive environment for non-academies offering many of the same partnership benefits including:

- Cost savings, by the sharing of purchasing
- Collaborative working and peer-to-peer support
- Sharing of specialist resources
- Opportunities for staff development across the federation
- Potential for Executive Head across two or more sites

Worcestershire supports schools seeking to form federations when they are in the best interests of the children and help support the long-term viability of the schools involved.

Free Schools

Free Schools are a type of academy, which is either a new school set up by interested parties or a school transferring into the state system. The Council is always interested in any free school proposals for Worcestershire and is happy to discuss any proposals to ensure they align with our statutory duties. Proposers should make contact with the [Provision Planning and Accommodation Team](#).

The Council will work with free schools in the same way as other academies in the best interests of the children and young people in Worcestershire.



New Malvern Vale School

UTCs/Studio Colleges

Worcestershire does not currently have any taxpayer funded 14-18 education provision in the form of University Technical Colleges or Studio Colleges. The Council is interested in working with partners to explore options to further our aims within the Corporate Plan, “Shaping Worcestershire’s Future”, and our “Open for Business” priority: To improve the skills of local young people.

Any provision is likely to be for countywide learners and will be developed as part of the matrix of provision the authority has to meet the increased demand in this phase of education.

Responding to school initiated consultations

The Council will respond to school initiated consultations, such as those seeking:

- Changes to age range
- Changes to nursery provision
- Changes to school pupil admissions number (PAN)
- Changes to sixth form provision
- Changes to catchment areas and other admissions changes

Responses will be in line with our statutory duties, such as ensuring a sufficiency of school places, and in our role as parental champion. In October 2016, Cabinet agreed that change of age range proposals would be assessed on the following criteria:

- Open and fair consultation has taken place with parents and other relevant stakeholders and the school can clearly demonstrate how any objections or issues raised will be managed;
- The school has a good or outstanding Ofsted judgement, or can demonstrate how the change would support improvement at the school;
- The school involved can demonstrate the capacity to manage any curriculum changes or has secured appropriate support to do so;
- The school involved can demonstrate that appropriate facilities, staff, and systems will be in place, including how they will manage additional revenue costs;
- There is no detrimental impact on other schools i.e. it does not undermine the quality of education provided by other good or outstanding schools in the area by creating additional places where there is already surplus capacity;
- There is an agreed, clear, and practical pathway for children to move on from each school affected by the change;
- Funding for any necessary accommodation changes has already been secured;
- Any reduction in the published admission number or change in admission criteria required has been consulted upon and agreed; and
- Appropriate planning permission and any other consent required have been secured.

Where proposals relate to academies and other providers outside of the Council's control, then we will work closely with the Regional Schools Commissioner (RSC) to give contextual information and other advice to enable decisions to be taken.

School driven PAN changes

All schools have the ability to increase or decrease their published admission number (PAN) outside of the Council following appropriate procedures. Any changes may affect future forecasts for an area by creating an oversupply or undersupply of places, and may have a detrimental effect of the viability of other schools in the area.

Schools proposing to change their PAN are requested to make contact with the [Provision Planning and Accommodation team](#) to discuss the proposals and its implications.

11. Monitoring effectiveness of plan

Overall performance of the plan will be reported annually to the Cabinet Member with Responsibility for Education and Skills under the following criteria.

Sufficiency of places across all plans

The Council has a statutory function to ensure a sufficiency of places in schools, has a statutory duty to ensure, as far as practical, a sufficiency of childcare places, and a statutory responsibility to have a strategic overview of post-16 place planning.

From these statutory duties, the first monitoring point for the plan can be drawn. Simply put, if the Council has a sufficiency of school places for both mainstream and SEND pupils, has a sufficiency of childcare places and produces a strategic overview of Post-16 provision, then we are meeting our strategic duties and the School Organisation Plan can be said to meeting its core function and in that respect, successful.

Sufficiency of places to meet housing growth

Housing developments will be monitored by the Provision Planning and Accommodation team and the impact on local schools clearly identified. Officers will work in partnership with developers and district councils to find appropriate solutions and ensure these are in place to meet the number of houses constructed.

Number of additional places created in a timely fashion

Worcestershire seeks to operate a 5% surplus in any educational planning area. This is to allow for parental preference and in-year moves. Where the Council anticipated that a given area or school will be under pressure for places due to demographic growth or housing developments, they may seek to expand schools to meet this need.

Any consultations on expanding schools and the construction of additional accommodation should be achieved to allow the change to be made in time for the September intake, and ahead of the forecasted pressure point. This will be rag-rated as part of the DfE dashboard.

Number of additional places created in good provision

Worcestershire will prioritise expanding 'good' or 'outstanding' early years providers and schools to meet pupil growth. This is to offer parents the choice of the best provision in line with government objectives. This will be rag-rated as part of the DfE dashboard.



Rigby Hall School - Extension

12. Future challenges

Provision Planning in Worcestershire faces many challenges throughout the lifetime of this strategic plan and beyond. These include, but are not limited to:

- Identifying sufficient capital funds required to meet our statutory obligations.
- School sites, reaching capacity and therefore making it impossible to expand further, especially at secondary level.
- The creation of new schools as a result of housing developments.
- Uncertainty of housing trajectories and how CIL will become established within Worcestershire.
- Over or under supply of places following school organisation changes which are outside the remit of the Council.
- Supporting small schools, especially in rural areas, to remain viable.
- Supporting early years' providers to meet the needs for flexible provision.
- Creating an appropriate balance for the need for special school places and supporting mainstream schools to meet their obligations to pupils with SEND.
- Changes to the Apprenticeship Levy which has seen a decline in the offer and take-up of apprenticeship. Any reduction in the availability of which may impact post-16 provision

Document Details:

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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.

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

1.1	Directorate and Section/Unit:	Children, Families and Communities, Education and Skills, Provision Planning and Accommodation.
1.2	Title of the policy being screened:	"Good education places for all Worcestershire children" – Worcestershire County Council's School Organisation Plan 2019-24
1.3	Screening by:	Robert Williams, Manager – Universal Provision and Planning 0-19
1.4	Date of screening:	24/10/18
1.5	Summary of policy objectives	Strategic plan for the delivery of provision planning by Worcestershire County Council.
1.6	Related policies/functions:	<i>All functions undertaken by provision planning team and associated existing policies.</i>
1.7	To which section of the Directorate or Corporate "business/service plan" does this policy relate?	
1.8	Is this a new or existing policy?	<i>New</i>

1.9	Does the policy affect service users, employees, the wider community, or a combination of these?	<i>Service users</i>
1.10	Who is formally responsible for the delivery of this policy? If different, who is responsible for leading on the delivery?	Robert Williams, Manager – Universal Provision and Planning 0-19
1.11	What (if any) previous consultation has been carried out for this policy? Who was consulted and when?	<i>None</i>
1.12	Is equality monitoring in place for this policy?	<i>No</i>

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?		x	Policy is strategic in nature and aimed at improving performance for all users.
2.2	Does the policy involve a significant commitment, or reduction, of resources?		x	The policy does not involve resource allocation.
2.3	Does the policy relate to an area where inequalities are already known to exist?		x	The policy is across all areas of education provision.

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		x	
Disability		x	
Gender reassignment		x	
Marriage/Civil Partnership		x	
Pregnancy/maternity		x	
Race		x	
Religion or belief		x	
Sexual orientation		x	
Sex		x	

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	<input checked="" type="checkbox"/>

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
<p>The policy should result in no adverse impact for groups identified above. The plan is the bringing together of existing policies and practice to make access for service users easier.</p>

Signed (completing Officer/Manager):  Date: 24/10/18.....

Signed (Line Manager): Date:

Education Planning Obligations Policy Worcestershire

Document Details:

Status: Final Version

Date: April 2019

Document

Contact: Provision Planning & Accommodation

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Introduction

- 1.1 Worcestershire County Council has a statutory duty to ensure there are sufficient school places for all children (aged 4-18) resident in Worcestershire who wish to attend a publically-funded school. This includes academies and free schools. Provision of sufficient school places is crucial in ensuring that all children have the opportunity to gain the vital knowledge, skills and qualifications necessary for life and work.
- 1.2 Worcestershire County Council also has responsibility for ensuring that all three and four year olds and all eligible two year olds can access high quality free early education places¹, either within school provision or in a variety of private provision.
- 1.3 The National Planning Policy Framework (NPPF) paragraph 95² states that 'It is important that a sufficient choice of school places is available to meet the needs of existing and new communities. Local planning authorities should take a proactive, positive and collaborative approach to meeting this requirement, and towards development that will widen choice in education. They should:
 - a) give great weight to the need to create, expand or alter schools through the preparation of plans and decisions on applications; and
 - b) work with schools promoters, delivery partners and statutory bodies to identify and resolve key planning issues before applications are submitted.

It is considered that this is applicable both to school development proposals themselves and to addressing the education impacts of development generally.

- 1.4 Without investment, schools and early education providers may not be able to accommodate additional pupils generated by new housing developments, creating an adverse impact on both new and established communities and raise concerns over the viability and sustainability of the new development. It is therefore important that developers and Worcestershire County Council take appropriate steps in partnership to mitigate the impact of developments on education infrastructure.
- 1.5 This policy document sets out the approach Worcestershire County Council will take in assessing the impact of new housing developments on schools and early education provision and calculating the appropriate mitigation via conditions and planning obligations.
- 1.6 To ensure that planning obligations and the Community Infrastructure Levy (CIL) operate in a way that is complimentary and does not hinder development, the CIL regulations 122 and 123 place limits on the use of planning obligations. This approach will involve close working with local planning authorities. This document should be read alongside the relevant district council local plan policies and subsequent supplementary planning documents as appropriate.
- 1.7 Worcestershire County Council welcomes and encourages discussions with developers and district councils at an early stage of development to identify the potential impact of housing growth. Worcestershire County Council must ensure a sufficient number of school places are provided to mitigate the impact of proposed development.

¹ <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

² https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/728643/Revised_NPPF_2018.pdf

Worcestershire County Council's Approach to Developer Contributions

- 2.1 Worcestershire County Council primarily utilises Section 106 planning obligations and Community Infrastructure Levy contributions to mitigate the impact of developments on educational infrastructure.
- 2.2 Worcestershire has six district councils each with a policy enabling the collection of developer contributions. As at July 2018, only South Worcestershire Councils have adopted a Community Infrastructure Levy (CIL) charging schedule.

South Worcestershire Councils:

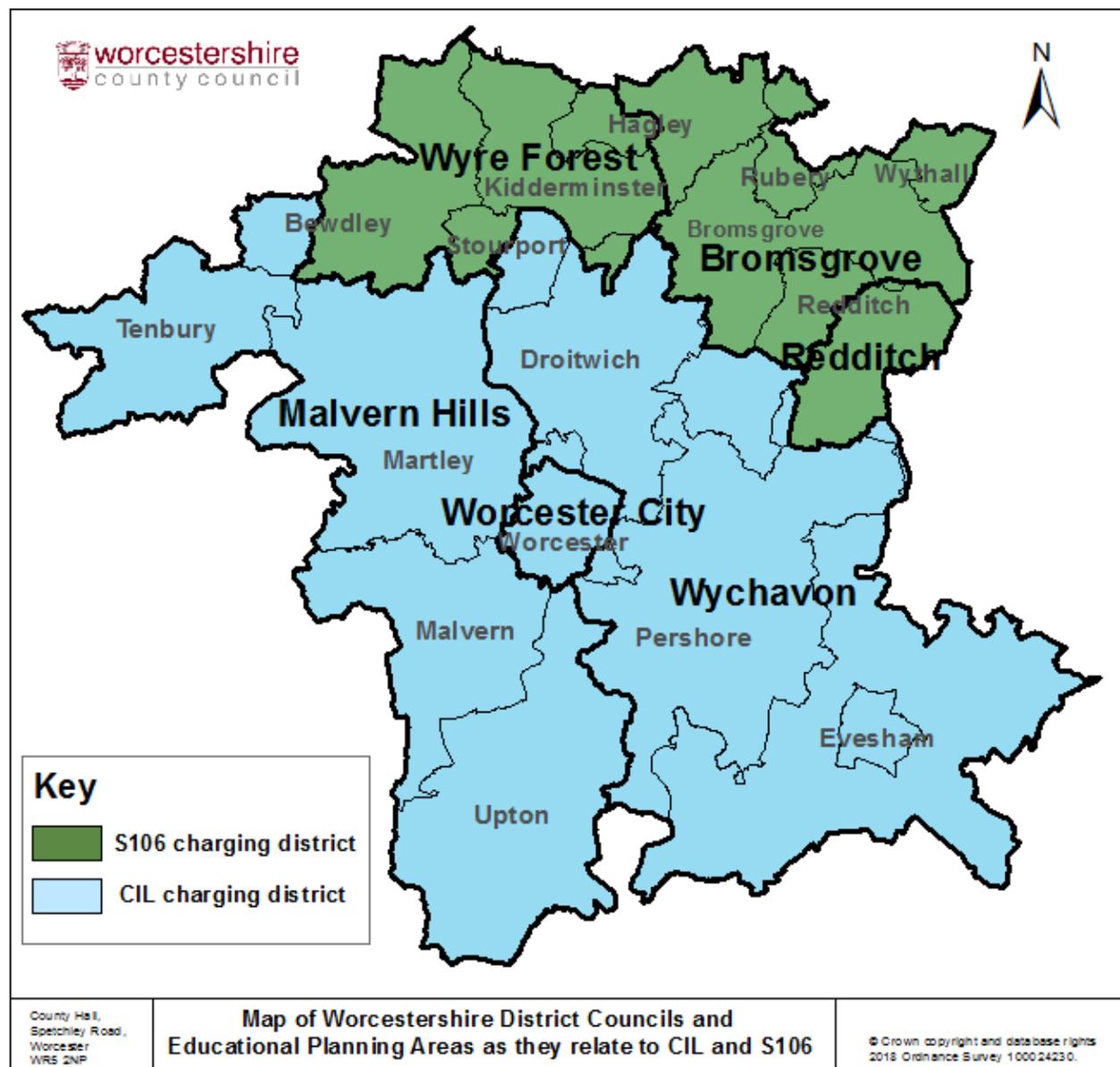
- Malvern Hills District Council
 - Wychavon District Council
 - Worcester City Council
- 2.3 When the funding becomes available from the Community Infrastructure Levy, Worcestershire County Council will bid for projects to support education infrastructure as required.
 - 2.4 Section 106 obligations will still be collected for the South Worcestershire Councils for specific sites and large scale sites as stated within the regulation 123 list published on the district council websites³. All other education provision required as a result of new housing within the South Worcestershire Councils areas would be expected to be funded by the CIL.
 - 2.5 The three northern district councils of Worcestershire at the point of publication have not adopted CIL. These are:

North Worcestershire Councils:

- Bromsgrove District Council
 - Redditch Borough Council
 - Wyre Forest District Council
- 2.6 The contribution arrangements for the six district councils as they relate to the 16 educational planning areas are illustrated in figure two below.

³ Community Infrastructure Levy documents can be located at:
Malvern Hills <https://www.malvern hills.gov.uk/community-infrastructure-levy1>
Worcester City <https://www.worcester.gov.uk/community-infrastructure-levy>
Wychavon <https://www.wychavon.gov.uk/community-infrastructure-levy>
www.worcestershire.gov.uk

Figure 1: Developer Contribution Arrangements



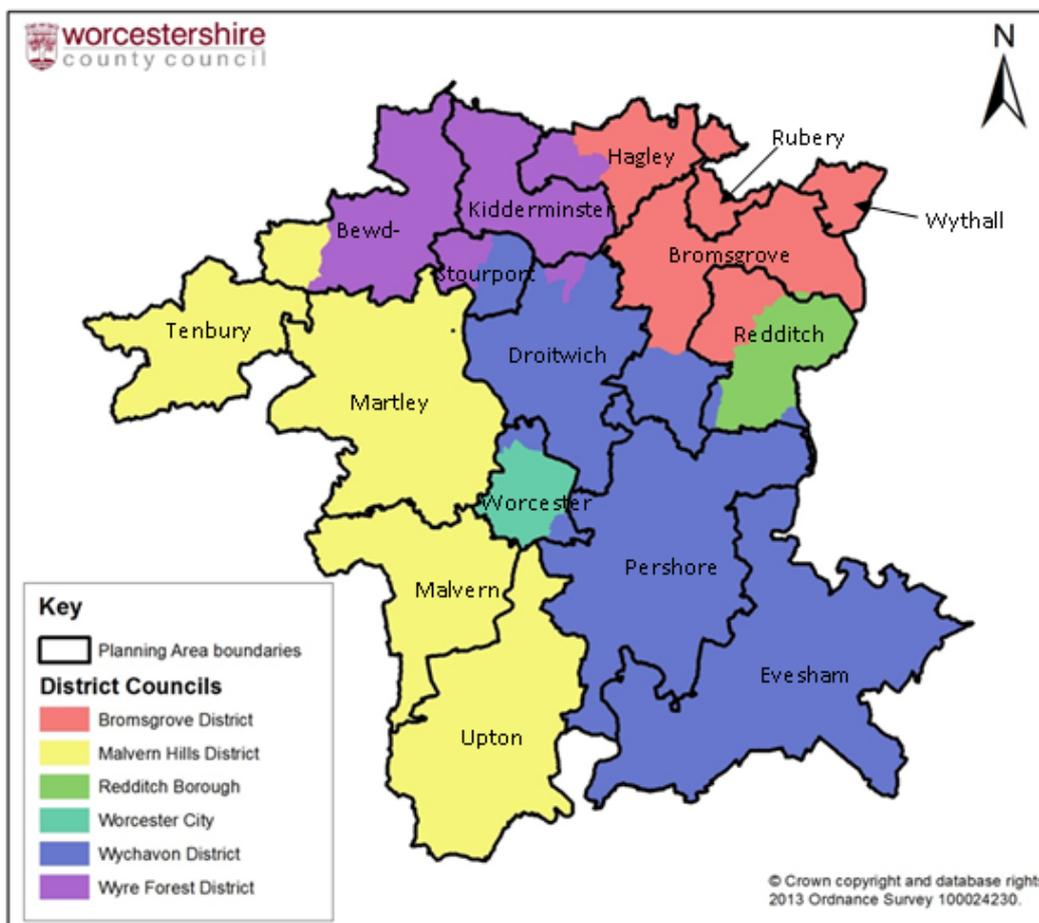
National Planning Policy Context

- 2.7 The National Planning Policy Framework 2018 and the Community Infrastructure Levy Regulations 2010 (as amended in 2014), sets out criteria in respect of planning obligations.
- 2.8 Planning obligations, also known as Section 106 agreements (based on that section of The 1990 Town & Country Planning Act) are private agreements made between local authorities and developers and can be attached to a planning permission.
- 2.9 Paragraph 55 of the National Planning Policy Framework 2018 (NPPF) states that local planning authorities should consider whether a development that would otherwise be considered unacceptable could be made acceptable through the use of conditions or planning obligations.
- 2.10 Regulation 123(2), of the CIL Regulations 2010, as amended by the 2014 Regulations, prevents section 106 planning obligations being used in relation to those things that are intended to be funded through CIL by the charging authority.
- 2.11 The Community Infrastructure Levy is a planning charge introduced by the Planning Act 2008 as a tool for local authorities in England and Wales to help deliver infrastructure to support the development of their area. It came into force on 6 April 2010 through the Community Infrastructure Levy Regulations 2010.
- 2.12 Regulation 123 also prevents the local authority from seeking a financial contribution or provision of an infrastructure project where five or more separate planning obligations have already been sought for the funding or provision of that project from other sources (i.e. financial contributions secured in other Section 106 agreements). All payments, counting back to 6 April 2010, are taken into account. Such payments are commonly referred to as "pooled contributions".
- 2.13 Section 106 Agreements and Unilateral Undertakings set out the obligations of the developer and relevant parties to mitigate the impact of a development during the various stages of construction and occupation.
- 2.14 Paragraph 57 and regulation 122 of the CIL Regulations 2010 set three tests for any planning obligation. The obligation must be:
1. Necessary to make the development acceptable in planning terms
 2. Directly related to the development
 3. Fairly and reasonably related in scale and kind to the development
- 2.15 Worcestershire County Council has set out an approach to planning obligations for education that meet these tests, as detailed below:
- 2.16 **Necessary to make the development acceptable in planning terms**
- Housing developments will create additional households in the community in which they are situated. These new households are likely to include children at some stage in the lifespan of the property.
 - An increase in the child population will create additional demands on related schools and early year's providers on education infrastructure in the local area.
 - Where it can be demonstrated that the related schools and early years providers do not have sufficient capacity to absorb the additional demand, then the development cannot be considered acceptable unless appropriate mitigation is put in place.
- 2.17 **Directly related to the development**
- Only schools and early years providers deemed to be related to the development will be considered (see section 4 and 5).
- 2.18 **Fairly and reasonably related in scale and kind to the development**
- The level of contribution sought will have a direct relationship to the net number of dwellings on a development and the anticipate pupil yield, taking account of any demolitions due to take place as part of the development.

School Organisation in Worcestershire

- 3.1 Worcestershire County Council is responsible for ensuring there are sufficient school places in state funded schools. There are several different types of school that fall within the state funded sector, all of which are eligible to receive funding from planning obligations if they are deemed to be related to a particular development. This includes the following types of school:
- Community
 - Voluntary Controlled
 - Voluntary Aided
 - Foundation
 - Academy
 - Free School
- 3.2 Worcestershire County Council's role as a statutory provider of school places has changed with the implementation of academies and free schools, which are operated independently of the local authority. As such Worcestershire County Council now acts as a commissioner of school places, and therefore cannot compel schools to expand.
- 3.3 Worcestershire County Council operates 16 Education Planning Areas, based around the main population centres. Figure 1 below shows how these Education Planning Areas relate to district council boundaries.

Figure 2: Education Planning Areas



3.4 There are both two-tier and three-tier education systems in operation across Worcestershire. In areas which operate a two-tier model, children enter primary school at reception (R) before transferring to a secondary school at the start of year seven. In areas which operate a three-tier model, children enter first school at reception, transfer to a middle school at the start of year five (A & B) or six (C), then transfer again to high school at the start of year eight (B) or nine (A & C). The table below summarises the predominant model in operation in each Education Planning Area:

Table 1: School Operating Models

Two-tier model Primary Years R-6 Secondary Years 7 - 13	Three-tier model A First Years R-4 Middle Years 5-8 High Years 9-13	Three-tier model B First Years R-4 Middle Years 5-7 High Years 8-13	Three-tier model C First Years R-5 Middle Years 6-8 High Years 9-13
<ul style="list-style-type: none"> • Bewdley • Hagley • Kidderminster • Malvern • Martley • Rubery • Stourport • Tenbury • Upton • Worcester • Wythall 	<ul style="list-style-type: none"> • Bromsgrove • Redditch* 	<ul style="list-style-type: none"> • Droitwich • Pershore 	<ul style="list-style-type: none"> • Evesham

3.5 A small number of schools in the three-tier areas operate on a primary / secondary two tier basis. This includes Catholic school provision and where some other schools have changed their age range away from the three-tier model to a two-tier model.

3.6 Subject to permission from the Secretary of State for Education, academies have the right to change their age ranges which can impact on the number of places available within Educational Planning Areas of Worcestershire.

3.7 Early years education is provided through a mix of both private and maintained provision in the county. There are several different types of early years provider within Worcestershire, all of which are eligible to receive funding from planning obligations if they are deemed to be related to a particular development. This includes the following types of provider:

- Day Nursery
- Childminders and childcare on non-domestic premises
- School based provision at both academy and maintained schools
- Any other type of provision that offer funded early education places

Assessing Impact on Early Years Places in Worcestershire

- 1.1 Worcestershire County Council is responsible for ensuring that all eligible two year olds and all three and four year olds can access free early years education. When a development site comes forward, Worcestershire County Council will assess whether current related early years provision is sufficient to support families living on the new development to access their entitlement. Where additional demand from the development is required above that which can currently be supported by the market, a contribution will be sought.

Calculating the Requirement for Early Years Childcare places

- 1.2 Worcestershire County Council will conduct a detailed assessment on all planning applications of 10 dwellings or greater.
- 1.3 The detailed assessment will firstly consider the number of 15 hour places that will likely be required for children living on the development. All three and four year olds are entitled to 15 hours free early year's education for 38 weeks of the year (a place). However only a certain percentage of eligible two year olds are entitled to a free early education place, and from September 2017, a percentage of eligible three and four year olds are also entitled to an additional 15 hours (for a total of 30 hours) of early education for 38 weeks of the year .
- 1.4 For four year old funding requirements, one third of the anticipated yield of 4 year olds will be discounted as they will be expected to enter straight into reception (summer born children) and will therefore be accounted for within the mainstream pupil cost multiplier.
- 1.5 Average pupil yields as set out in section seven show that each additional dwelling generates an average of 0.029 extra children per year group. This yield is compared to the average eligibility rates for two year old funding and 30 hours funding for three and four year olds. Table two below shows these rates for Worcestershire correct at May 2018.
- 1.6 This is then compared to the number of dwellings on the development to create an estimate of the impact of a new development on the demand for early years childcare places:
- 1.7 When relevant, other factors such as the location of the development and other extant planning permissions in the area will be factored in to determine the likely impact of the new development.

((Number of dwellings X Pupil yield per dwelling) X Average eligibility for 2 year old places) = The number of additional early years education places required for 2 year olds

+

((Number of dwellings X Pupil yield per dwelling) X Average eligibility for 3 year old places) = The number of additional early years education places required for 3 year olds

+

((((Number of dwellings X Pupil yield per dwelling) X Average eligibility for 4 year old places) X 0.66) = The number of additional early years education places required for 4 year olds

=

Total number of additional early years education places required from the development

Table 2: Pre-School 15 hour Place Requirements

No. of dwellings	Pupils per year group (x 0.029)	2 Year old places (32% eligibility)	3 year old places (168% eligibility)	4 year old places (168% eligibility) *2/3rds	Estimated early education places required (15 hours)
100	2.90	0.93	4.87	3.24	9.04
120	3.48	1.11	5.85	3.89	10.85
250	7.25	2.32	12.18	8.11	22.61
500	14.50	4.64	24.36	16.22	45.22
600	17.40	5.57	29.23	19.47	54.27
700	20.30	6.50	34.10	22.71	63.31
1000	29.00	9.28	48.72	32.45	90.45

Using this calculation we can determine that the early education 15 hour place requirements for two, three, and four year olds on a development will be on average 0.09.

$$((1 \times 0.029 \times 0.32 = 0.0093) + (1 \times 0.029 \times 1.68 = 0.0487) + (1 \times 0.029 \times 1.68 \times 0.66 = 0.0324)) = 0.09$$

1.8 When relevant, other factors such as the location of the development and other extant planning permissions in the area will be factored in to determine the likely impact of the new development.

Identifying Relevant Pre-School Projects

1.9 Where the impact of a development is judged to be of a level which cannot be supported within existing provision, a contribution will be required.

1.10 Where a standard financial contribution towards existing provision is required, this will be calculated using the method as outlined in section 6.

1.11 Projects may involve, but are not limited to:

- Creation of a new nursery, on a school site or standalone private provider;
- Expansion of existing provision on maintained sites or on private provision;
- Refurbishment of existing buildings to allow additional suitable facilities.

1.12 Where the impact of a development is judged to be of a level which would require delivery of a new nursery then the contribution will be negotiated with the developer, in this instance, the contribution sought will reflect the project specific build costs and proportion of the places in the new provision which is likely to be required from children resident on the proposed development. Worcestershire County Council will consider payment in kind by way of land transfer or the direct provision of buildings by the developer. The specification of any buildings to be directly provided by the developer must be agreed with Worcestershire County Council. Where a new school is required from a development, early year's provision will always be built alongside it to a size suitable to the requirements of the site.

Assessing Impact on State Funded School Places

- 5.1 Worcestershire County Council is responsible for ensuring there are sufficient school places in state funded schools. When a development site comes forward, Worcestershire County Council will assess whether current education provision is sufficient to support families living on the new development to access a school place. Where additional demand from the development is required above that which can currently be supported within related schools, a contribution will be sought.

Calculating the School Place Requirements of New Developments

- 5.2 Worcestershire County Council will initially assess the anticipated number of school places required from a new development.
- 5.3 The detailed assessment will firstly consider the size of the proposed development. Average pupil yields as set out in section seven below show that each additional dwelling will likely generate approximately 0.029 extra pupils per year group. Developments of less than 35 dwellings will therefore generate on average less than one additional pupil per year group i.e. $35 \times 0.029 = 0.99$ pupils per year group.
- 5.4 Education planning obligations will therefore only be considered for developments of less than 35 dwellings where there is an exceptional need to increase capacity in the related schools. It is anticipated that most exceptional cases will be in rural settlements where the local school has very limited capacity or is full. This will be assessed on a case by case basis, with relevant evidence provided to the local planning authority and developer.
- 5.5 For developments of 35 dwellings or more the County Council will determine the education impact of a new development, this assessment will firstly consider the number of dwellings proposed as part of the application, the location of the development and known trends in parental preference.
- 5.6 Worcestershire County Council will also take into account the full extent of the development site area and neighbouring sites, particularly where developments come forward as a result of sub-division, in order to minimise planning obligations.
- 5.7 Other factors taken into consideration may include but are not limited to:

Operational Surplus

- 5.8 Worcestershire is divided into 16 Education Pyramids, based around the main centres of population. Parents have the right under the School Admissions Code⁴ to apply to any school of their preference for a place for their child. While there is no automatic entitlement to a place at their first choice school, the ability to nominate a preference does raise expectations that a significant proportion of applications will be successful. In addition a surplus allows for in year migration into and out of schools and reduces the number of school place appeals. It is therefore recognised that in order to maintain an efficient system while still offering a degree of parental choice Worcestershire County Council should seek to maintain an operational surplus of school places above the anticipated level of need. Worcestershire County Council aims to maintain a 5% surplus capacity in any education pyramid, in line with recommendations from the National Audit Office⁵.

⁴https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf

⁵<http://www.educationengland.org.uk/documents/pdfs/2013-nao-school-places.pdf>

Out of area pupils

5.9 The requirement to run an operational surplus, coupled with the ability of parents to express a preference, makes it inevitable that most schools which use a catchment area in their admission criteria will have some pupils attending from out of the area. Therefore consideration will be given to the number of places required where it can be shown that a significant number of pupils have been admitted from outside of the education planning area and there is sufficient capacity elsewhere to support a 'push-back'.

Bulge Year Groups

5.10 Where a school may have admitted an exceptionally large cohort in response to a short-term spike in demand, this will be taken into consideration when assessing the number of surplus places. It will not be taken as evidence that the school can admit additional children in every year group nor will it be counted as the largest year group.

Identifying Related Schools

5.11 When a development site comes forward Worcestershire County Council will identify schools that are considered to be directly related to the development. Related schools are usually:

- Schools that operate a catchment area as part of their admission criteria which covers the area in which the development is situated or;
- Schools that are located within a two mile safe walking route that offer education for children who are eight years or younger⁶ or;
- Schools that are located within a three mile safe walking route that offer education for children who are nine years or older⁶ only or;
- Schools that can demonstrate a likely demand from families moving on to the development or;
- Where a development is of sufficient scale a new school may be considered (see section seven).

5.12 Worcestershire County Council will initially assess the surplus capacity of schools related to the development by reference to the number of pupils on roll in the largest year group against the published admission number in place for the most recent September intake. The number of pupils on roll for the largest year group will be taken from the census of pupils carried out each October. If this initial assessment suggests that there are insufficient places to accommodate the additional children likely to be generated by the development then a more detailed assessment will take place.

5.13 Each school has a published admission number which sets out the number of pupils which can be admitted into each year group. The published admission number is included in the admission policy for the school, which is published each year for the following September intake.

5.14 If the schools initially identified as related to the development have no scope to expand, consideration will be given to investing in an alternative related school which does have scope to expand. Significant expansions will be subject to appropriate public consultation and approval by the relevant decision making body. If a related school is an academy or free school then expansion will be subject to agreement from the school's governing body and the Education and Skills Funding Agency.

5.15 Worcestershire County Council will only seek to expand a school which is currently rated as 'Good' or 'Outstanding' by Ofsted, but where no such provision is available, will consider alternative options.

⁶ Based on DFE Guidance on home to school travel and transport (July 2014)

Calculating the Level of Contribution at an Existing Provider

- 5.1 Where a financial contribution towards an existing provider is judged to be the appropriate mitigation for a development, the amounts sought will be calculated based on the cost of a new place at the existing provider. The formula for calculating this comprises the following elements:

Requirements for mainstream provision

- 5.2 The number of year groups in each phase of the relevant schools will be considered. Worcestershire has both two- and three-tier education systems in operation in various parts of the county. Table one in this document sets out the predominant system in each area. The year groups in reception up to the end of year six are deemed to be in the primary phase. Whilst year groups in years seven to eleven are deemed to be in the secondary phase.
- 5.3 Middle schools will have a number of primary phase year groups and a number of secondary phase year groups, depending on the age range they cover. A middle school admitting year's five to eight would be deemed to have two year groups at the primary phase and two at the secondary phase.
- 5.4 Secondary schools typically have five secondary phase year groups. Schools in three-tier areas will have fewer. Where the school has a sixth form this is treated as the equivalent of one additional year group to reflect the lower transfer rate into the sixth form.
- 5.5 Across Worcestershire the average stay on rate for children moving from year 11 (GCSE) to year 12 (Sixth Form) in a publically funded school and assessed from 2014 – 2017 inclusive was 51%. This has resulted in a 50% reduction and is reflected in only a single year being charged for sixth form places.

Requirements for early years provision

- 5.6 There is no nationwide funding formula for Early Years provision, however there is guidance based on the amount of floor space that an Early Years child will need, based on the age of the child. Providers must meet the following indoor space requirements:
- Children under two years: 3.5 m² per child
 - Two year olds: 2.5 m² per child
 - Children aged three to five years: 2.3 m² per child

The flexible nature of early years provision between term-time and all-year round provision, AM and PM sessions and the higher turnover of providers means that this can often be a variable that changes on a monthly basis. For this reason the same cost multiplier as primary aged pupils is used. 2 early years places (15 hours) will be calculated as the equivalent of 1 full time school place (30 hours).

Pupil Yield

- 5.7 Table three below shows the numbers of children aged 0-15 in households based on data from the Office for National Statistics National Census 2011. Analysis of the census data shows that on average each dwelling of two or more bedrooms in Worcestershire will produce 0.462 children aged 0-15 per dwelling, this equals 0.029 children per year group per dwelling.

$$99,972 / 216,384 = 0.462.$$

$$0.462 / 16 = 0.029$$

Contribution required

Working Example

6.11 An application for 100 dwellings, of which 78 dwellings are chargeable, is submitted within a two-tier educational planning area. The related schools do not have sufficient capacity to support additional pupils from the new development. The secondary school has a sixth form.

Early Years Contribution

$$(78 \times 0.09) \div 2 = 3.51$$

4 early years places required

$$3.51 \text{ rounded up to } 4 \times \text{£}17,639 = \text{£}70,556$$

Primary Contribution

$$78 \times 0.029 = 2.262$$

$$2.262 \times 7 \text{ year groups in the primary phase} = 15.834$$

$$15.834 \text{ rounded up to } 16 \times \text{£}17,639 = \text{£}282,224$$

Secondary Contribution

$$78 \times 0.029 = 2.262$$

$$2.262 \times 5 \text{ year groups in the secondary phase} = 11.31$$

$$11.31 \text{ rounded up to } 12 \times \text{£}26,244 = \text{£}314,928$$

Sixth Form Contribution

$$78 \times 0.029 = 2.262$$

$$2.262 \times 1 \text{ year group} = 2.262$$

$$2.262 \text{ rounded up to } 3 \times \text{£}28,541 = \text{£}85,623$$

Total Contribution = £753,331

Exemptions

6.12 Developments that are 100% for commercial use (Class B1) will not be considered as they are unlikely to generate additional children.

6.13 All houses and flats with a maximum of one bedroom will be counted as a nil contribution, as they are unlikely to generate additional children.

6.14 Dwellings which are categorised as:

- a) Build to Rent homes (social rented housing and affordable rented housing);
- b) Specialist accommodation for a group of people with specific needs (such as purpose built accommodation for the elderly or students);

will be counted as a nil contribution due to their relative lower impact on educational infrastructure.

Social rented and affordable rented housing, although likely to accommodate children, will often become occupied by families already resident in the area and result in a higher level of household recirculation than private dwellings. All other types of affordable housing including those with a market element, for example low cost, part rent part buy, HomeBuy Direct will be chargeable.

6.15 Worcestershire County Council will only seek a post-16 contribution on school based provision, and not sole post-16 institutions as these institutions are funded through a different route.

Calculating the Level of Contribution When a New School is required

- 6.1 Typically a new primary or first school may be required where a development will contribute 500 or more new dwellings , or in areas where no potential school expansions can be identified. When a large scale development in excess of 100 dwellings is proposed we recommend developers and district councils engage with Worcestershire County Council at an early stage to allow for appropriate planning and feasibility work to be undertaken.
- 6.2 A new secondary school is only likely to be required on very large stand-alone sites or in areas where no expansions can be identified or there is a combined impact of several developments.
- 6.3 If a new school is required solely as a result of new housing, Worcestershire County Council will require the developer to fund all of the build and land costs. The build costs will be determined by a detailed feasibility of the proposed school site where possible or a generic site where not possible.
- 6.4 Worcestershire County Council will consider payment in kind by the direct provision of buildings by the developer. The specification of any buildings to be directly provided by the developer must be agreed with Worcestershire County Council.
- 6.5 As per the pre-school place requirements in section 5 above all new schools are likely to be required to provide early years provision on site and this requirement will be included in any feasibility work undertaken.
- 6.6 Under current government policy, all new schools should be opened as free schools, which are operated under an academy trust. When a new school is required as a result of new housing, Worcestershire County Council will run a competition to determine the operator of the new school(s). Community access to school buildings for purposes other than education will be agreed upon by the school operator once they are determined. The local authority aims to work with schools and local communities to ensure the best use of school premises.
- 6.7 Where a number of small developments are expected to come forward in an area with an aggregated requirement for a new school, Worcestershire County Council would expect the local planning authority to assist in the negotiations to secure a school site

Payment of contributions

- 8.1 Where Section 106 education planning obligations are required a legal agreement will be completed. If the application is in outline, without detailed breakdown of the types of affordable dwellings an estimated cost based on the total number of houses will be provided until a breakdown of house types is available.
- 8.2 Financial contributions will be subject to indexation and interest on late payments. The calculation of indexation and interest will be set out in the legal agreement.
- 8.3 Payment of agreed financial contributions will usually be sought on or before occupation of one third of the total number of dwellings on the development. On larger scale developments of 100+ dwellings trigger for payment will be subject to negotiation. Worcestershire County Council will consider payment by instalments so long as the final balance is received prior to occupation of 90% of the dwellings. The trigger points for payment will usually be expressed as a percentage of the proposed number of dwellings.
- 8.4 Worcestershire County Council will retain the funds received in an interest bearing account set up specifically for education planning obligations.
- 8.5 Worcestershire County Council will carefully monitor and commit to spending the contributions within the time period agreed with the developer. This will usually be ten years from receipt of the final payment. Worcestershire County Council will not accept a legal agreement with less than five years in which to spend the contribution. This is because school/early year's provider expansions and/or new school projects themselves will require additional design and planning permission stages along with an appropriate building phase.

Disbursement of Monies

Nomination of projects

9.1 The completed legal agreement will specify the infrastructure projects to be funded from education planning obligations. Contributions will always be used to fund capital projects to deliver permanent facilities and will not be used for providing temporary accommodation unless this is a necessary short-term measure as part of the delivery of a permanent building.

9.2 Highest priority will be given to projects which deliver additional capacity to allow providers to admit extra children. This may include but is not limited to:

- Any form of additional teaching area or support facilities such as classrooms, halls, spaces for group work or specialist facilities for children with disabilities;
- Additional toilet facilities;
- Office areas and support services;
- Outdoor physical education

Forward funding of projects

9.3 It may be necessary for Worcestershire County Council or its partners, to deliver education infrastructure projects ahead of the related development. This ensures that schools are able to manage the impact in time for occupations on the development or to take advantage of other funding opportunities which may be time limited. Such circumstances are only likely to occur where the infrastructure is intended to manage the cumulative impact of a number of sites, a single large site or is to be partially funded from other funding sources such as Government grants.

9.4 The forward funding of projects does not remove the obligation from developers to fund the infrastructure that is shown to be necessary to mitigate the impact of their development. Worcestershire County Council reserves the right to adjust the timing of delivery of an agreed education infrastructure project as necessary during the lifetime of the related development.

Contact Details

For further information on the content of this document or to discuss a potential development please contact:

North Worcestershire (Bromsgrove, Redditch, Wyre Forest)

Alison Barnes, Provision Planning Analyst, Children, Families and Community

Tel: 01905 846135 E-mail: abarnes@worcestershire.gov.uk

South Worcestershire (Malvern Hills, Worcester, Wychavon)

Lucy Langdon, Provision Planning Analyst, Children, Families and Community

Tel: 01905 844119 E-mail: llangdon@worcestershire.gov.uk

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Consultation on Revised Worcestershire County Council Education Planning Obligations Policy

Consultation closes at noon on 4th February 2019

Worcestershire County Council are consulting on changes to the Worcestershire Education Planning Obligations Policy. The Education Planning Obligations document sets out the approach Worcestershire County Council will take in assessing the impact of housing developments on schools and early education provision and calculating the appropriate mitigation via conditions and planning obligations.

1. Name
Organisation
Email address

2. Please tell us how you are involved with this consultation? *Multiple selection possible*

District Council

Housing Association

Neighbouring authority

Education establishment

Developer / land agent

Other (please state)

3. Do you have any of the comments to make on any of the key changes as listed below:

3.a Pupil Yield methodology *Single selection only*

Yes

No

Text box *Fillable text box – unlimited (if no to 3, compulsory)*

3.b Early Years Provision *Single selection only*

Yes

No

Text box *Fillable text box – unlimited (if no to 3, compulsory)*

3.c Exemptions from education contributions *Single selection only*

Yes

No

Text box *Fillable text box – unlimited (if no to 3, compulsory)*

3.c Early Years *Single selection only*

Yes

No

Text box *Fillable text box – unlimited (if no to 3, compulsory)*

3.d Calculation of contributions *Single selection only*

Yes

No

Text box *Fillable text box – unlimited (if no to 3, compulsory)*

4. Do you have any further comments that you may wish to make?

Fillable text box – unlimited

.....

5. Do you feel that you have been provided with sufficient information at this stage?
Single selection only

Yes

No

6. What additional information would you have found useful in responding to this consultation? *Fillable text box – unlimited*

.....

7. Are you happy for us to contact you in regards to the answers you have provided to this consultation?

Yes

No

Thank you for your response

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.

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

1.1	Directorate and Section/Unit:	Provision Planning and Accommodation, Childrens Families and Communities Directorate
1.2	Title of the policy being screened:	Education Planning Obligations Policy Worcestershire
1.3	Screening by:	Alison Barnes and Lucy Langdon
1.4	Date of screening:	01/11/2018
1.5	Summary of policy objectives	To define when a financial contribution towards education infrastructure, as set out under section 106 of the 1990 Town & Country Planning Act and the Community Infrastructure Levy Regulations 2010, will be required as a result of housing development. To consult on key changes to: - Pupil yield methodology - Early Years provision - Exemptions from education contributions - Calculation of contributions
1.6	Related policies/functions:	School Place Planning function and the School Organisation Plan

1.7	To which section of the Directorate or Corporate "business/service plan" does this policy relate?	Children, Families and Communities
1.8	Is this a new or existing policy?	Existing
1.9	Does the policy affect service users, employees, the wider community, or a combination of these?	Service Users (Schools) and the wider community
1.10	Who is formally responsible for the delivery of this policy? If different, who is responsible for leading on the delivery?	Robert Williams, Manager – Universal Provision and Placement 0-19
1.11	What (if any) previous consultation has been carried out for this policy? Who was consulted and when?	No previous consultations have been undertaken with regard to the policy document as revised 2017/2018
1.12	Is equality monitoring in place for this policy?	n/a

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?		x	
2.2	Does the policy involve a significant commitment, or reduction, of resources?		x	
2.3	Does the policy relate to an area where inequalities are already known to exist?		x	

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		x	
Disability		x	
Gender reassignment		x	
Marriage/Civil Partnership		x	
Pregnancy/maternity		x	
Race		x	
Religion or belief		x	
Sexual orientation		x	
Sex		x	

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	x

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 proposed policy does not differentiate in the lives of staff and/or residents who have one or more of the following "Protected Characteristics" of Age, Disability, Gender Reassignment, Marriage/Civil Partnership, Pregnancy/maternity, Race, Religion/Belief, Sex and Sexual Orientation.

The proposed revisions to the Education Obligations Policy set out to broaden the indicators we propose to use in calculating developer contributions.

Page 220

Signed (completing Officer/Manager): ... Alison Barnes. ...

Date: ...1st November 2018

Signed (Line Manager): ... William

Date: ...1st November 2018...

Appendix D - Example of impact of new policy on S106 education financial contribution

An application for 100 dwellings is submitted within a two-tier educational planning area. Of the 40% affordable dwellings, 22 are affordable rent. Of open market dwellings, 30 are 4 bed houses 20 are 3 bed houses and 10 are 2 bed houses. The related schools do not have sufficient capacity to support additional pupils from the new development. The secondary school has a sixth form.

Existing Policy

Primary Contribution

30 2-3 bed houses
 $30 \times £2,945 = £88,350$
 30 4+ bed houses
 $30 \times £4,418 = £132,540$

Secondary Contribution

30 2-3 bed houses
 $30 \times £3,841 = £115,230$
 30 4+ bed houses
 $30 \times £5,762 = £172,860$

Contribution = £508,980

Revised Policy

Early Years Contribution

$(78 \times 0.09) \div 2 = 3.51$
 4 early years places required
 3.51 rounded up to $4 \times £17,639 = £70,556$

Primary Contribution

$78 \times 0.029 = 2.262$
 2.262×7 year groups in primary phase = 15.834
 15.834 rounded up to $16 \times £17,639 = £282,224$

Secondary Contribution

$78 \times 0.029 = 2.262$
 2.262×5 year groups in secondary phase = 11.31
 11.31 rounded up to $12 \times £26,244 = £314,928$

Sixth Form Contribution

$78 \times 0.029 = 2.262$
 2.262×1 year group = 2.262
 2.262 rounded up to $3 \times £28,541 = £85,623$

Contribution = £753,331

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CABINET BALANCED SCORECARD FUTURE FIT UPDATE Q2 2018/19*

* Grey represents indicators without an assessment because no target has been set or they are new indicators.

Shaping
Worcestershire's
Future



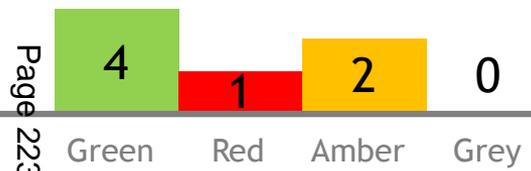
Open for Business



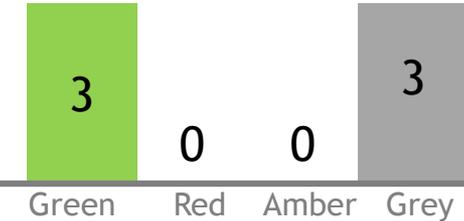
Our Customer



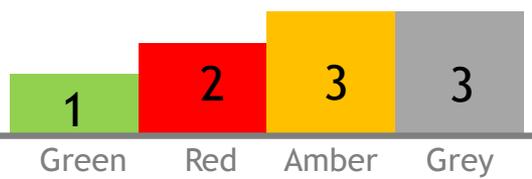
Children & Families



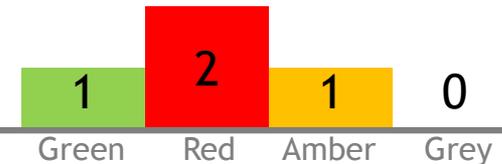
Our Finance



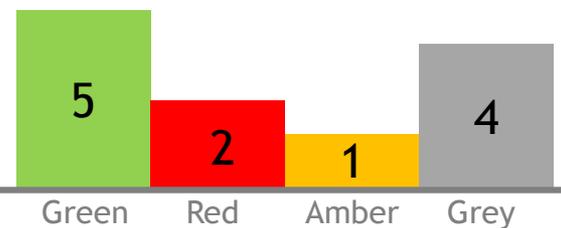
Health & Wellbeing



Learning & Growth



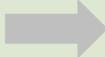
The Environment



Internal Business



OVERVIEW: Q2 2018/19 GREEN INDICATORS

Area of Focus / Perspective	Corporate Performance Indicator	Movement from previous rating
Open For business Page 224	16-24 year old Job Seekers Allowance claimants	
	Economic growth - Gross Value Added (Local target)	
	Economic growth - Gross Value Added (National comparator)	
	Working age adults in employment	
	Premises with Superfast broadband (<i>previously Amber</i>)	
	All premises connected to fibre	
	Council spend in local economy	
Children and Families	16-17 year olds who are not in education, employment or training (NEET)	
	Choice of school	
	Children with a child protection plan	
	Average time (in days) between a child entering care and moving in with its adoptive family, for children who have been adopted	
Health and Wellbeing	Residents aged 65 or more receiving a social care service	

Q2 2018/19 GREEN INDICATORS CONTINUED

Area of Focus/ Perspective	Corporate Performance Indicator	Movement from previous rating
The Environment	Condition of footways	
	Household waste collected per head (<i>previously Red</i>)	
	Municipal waste landfilled	
	Household waste sent for reuse, recycling or composting	
	Condition of Non-Principal (B- and C-class) roads (Coarse Visual Inspection)	
Our Finance	Council Tax	
	Creditor days	
	Debtor Days (<i>previously Amber</i>)	
Learning & Growth	Your Voice staff survey response rate	
Internal Business	Employees - Actual Full Time Equivalent	

The following two pages detail two performance indicators that have been selected because they have had a performance update during Q2 2018/19 and have demonstrated positive progress in performance. They are:

- Premises with Superfast Broadband
- Household waste collected per head



OPEN FOR BUSINESS

PREMISES WITH SUPERFAST BROADBAND

Percentage of all Worcestershire homes and business premises connected to Superfast broadband (24Mbps)

Q2

2018/19

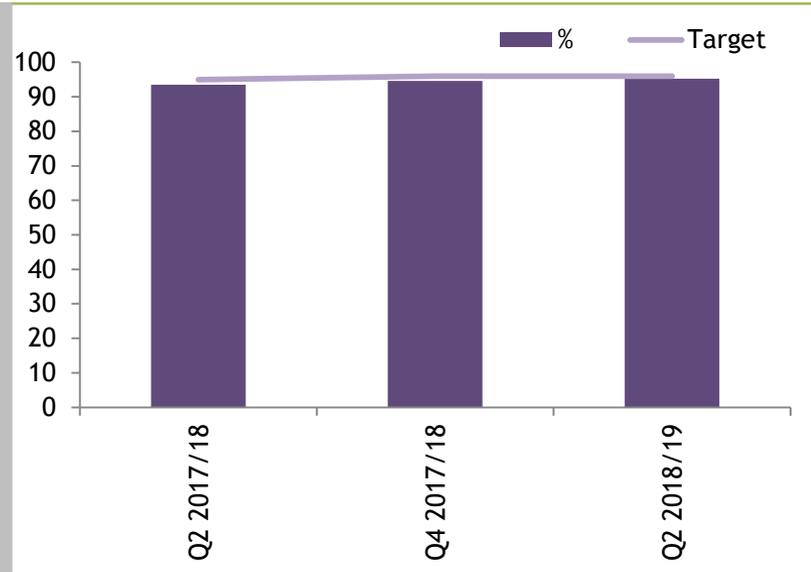
95.27%



Direction of travel:
Improving

PERFORMANCE DETAILS

- As of the 30 September 2018, 535 broadband structures had been made live, making superfast service (24Mbps and above) available to over 58,100 of Worcestershire's business and residential premises as a result of the Superfast Worcestershire programme.
- This represents an improvement from Q4 2017/18.



Page 226

CURRENT ACTIVITY

- Superfast (24Mbps or above) coverage of all premises increased from 69% in 2013 to 95.27% in September 2018. It is expected that 95.8% will be achieved by December 2018; Coverage of non-households increased from 40% in 2018 to 87% currently. Superfast Worcestershire has previously publicised the achievement of 90% fibre coverage for non-households in the county. This relates to fibre coverage only irrespective of speeds achieved, whereas the 87% refers specifically to speeds of 24Mbps or above. Superfast coverage of non-households is expected to exceed 90% of premises by December 2018.

FUTURE ACTIVITY?

- Demand stimulation activities continue to remain a priority, with the aim to promote the service and encourage 'take-up' across Worcestershire. Contract 1 take-up remains above the national average of programmes working to similar timelines - 56.2%. Contract 2 take up (48%) is already performing very well (top 3 in comparison to similar programmes) with much quicker adoption rate in comparison to contract 1 mainly due to a more rural nature of the deployment and a greater uplift in comparison to the existing service.



THE ENVIRONMENT

HOUSEHOLD WASTE COLLECTED PER HEAD

Kilograms of Household Waste / Population of Worcestershire. The figure is from the verified tonnage data calculated using Household Waste and Population from the WasteData Flow system.

Q4

2017/18

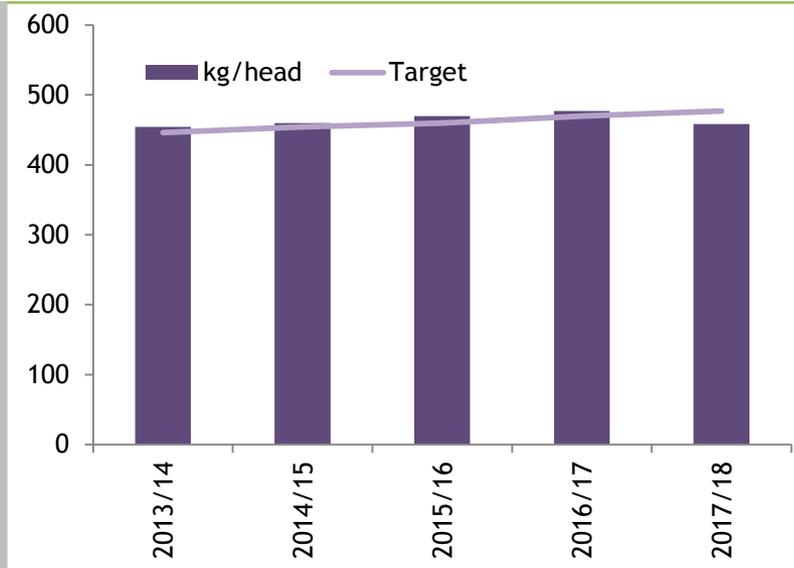
458.35
kg/head



Direction of travel:
Improving

PERFORMANCE DETAILS

- The figure of 458.35 kg collected per head of Worcestershire's population relates to 2017/2018, this being an annual indicator that is reported a year in arrears.
- For the first time since 2013, the amount of household waste collected has decreased relative to the previous year, the 2016/2017 out-turn having been 477.07 kg/resident. The latest figure is Worcestershire's lowest since 2013/2014's 454.08 kg/resident.



CURRENT ACTIVITY

- During 2017/2018, the County Council continued to subsidise the provision of compost bins for composting at home. Our dedicated waste and recycling website (LetsWasteLess.com) promotes initiatives and suggestions for residents to reduce, reuse, recycle, and recover household waste. 'Love Food Hate Waste' promotes ways of reducing food waste and at the same time saving money on food shopping.
- In Redditch in 2017/2018 we trialled a reward scheme aimed at encouraging residents to reduce their waste. We are currently assessing the results. The weather also had an impact on the out-turn: March's snow event meant the usual spring peak in Household Recycling Centre usage was delayed until 2018/2019.

FUTURE ACTIVITY?

- The Council will continue to promote waste reduction initiatives. Dependent on the outcome of the Redditch trial, we may look at a reward scheme covering a greater part of the County. Malvern Hills District Council's 2018/2019 move to an alternate week collection scheme has reduced the overall tonnage collected in that District and will influence the eventual 2018/2019 out-turn.
- The weather will also be a factor. For example, 2018's warm dry summer reduced the amount of garden waste produced.

OVERVIEW: Q2 2018/19 RED INDICATORS

Area of Focus / Perspective	Corporate Performance Indicator	Updated in Q2 2018/19	Movement from previous rating
The Environment	<u>Satisfaction with the condition of roads</u>	No	
	<u>Condition of unclassified roads</u>	No	
Children and Families	<u>Looked After Children</u>	Yes	
Health and Wellbeing	<u>Older people funded in permanent care home placements</u>	Yes	
	<u>Adults with a learning disability in paid employment</u>	Yes	
Internal Business	<u>Sickness rate</u>	Yes	
Learning and Growth	<u>Staff who feel that the County Council has a clear vision for the future</u>	No	
	<u>Performance Reviews Completed</u>	Yes	

INDICATORS TO WATCH



Out of the 8 performance indicators that are assessed as RED (detailed on the previous page), 5 have had a performance update in Q2 2018/19. The performance updates for these 5 indicators are detailed over the next few pages.



CHILDREN AND FAMILIES

Looked After Children

(previously Red)



HEALTH AND WELLBEING

Older people funded in permanent care home placements

(previously Red)



HEALTH AND WELLBEING

Adults with a learning disability in paid employment

(previously Red)

Page 229



INTERNAL BUSINESS

Sickness Rate

(previously Red)



LEARNING & GROWTH

Performance Reviews completed

(previously Red)



CHILDREN & FAMILIES

LOOKED AFTER CHILDREN

Children looked after at quarter end rate per 10,000 population (under 18 Worcestershire population)

Q2

2018/19

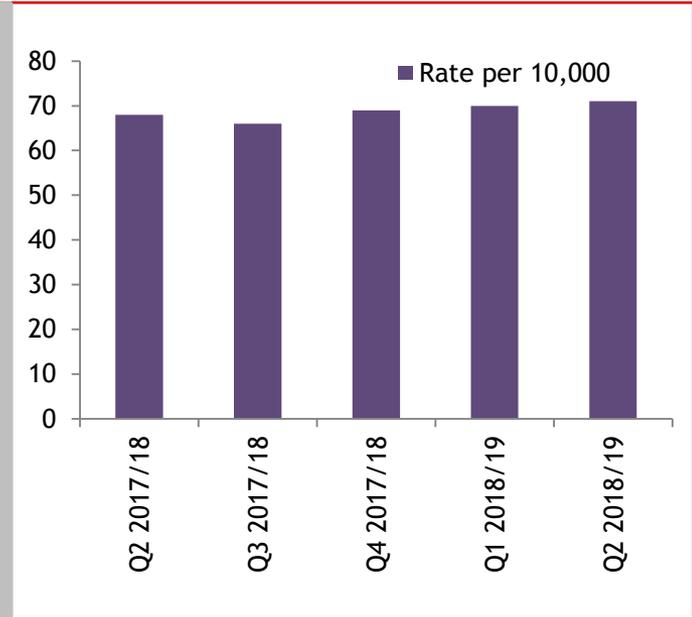
71 per
10,000



Direction of travel:
Deteriorating

PERFORMANCE DETAILS

- In total 54 children have been received into care during this reporting period and 44 children's looked after child status has ended - with children achieving permanency in a more timely way.
- However, our total number remains higher than our statistical neighbours and National average.
- The increase in children who have become Looked After reflects post Ofsted work and the Service Improvement Plan.



Page 230

CURRENT ACTIVITY

- Focused work on ensuring the right children are looked after and permanency is achieved in a timely manner is a focus on the Service Improvement Plan and the Legal Action Plan.
- Currently children subject to Section 20 Arrangements are reducing. Following a dip in summer the timeliness of Looked after Reviews has improved but needs to be maintained. Children's attendance and participation at looked after reviews has increased.

FUTURE ACTIVITY?

- Preventing children coming into care where it is safe to do so is an important part of our work and proposals for an Edge of Care Offer to be developed has now begun.
- Mind of my Own (MOMO) has been purchased and this will assist as will a push to ensure the Review is seen as the child's meeting and is to take place at places and times of their choosing. There remains positive increase in the numbers of Health Assessments and this need' to continue to improve.

OLDER PEOPLE FUNDED IN PERMANENT CARE HOME PLACEMENTS

Older people with a permanent care home placement funded by the Council from the relevant older people budget.

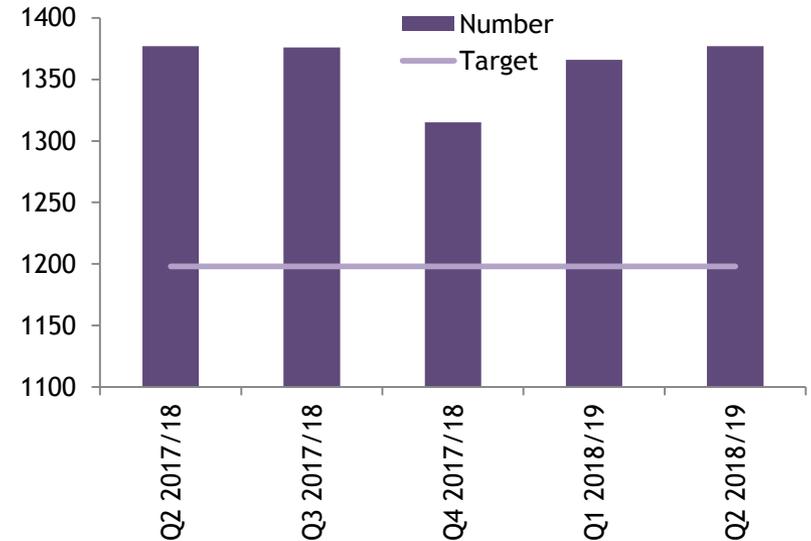
Q2
2018/19

1377



PERFORMANCE DETAILS

- Since March 2018, there has been a gradual increase in the number of older people in permanent placements each month (net increase from 1315 to 1376). At the end of Q2 2018/19 there are 1377 placements. The target is 1198.



CURRENT ACTIVITY

- Measures are in place to control numbers where possible so all new high cost placements go through a scrutiny panel and all long term placements are now only approved by Area Managers. There is also pressure from increased demand particularly from self-funding pickups and continuing health care pick-ups.

FUTURE ACTIVITY?

- To continue to monitor closely and ensure extra care and supported living are considered carefully as alternatives to permanent care. The Continuing Health Care team have increased and will be involved in all cases where there is a risk of picking up cases previously funded through this stream of health funding. Attrition rates are also being looked into.

ADULTS WITH A LEARNING DISABILITY IN PAID EMPLOYMENT

Proportion of current adult social care service users with a learning disability who are in paid employment.

Q2
2018/19

6.41%

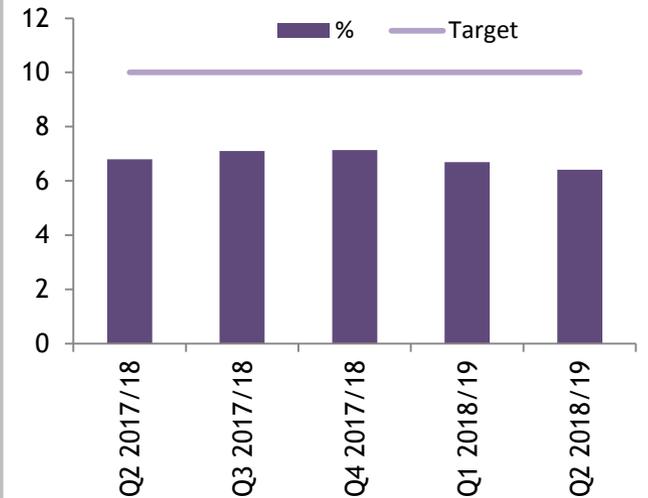
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Direction of travel:
Deteriorating

PERFORMANCE DETAILS

- The current figure for people in paid work is 84.
- Although people have started paid work in this period this has been negligible in the count as others have left paid work due to health related reasons as well as changes in circumstances.
- 2 people declined offers of paid work in this period. We will re match to these opportunities.
- There has been an increase of 24 people entering Adult Social Care and eligible under this measure in ASCOF. 15 of these people are in Full Time Education.



CURRENT ACTIVITY

- We have seen an increase in requests for "In Work Support" - one to one conversation and support to enable people to maintain their employment when they are at risk of falling out of employment. This has included: Negotiating with employers an extension of contract period to maintain employment and activity. Securing additional funding from "Access to Work" to provide extra support mechanisms. The team have secured funding for a full time Employment Support person for a period of 3 years for one person. This will support them to sustain their paid work and encourage the employer to maintain the contract. Conversations on long term planning for older carers - we are looking at alternative/ external funding for travel arrangements. We have been securing links with employers/ Providers to identify potential work opportunities.

FUTURE ACTIVITY?

- We have 2 scheduled paid workers start in October. Both have required pre-employment support to enable them to access paid work. e.g. Referral to Travel Development to aid travel to work/ Pre employment, Work Tasters and Work Experience to assess suitability and skills/ Pre employment ID and checks. We are looking at ideas to enable more complex and less experienced/ skilled people to access paid Work. There will be conversations around working with a local Provider to support a group work activity. We are preparing marketing / good news stories and vacancy details to send out to teams. We are hoping this will encourage take up and match suitable people to roles.

SICKNESS RATES

Average days sickness per person [FTE].

Q2

2018/19

4.38 Days

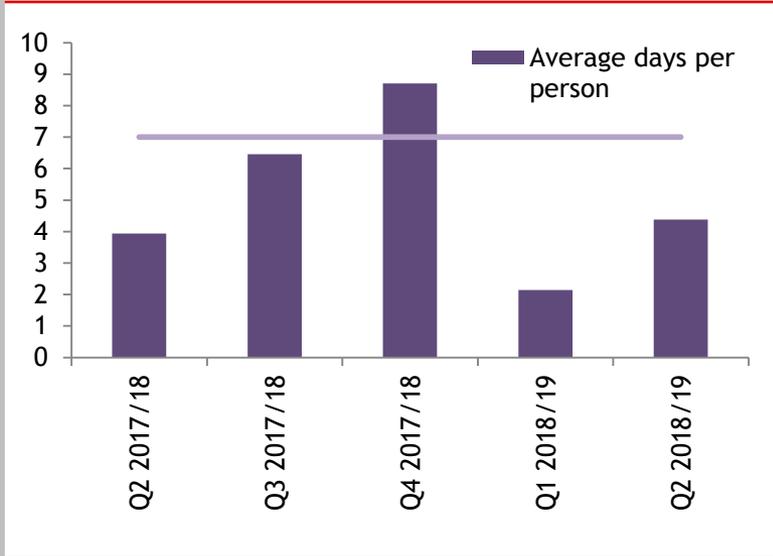


Direction of travel:
Deteriorating

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PERFORMANCE DETAILS

- At the end of Q2 2018/19 there was an average of 4.38 days sickness per person. This is higher than the at the same point in the previous year (3.94 for Q2 2017/18) and therefore the Direction of Travel is Deteriorating.
- The Directorate with the highest levels of sickness was Adult Services, with 6.55 average days sickness per person. In Children, Families and Communities the average days sickness per person is 4.24.



CURRENT ACTIVITY

- New Core Employment Policies were launched 10th September 2018 which include Managing Attendance. The new policies are simpler, have a standardised structure and consistent language making it easy for managers to proactively manage attendance within their teams.
- The key changes are:
 1. Reviews at 5 and 8 months at the latest for long term sickness cases.
 2. Introduction of a 10 day in 12 month trigger for short term sickness which ensures fairness and consistency for managing short term absences. There are now 3 clear trigger points where a formal warning may be issued.

FUTURE ACTIVITY?

- Redesign lunch and learn forums based on new policy to continuously upskill and provide proactive support to managers.
- Continue to roll out and imbed new policies so all managers are aware of key changes.
- Analyse trend data over next quarter to review impact of new policy provisions.
- Use analysis to target specific support in hot spot areas.



LEARNING AND GROWTH

PERFORMANCE REVIEWS COMPLETED

Percentage of Performance Reviews Completed where Part B (backwards looking rating) has been completed (excludes staff who have been absent for the whole period and reliefs/casuals/sessionals).

Q2
2018/19

59.16%

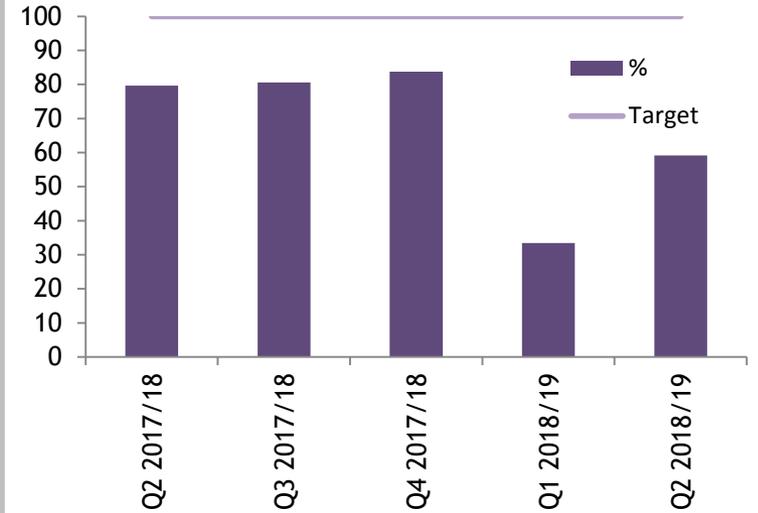


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Direction of travel:
Deteriorating

PERFORMANCE DETAILS

- Out of 2552 eligible employees, 1492 performance reviews have been recorded during 2018/19 so far, giving an overall rate of 59.16% for the Council. There has been an improvement in performance from last quarter (33.46%).
- The Q2 2018/19 figure is lower than that of the previous year (79.7% for Q2 2017/18), therefore the Direction of Travel is Deteriorating.



CURRENT ACTIVITY

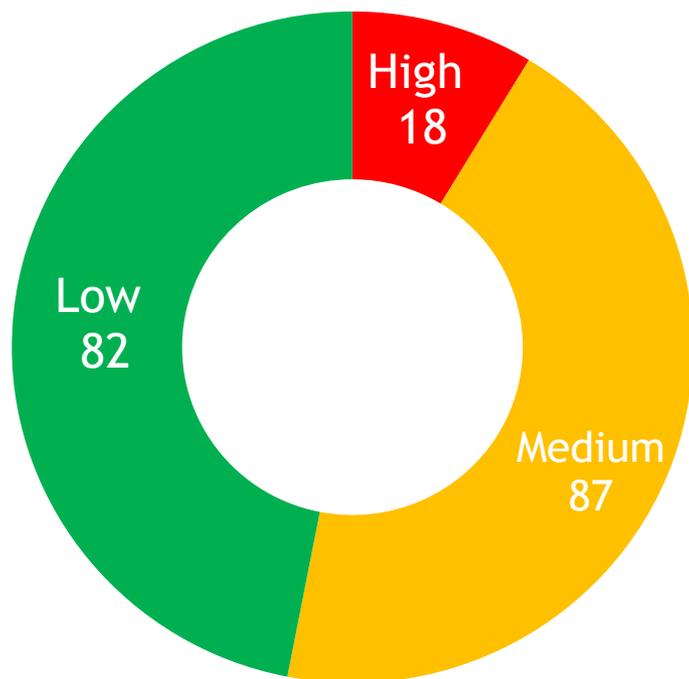
- All directorates have improved compliance since the last quarter, however with the exception of Public Health, all are lower than compared to the same period last year.
- Public Health have achieved the highest performance review compliance rate of all the directorates (96.97%).
- The directorates with the lowest compliance are Adult Services and Economy and Infrastructure (50.34% and 50.47%).

FUTURE ACTIVITY?

- Whilst the County Council hasn't achieved 100% compliance, there has been a marked improvement and focus on this indicator in comparison to the same period last year.
- The County Council will continue to focus on performance management at a Directorate level with a revised emphasis on the mid year process to bridge the compliance gap - to be launched in November 2018.
- During December 2017 and January 2018, the County Council will launch a number of new performance review tools for managers and employees. This will include the end of year performance review functionality on Mercury HR (to be used for 2017/18 end of year review) and a one-to-one template to help managers and staff have regular conversations about performance.

PROFILE OF CORPORATE RISK REGISTER

The Council's Risk Register provides an overview of all major risks across the organisation. The chart below gives a snapshot as at the end of Quarter Two - 2018/19. There are 187 risks, of which 18 are scored by directorates as high.



High Risks by Directorate

Children, Families and Communities	8
Adult Services	4
Public Health	2
Economy and Infrastructure	3
Chief Executive	1

CORPORATE RISK AREAS

IDENTIFYING CORPORATE RISKS

- Corporate risk areas are identified by
 - Aggregating similar themes of risk present across multiple directorates in the risk register
 - Identifying specific risks at directorate level that have potential to impact on the wider council
 - Identifying specific risks at directorate level that could be mitigated by actions in other directorates
- The following pages show the current corporate risk areas
 - Vulnerable children
 - Education
 - Services for vulnerable adults
 - Financial control
 - Staffing
 - Management of the county estate
 - Business continuity response to major event

CORPORATE RISK AREAS

FAILURE TO SAFEGUARD VULNERABLE CHILDREN

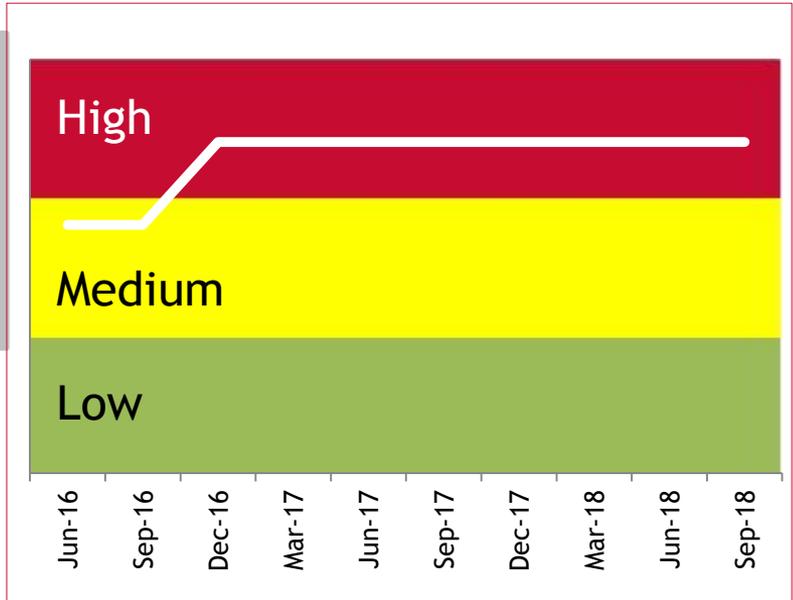
Q2 2018/19

WHY IS THIS AREA OF RISK RED?

- This area of risk is rated Red primarily due to issues identified around safeguarding children which are being addressed by the Council's Service Improvement Plan

MITIGATING ACTIONS

- Ongoing development and implementation of Worcestershire Children's First
- Worcestershire Safeguarding Children Board (WSCB) improvement plan is also now in place. The monitoring of plans is being undertaken by Worcestershire Safeguarding Children Board and through critical friends.
- Established working arrangements with Essex CC as our CSC improvement partner.
- Robust review of performance information and case file audit to ensure that no child is at risk of significant harm. Auditing programme underway and this will now inform Ofsted monthly case-tracking requirement.
- Developed CSC service operating model to reduce size of teams and enhance management support and oversight.
- Further investment secured to accelerate the recruitment campaign and give Worcestershire a better visibility in the job market.



WHAT NEXT?

Implementation of Worcestershire Children's First (including consideration of extended scope).

CORPORATE RISK AREAS

FAILURE TO PROVIDE A GOOD EDUCATION FOR ALL WORCESTERSHIRE CHILDREN

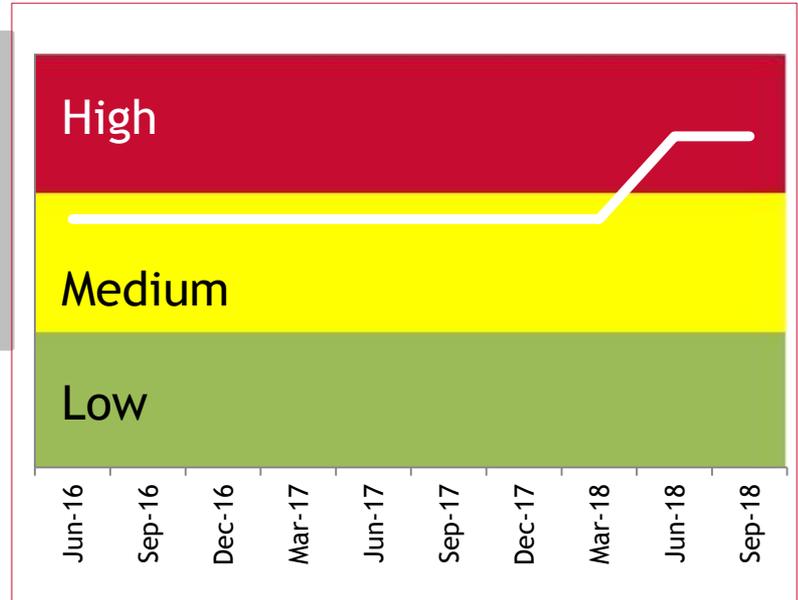
Q2 2018/19

WHY IS THIS AREA OF RISK RED?

- This area of risk is rated as red due to financial pressures on schools, changes to school organisation, and OFSTED / CQC letter outlining areas for improvement for children with SEND.

MITIGATING ACTIONS

- Effective communication of our policy on supporting middle schools to the proposer of any changes to school organisation.
- To work with the Regional School Commissioner to ensure they are aware of our policy.
- Schools with significant deficit budgets to undergo a whole school review led by Assistant Director Education and Skills.
- SEND Improvement Action Plan has been agreed and Improvement Board established. There are five workstreams including
 - The local offer
 - Embedding the graduated response
 - Assessment and planning
 - Joint commissioning and leadership
 - Workforce and engagement



WHAT NEXT?

Implementation of Worcestershire Children's First (including consideration of extended scope).

Delivery of the SEND Improvement Action Plan

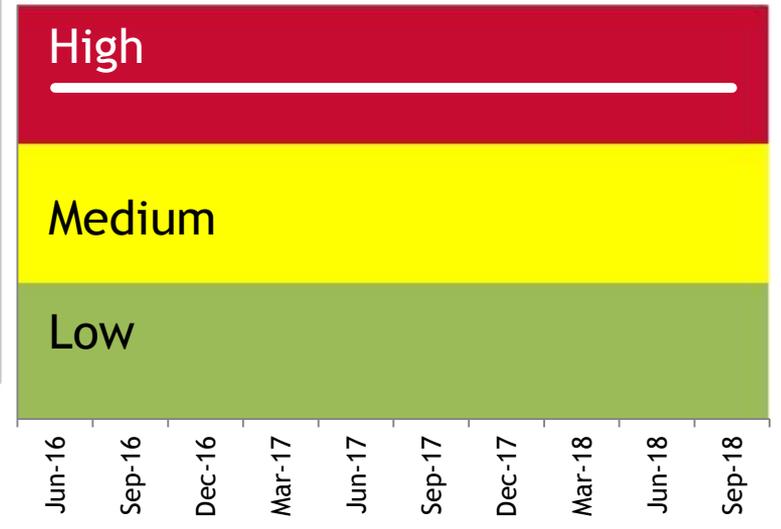
CORPORATE RISK AREAS

FAILURE TO PROVIDE SUFFICIENT SERVICES FOR VULNERABLE ADULTS

Q2 2018/19

WHY IS THIS AREA OF RISK RED?

- This area of risk is rated Red due to the challenges of an ageing population and increasing numbers of people with severe levels of disability, delays in hospital discharges, lack of affordable capacity in residential and nursing homes in Worcestershire, and resulting pressures on services



MITIGATING ACTIONS

- The Three Conversations Model introduced by Adult Social Care has been rolled out across all Area Social Work teams and the operational services structure amended to maximise the potential for prevention and delay of care packages.
- Use of block contracts for residential/nursing care is being monitored closely with outcomes used to inform future commissioning. Financial status of care home providers is being reviewed to identify high risk areas. Workforce availability is being monitored.

WHAT NEXT?

- Further extension of the Three Conversation model to Learning Disability and Mental Health services.
- Developing demand modelling tools to support operational management and strategic planning.
- Continuing work with NHS partners to support acute and community hospitals.
- Working with Peopletoo to improve effectiveness of reablement and intermediate care to reduce demand.

CORPORATE RISK AREAS

INADEQUATE FINANCIAL CONTROL

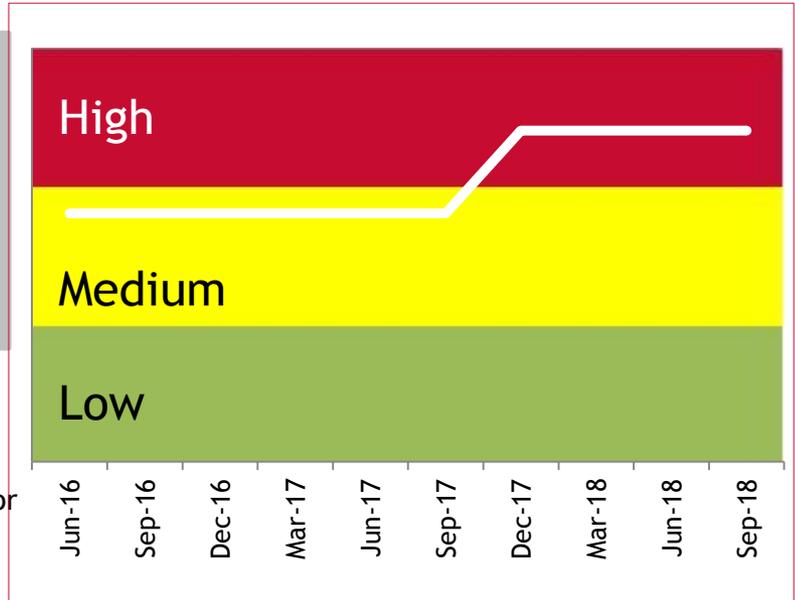
Q2 2018/19

WHY IS THIS AREA OF RISK RED?

- There is substantial risk to the ability of the council to meet the challenge of budget pressure, due to inadequate controls around spend.

MITIGATING ACTIONS

- The first budget monitoring for 2018/19 Financial year will take place shortly, following closedown of 2017/18 SoAs which remain on track. Any gaps in budgets to forecast at that stage will need to identify compensating savings for discussion / approval.
- A review of reserves and financial standing has been undertaken by the Director of Finance and will continue to be reviewed.
- A paper is being drafted to look at the timetable and approach for 2019-22 budget setting - MTFP Savings tracker in place to plan.
- The Council's new financial and budget monitoring system was not fully operational during the year, with the result that Directorates put in place additional steps to ensure that they could monitor income and expenditure. A timetable is in place for the roll out of this in 2018/19.
- Regular monitoring reports will be brought to Cabinet during 2018/19, with recommendations for actions to address any forecasts as appropriate.
- Programme of significant and rapid cost saving measures (just do its) rolled out, including Christmas Leave, vacancy management, closing graduate and apprentice programme, VR programme.
- Commercial programme of contract reviews, tailspend review (inc p-card review) and payment terms



WHAT NEXT?

Roll out of Finance Improvement Programme is underway to strengthen controls and skills. Feedback survey for e5 / CP users.

A timetable is in place to deliver a budget for consideration at Full Council 14th February 2019.

CORPORATE RISK AREAS

INSUFFICIENT STAFF CAPACITY, CAPABILITY AND PRODUCTIVITY

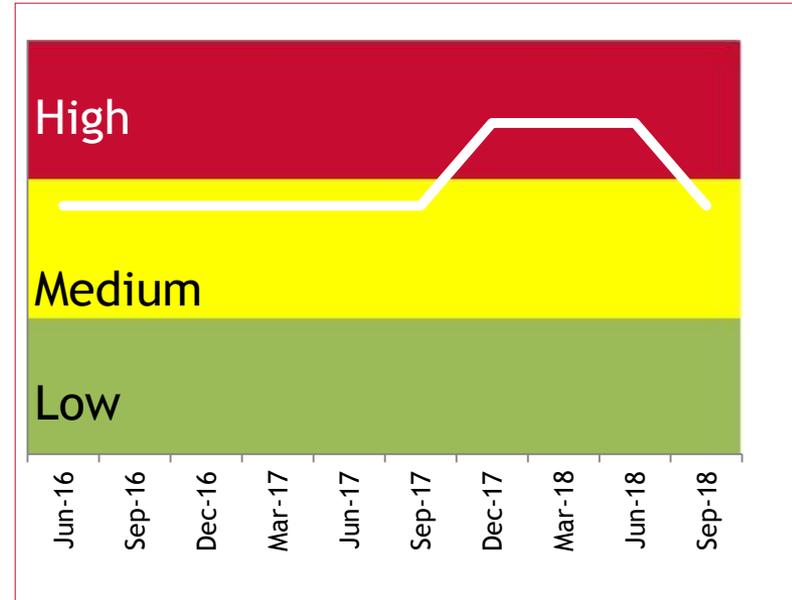
Q2 2018/19

WHY IS THIS AREA OF RISK AMBER?

Improvements in recruitment in key positions (social workers and SLT) have reduced this risk but threat to staff satisfaction, productivity, and ultimately retention of appropriate skills due to 35 hour / 37 hour week, change in scope to ADM, uncertainty around finances.

MITIGATING ACTIONS

- A dedicated social work recruitment team, based in the Council, is in place. It covers both adult and children's social work and other adult social care posts. Initiatives have included working with operational services to recruit at job fairs and target newly qualified workers.
 - 54% increase in social worker applications since last November
 - Permanent staffing now 77% from a low of 59% in February 2018
 - Turnover has reduced to 12% (the lowest percentage since we started recording this 18 months ago)
- A new "Leave the Bid City behind" campaign has been launched. This aims to promote the benefits of living and working in Worcestershire, and makes use of social media to raise the profile of the County.
- All SLT positions now filled.
- Business continuity plans identify the steps that will be taken to maintain critical services when there are staffing shortages.



WHAT NEXT?

- Review the approach being taken to key "hotspots" where recruitment and retention are particularly difficult
- Corporate business continuity strategy to be updated over next 6 months to include consideration of skills and capacity in critical services.
- Organisational redesign planned for 2019/20

CORPORATE RISK AREAS

INSUFFICIENT COMPLIANCE MANAGEMENT OF COUNCIL ESTATE

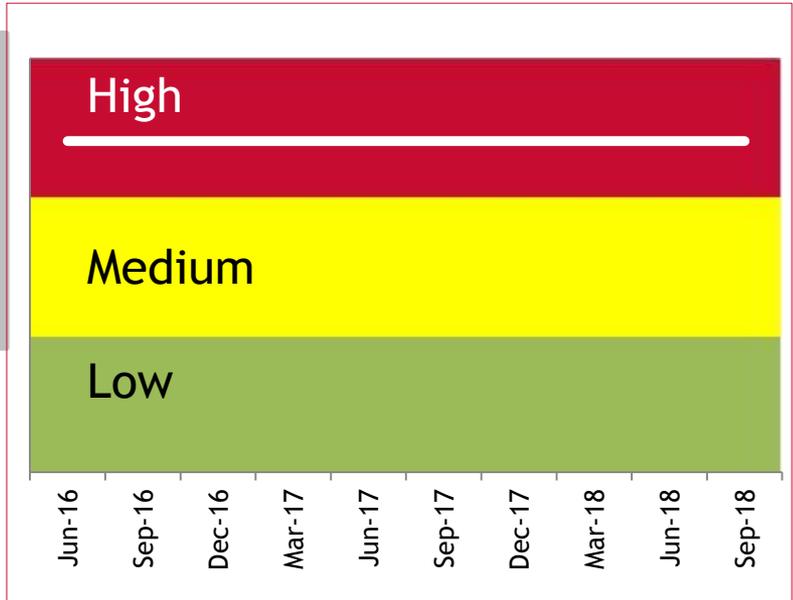
Q2 2018/19

WHY IS THIS AREA OF RISK RED?

This area of risk is rated RED due to an ageing estate and ongoing maintenance programme requiring continuous focus to ensure the estate is and remains compliant. Gaps have been identified which are now in the progress of being addressed.

MITIGATING ACTIONS

- A programme of work has now been identified by PPL to address current gaps.
- A capital investment of circa £1m has been instructed to carry out risk assessment, survey and remedial works.
- A working group has been set up to over see the works which is currently meeting fortnightly to assess progress and expenditure
- All schools surveyed. High risk asbestos removed, management and removal of residual asbestos ongoing. Education skills and funding agency (ESFA) asbestos mapping assurance process (AMAP) survey has been conducted (majority of noncompliance is down to management issues being dealt with - e.g. training).



WHAT NEXT?

- Continuous focus will be maintained to ensure compliance is maintained
- Further works will be identified and added to the 19/20 capital works programme
- Improved reporting model will be implemented

CORPORATE RISK AREAS

BUSINESS CONTINUITY RESPONSE TO MAJOR EVENT

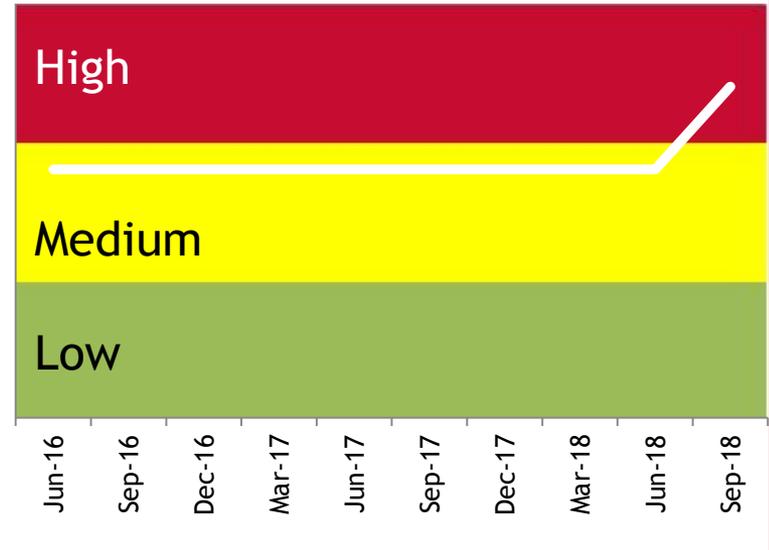
Q2 2018/19

WHY IS THIS AREA OF RISK RED?

- The ability of the council to appropriately deliver against business continuity plans as the organisation shrinks in size. In particular - the council's resilience to loss of staff or unanticipated increase in demand resulting from flooding, accident, pandemic, terrorist activity, Brexit or system loss.

MITIGATING ACTIONS

- Council wide business critical services are defined and BCPs reviewed annually by the CRMG on behalf of the Performance Board.
- The County Council's response to a flu pandemic will be governed through its business continuity arrangements and through making key contributions to a multi agency response.
- Comms plan developed for winter weather event (including lessons learnt from last year)
 - Advice on travel
 - Use of remote working
- Social care case management system - major project to deliver the transition from Fwi to Liquid Logic.



WHAT NEXT?

- Critical business continuity plans to be reviewed in November 2018 to identify areas without sufficient resilience to significant staff losses, or increased demand
- Agreement with NHEngland for the supply of PPE (face masks) for front line staff during pandemic episode
- Review HR position in November 2018 to dynamically manage staffing issues
- Undertake a Brexit analysis of risks to the county

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