

Cabinet Appendices Pack

Thursday, 24 September 2020, 10.00 am, On-line meeting

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

Agenda

Item No	Subject	Page No
4	Use of Children's Centre Buildings – Bewdley Appendix 1 - 6	48 - 73
5	A New Approach to Delivering Integrated Services for Adult Mental Health Appendix 1	74 - 87
6	Minerals and Waste Local Development Scheme Appendix 1 - 2	88 - 117
7	Revenue and Capital Budget Monitoring Appendix 1 - 8	118 - 141

NOTES

- **Webcasting**

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

Agenda produced and published by Abraham Ezekiel, Assistant Director for Legal and Governance, County Hall, Spetchley Road, Worcester WR5 2NP

To obtain further information or a copy of this agenda contact Deborah Dale, Legal and Governance on Worcester (01905) 846282 or email: ddale@worcestershire.gov.uk

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

Date of Issue: Wednesday, 16 September 2020

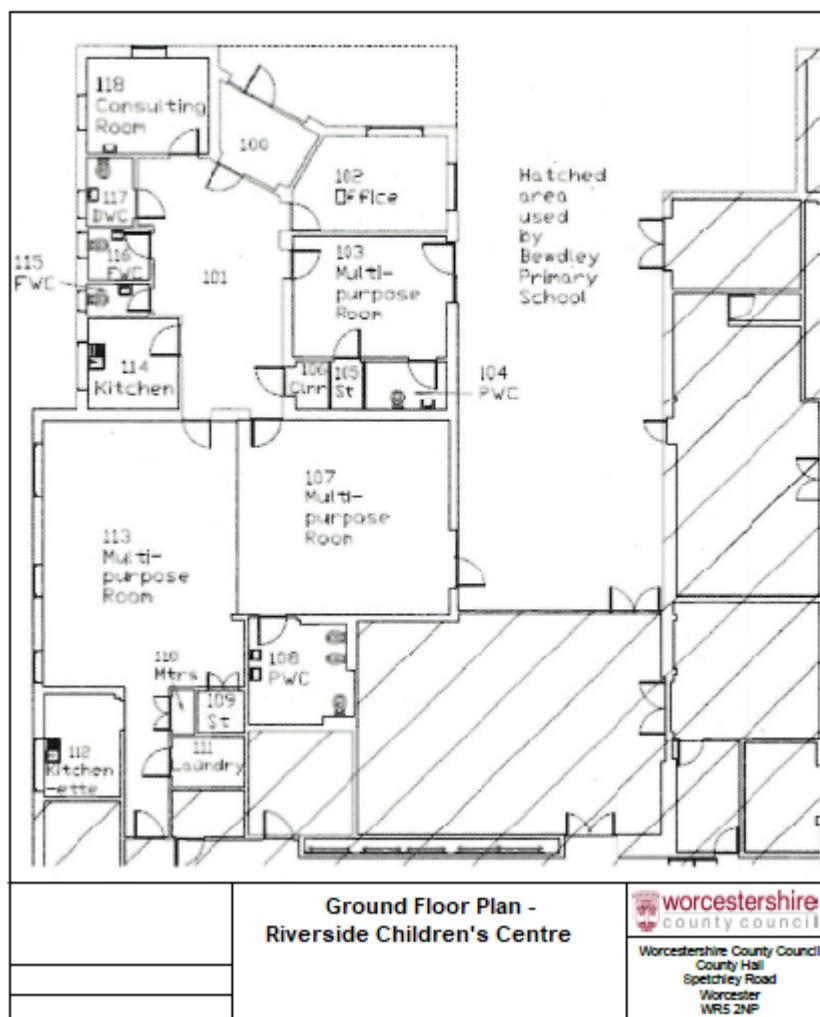
This page is intentionally left blank

Appendix 1



This page is intentionally left blank

Appendix 2



This page is intentionally left blank



Proposal

Proposal to lower the age range of Bewdley Primary School. Stourport Road, Bewdley. DY12 1BL, from the current 3 to 11 years to 2 to 11 years from January 2020. This will enable us to change the current 2 - 3 year old nursery from a non-maintained nursery, into a Local Authority maintained nursery in order to improve communication and administration and bring it fully under the school umbrella.

Changing to a maintained nursery does not alter current nursery admission numbers.

The governing body of Bewdley Primary School is consulting you on a proposal to lower the admissions age of Bewdley Primary School School to enable us to run our current 2 – 3 year old nursery as a maintained nursery, as part of the school, rather than it currently is, as a non-maintained nursery. This proposal will ensure that administration and communication are improved. We already provide a consistent approach to learning for our youngest children which enables us to meet the needs of our local community in relation to Early Years’ education.

From research we carried out before we opened the 2-3 year old Nursery 4 years ago, and ongoing discussion with parents, we believe that our nursery provides families with the nursery provision needed in the area but we also understand the importance of consulting with the community on any changes to the age range of the school.

The 2 -3 year old nursery and outside learning area is already situated in the Riverside Children’s Centre building, on the school site. The nursery is able to hold approximately 30 children per session, depending on the age of the children.

We appreciate that many families with and without children, especially our neighbours and local residents may have questions. Mrs Jane Woakes, Headteacher, together with the Senior Leadership Team and the Governors have put together an FAQ style information sheet attached to this letter. We hope that this may answer some of your initial queries.

Why are we proposing to lower the entry age of the children joining our school?

We already offer 2 year old funded places and paid places for children aged 2 – 3. Until now, the nursery has been designated as a “Governor led, School run non-maintained nursery”. If the age range of the school is lowered, the nursery would become a “maintained nursery”. Becoming a maintained nursery means that we will be able to use the same registration, administration and communication systems as the rest of the school which would make us more efficient.

Why are we consulting now?

The 2-3 year old nursery has now been running for 4 years. We initially opened it as a trial to see whether there was a need in the local area. It has now been proved that the need exists, so we would like to formalise the running of the 2-3 year old nursery in line with the rest of the school.

Will the proposal have any impact on the school’s admission arrangements?

The proposal would not alter the school’s admission arrangements. There would not be an automatic right for nursery aged children to gain a reception place at the school. Parents of nursery aged children would need to apply in the normal way for admission to the school.

Do the governors and staff support the proposal?

The governing body and staff support the proposal as they believe the school community would benefit from lowering the entry age of pupils to improve communication and administration.

What are the next stages in the process?

Responses will be received throughout the consultation period which ends at 9am on Monday 9th December. These will then be forwarded to the Local Authority, who will evaluate the responses and make the final decision.

How can I respond to this consultation?

Please complete the consultation response form and return to the school. Alternatively, please email the school at nursery@bewdleyprimary.worcs.sch.uk

The consultation will run for 4 weeks from Monday 11th November 2019 ending on Monday 9th December 2019. We would welcome your feedback.

If you would like to speak to someone in person regarding this proposal, Mrs Woakes, Headteacher, Mrs Dunn, Early Years Co-ordinator or Dr Saunders, Chair of Governors would be more than happy to chat to you.

Regards

The Governing Body of Bewdley Primary School – November 2019



Frequently Asked Questions

We know that people may have questions regarding the proposal to lower the age range of the school to change our current 2-3 year old nursery from a non-maintained nursery, into a Local Authority maintained nursery. Therefore we have tried to answer the questions that we feel may arise. If you have anything else you would like to ask before completing the response form, please contact Mrs Jane Woakes, the Headteacher, Mrs Vicky Dunn, Early Years Co-ordinator, or Dr Martin Saunders, the Chair of Governors via the school (01299 403796) . Alternatively you can email nursery@bewdleyprimary.worcs.sch.uk

How many children will the 2-3 year old nursery take?

We are able to take approximately 30 children per session.

Where will the 2-3 year old nursery be based?

The nursery inside and outside areas are based in Riverside Children's Centre on the school site.

Does the 2-3 year old nursery have its own secure access?

At the beginning of the day the entrance to the nursery would be through the Children's Centre entrance. At the end of the day, children will be handed over to parents at the gate of the outside area. Both these areas are on the school site

What do you plan to do about any extra traffic the 2-3 year old nursery may cause?

There should not be any extra traffic as we are not consulting on additional places, just the re-designation of the nursery from a non-maintained nursery to a maintained nursery. The 2-3 year old nursery has already been open for 4 years, and, as anticipated before we opened it, the majority of children in the nursery are siblings of children already in the school or live locally, so lowering the school age range now will not cause extra traffic. Regular reminders are published to all parents about parking considerately, or parking further away from the school either at the station, or at Blackstone car-park, and walking to school. The Headteacher attends local community meetings to look at ways to reduce the pressure on local roads and residents' concerns.

I have a child in Bewdley Primary School will this affect their education?

The nursery does not affect the quality of the education offered to Bewdley Primary School children. The funding for the nursery and funding for the school comes from two different funding streams. The nursery would never run at a financial loss to the school. School facilities are used by both the 2-3 and 3-4 year old nursery but never to the detriment to the main school pupils.

Will a place at either the 2-3 or 3-4 year old nursery mean that my child has automatic entry to Bewdley Primary School? No. The nursery will have a separate Admissions Policy to the school and once your child reaches school age you would need to apply for a Reception place online in the usual way. Being in the nursery does not give any priority over Reception admission.

1

Why do we need a 2-3 year old nursery at Bewdley Primary School when surrounding areas already have pre-schools? Before we opened our 2-3 year old nursery in 2015 we identified that in our locality, there was not enough nursery or childminder provision to serve all of the 2 year olds looking for the funded childcare to which many parents are now entitled. Following the closure of In-b-Tweenies on the Wribbenhall estate, there is now no other pre-school on the Kidderminster side of the river which offers places to 2 year olds.

We work closely with local childminders who offer places to 2 year olds, and often have children who share their funded hours between our nursery and the childminders.

Have you considered the additional noise that a nursery causes?

Yes we have. With free flow from outside to inside there are not many children in the outside area at any one time. The outside area has been used successfully for the last 4 years, without concerns being expressed. The nursery and the outside learning space are on the school site, away from the road, and, therefore, do not impact upon neighbouring properties. The nursery uses the school facilities including the school hall, forest school, and field if appropriate.

Does the nursery offer wrap around care?

The school already operates Rascals Wrap-around from 7.30 – 8.30am and 3.00 – 5.30pm for children from the term after they are 3. The only wrap-around currently available for 2 year olds is from 8.30 – 9.00am. These sessions run at an additional cost and parents would not be able to use funded hours for these sessions.

How do I register my interest for my under 4?

If you have a child aged 2–4 years old you are welcome to register your interest for a place at the 2-3 or 3-4 year old nursery at nursery@bewdleyprimary.worcs.sch.uk

Response

This response accompanies a proposal to lower the age range of Bewdley Primary School. Stourport Road, Bewdley. DY12 1BL, from the current 3 to 11 years to 2 to 11 years from January 2020. This will enable us to change the current 2 - 3 year old nursery from a non-maintained nursery, into a Local Authority maintained nursery in order to improve communication and administration and bring it fully under the school umbrella. **Changing to a maintained nursery does not alter current nursery admission numbers.**

WE WOULD BE REALLY GRATEFUL TO RECEIVE YOUR FEEDBACK ON THIS PROPOSAL.

**PLEASE RETURN THIS FORM BELOW TO THE MAIN SCHOOL OFFICE, BEWDLEY PRIMARY SCHOOL BY
9.00AM ON MONDAY 9TH DECEMBER 2019 or SCAN AND E-MAIL IT TO
nursery@bewdleyprimary.worcs.sch.uk**

Feedback on the proposed change to Bewdley Primary School: I am:

/

A parent of a child at the school	
A parent of a pre-school aged child	
A close neighbour of the school	
A member of the local community	
A local faith group	
A local community group	
A local childcare setting or childminder	
Other please specify	

I am in favour of Bewdley Primary School lowering the age of admission to include 2 year olds.

YES / NO / I HAVE NO OPINION (please delete as appropriate)

Comments

Response

This response accompanies a proposal to lower the age range of Bewdley Primary School, Stourport Road, Bewdley, DY12 1BL, from the current 3 to 11 years to 2 to 11 years from January 2020. This will enable us to change the current 2 - 3 year old nursery from a non-maintained nursery, into a Local Authority maintained nursery in order to improve communication and administration and bring it fully under the school umbrella. **Changing to a maintained nursery does not alter current nursery admission numbers.**

WE WOULD BE REALLY GRATEFUL TO RECEIVE YOUR FEEDBACK ON THIS PROPOSAL.

**PLEASE RETURN THIS FORM BELOW TO THE MAIN SCHOOL OFFICE, BEWDLEY PRIMARY SCHOOL BY
9.00AM ON MONDAY 9TH DECEMBER 2019 or SCAN AND E-MAIL IT TO
nursery@bewdleyprimary.worcs.sch.uk**

Feedback on the proposed change to Bewdley Primary School: I am:

v/x

A parent of a child at the school
A parent of a pre-school aged child
A close neighbour of the school
A member of the local community
A local faith group
A local community group
A local childcare setting or childminder
Other please specify

I am in favour of Bewdley Primary School lowering the age of admission to include 2 year olds.

YES / NO / I HAVE NO OPINION (*please delete as appropriate*)

Comments

Director of Children's Services Decision

17 July 2020

APPROVAL OF THE CHANGE OF AGE RANGE OF BEWDLEY PRIMARY SCHOOL FOLLOWING PUBLIC NOTICE

Relevant Cabinet Member

Mr M J Hart

Relevant Officer

Director of Children, Families and Communities

Local Member

Mr I Hardiman

Recommendation

- 1. The Director of Children's Services is recommended:**
 - (a) to approve the proposal in consultation with the Cabinet Member with Responsibility for Education and Skills to alter the age range of Bewdley Primary School by one year group from 3-11 to 2-11 with modifications, subject to the conditions outlined below being met, as per her delegated authority in relation to prescribed alterations to maintained schools;**
 - (b) to note the modifications recommended to this proposal since public notice;**
 - (c) to note the recommended conditions on approval of this proposal;**
 - (d) to review the reasons for this decision and note next steps in relation to the Children's Centre building.**

Background

- 2. A request was made by Bewdley Primary School to the Local Authority to consider a change of age range at the school from 3-11 to 2-11.**
- 3. At present the school does not have sufficient accommodation to support this change, however they currently offer 2-year-old provision as a Governor-led, non-maintained nursery within the Riverside children's centre located on site.**
- 4. The school has proposed that they would continue to operate 2-year old provision from this building, with no alteration to staff, children, or number of places offered, but that the nursery, and the site, be absorbed into the maintained estate.**

5. This would enable the school to improve communication and administration and bring the nursery fully under the school umbrella. Until the Children's Centre is acquired as part of the maintained estate, the school does not have sufficient accommodation to support this age range and therefore until such a transfer has taken place, this change cannot be implemented.
6. As per the prescribed alterations regulations outlined in 'Making significant changes ('prescribed alterations') to maintained schools: Statutory guidance for proposers and decision makers October 2018' any proposal to alter the age range of a community school must follow the statutory process, which includes a 4-week representation period before a decision is taken. In this instance, only the Local Authority can be the formal proposer and decision maker of such alterations.
7. On 8 April 2020 the Cabinet Member with responsibility for Education and Skills approved the publication of public notice of the proposal to change the age range of the school and delegated authority to the Director of Children, Families and Authorities to make final decision on the proposal where no objections have been made (Appendix 1) in line with the approval of such delegated authority by the Leader of the Council in April 2018 and endorsed by Cabinet in January 2020 (Appendix 2).
8. Public notice of this proposal was published in the local newspaper, on the County Council, and school websites; and key stakeholders including parents, neighbours and elected officials directly notified on 23 April 2020. This began the four-week representation period required by law which ended on 21 May 2020.
9. During this representation period, no response was received to the proposal.
10. Alongside this process, work has been undertaken by WCF in order to undertake arrangements for the transfer of the building, which currently constitutes a Children's Centre asset, to the school estate. Agreement was reached between WCC estates team and WCF of the arrangements required for this transfer, however it is not possible to facilitate this transfer in time for the proposed 1st September 2020 implementation date.
11. The current agreed arrangement of the Riverside children's centre was approved by Cabinet on 16th June 2016. Therefore, a decision that would alter this arrangement would be required to be agreed by Cabinet, and the subsequent transfer take place before this change can be implemented.
12. Therefore, this proposal is recommended to be agreed with modification so that it will take effect from 1st January 2021 rather than 1st September 2020 in order to allow sufficient time for this agreement to be given and actioned. This is not a material change to the proposal submitted as part of the Public Notice and the school will continue to deliver the current 2-year-old provision through a Governor-Led Nursery so will not have any impact on the services provided. Therefore, such a modification is possible under the School Organisation Regulations.
13. In addition, it is also recommended that this proposal is approval on the condition that the acquisition of the Children's Centre required for the implementation of the proposal is completed by 1st January 2021. Such a condition can be specified within such an approval as per Schedule 3 of the Prescribed Alterations Regulations.

Recommendations

14. It is recommended that the Director of Children's Services, in consultation with the Cabinet Member with Responsibility for Education and Skills, approve the change of age range at Bewdley Primary School by one year group from 3-11 to 2-11 with modification that this will be implemented on 1st January 2021 on the condition that the acquisition of the site required is undertaken by the implementation date.

Legal, Financial and HR Implications

15. No funding is required and there are no legal or HR implications.

Privacy and Public Health Impact and Equality and Diversity Implications

16. A Joint Impact Assessment (JIA) screening was completed in respect of the change of age range proposal. The screening did not identify any potential concerns requiring further consideration on implementation (Appendix 3).

Supporting Information

- Appendix 1 – Cabinet Member Decision 8 April 2020
- Appendix 2 – Delegation of authority given by the Leader on 25 April 2018, endorsed by the Cabinet on 30 January 2020
- Appendix 3 – Joint Impact Assessment

Contact Points

Specific Contact Points for this report

Lucy Langdon, Project Manager – Sufficiency and Place Planning

Tel: 01905 844119

Email: llangdon@worcschildrenfirst.org.uk

Background Papers

The following are the background papers relating to the subject matter of this report:

'Prescribed Alterations' regulations: *Making significant changes ('prescribed alterations') to maintained schools: Statutory guidance for proposers and decision makers October 2018:*
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/756572/Maintained_schools_prescribed_alterations_guidance.pdf

Cabinet report to approve consultation of change of use and delegation:

<https://worcestershire.moderngov.co.uk/ieListDocuments.aspx?CId=131&MId=1174&Ver=>

CMR approval of change of use and transfer of building to the school:

http://www.worcestershire.gov.uk/info/20085/local_democracy/650/cabinet_member_decisions_and_reports/5

The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013:

<https://www.legislation.gov.uk/uksi/2013/3110/schedule/3/made>

This page is intentionally left blank

Project Screening

Impact Assessment Id: #110

1. Your Details

Name of person completing screening assessment

Lucy Langdon

Job Title

Project Manager

Directorate

Worcestershire Children First

Service Area

Education and Early Help

Email Address

llangdon@worcschildrenfirst.org.uk

Connection to project (e.g. project manager)

Project Manager

2. Project Summary

For the purposes of the impact assessment screening, we will refer to the activity or area being assessed as a project.

Project Name

Change the Age Range of Bewdley Primary School and Transfer of Riverside Children's Centre Site

Name of Project Sponsor

Robert Williams

Name of Project Manager

Lucy Langdon

Name of Project Lead

Lucy Langdon

Project Reference (if known)**Please give a brief description of the project**

Bewdley Primary School currently offers 2-year-old provision as a Governor Led, non-maintained nursery. Under this proposal, the provision would become maintained and the Riverside Children's Centre building transferred to be part of the maintained school estate.

3. Data Protection

We need to establish if the proposal involves processing personal data. Personal data is information that relates to an identified or identifiable individual.

Name of Information Asset Owner	Sarah Wilkins	
Senior officer responsible for the project's information assets		
Does the project, any project work stream or project outcome involve any personal data? Some examples of personal data are given below.		No
Appearance:	photograph, physical description	
Basic Identifiers:	name, date of birth, age, biometric data, ethnic origin, gender, genetic data, race, sex	
Contact Details:	address, email address, home phone number, mobile phone number, postcode	
ID Number:	National Insurance Number, driving licence number, NHS number, online identifier, other general identifier	
Employment:	work related training/awards	
Financial:	income/financial/tax situation	
Lifestyle:	health or social care, living habits, marital status, philosophical beliefs, political opinions, religion, sex life, trade union membership	
Technology:	login/username, device MAC address (wireless network interface), device IMEI number, IP Address, location data (travel/GDPS/GSM data), website cookies	
As you answered 'No' , please explain your reasoning below:		
	No personal information required to make this change	

4. Equality

We need to determine whether the project could affect residents and/or Council staff because they share any of the Protected Characteristics defined in the Equality Act 2010 namely Age, Disability, Gender Reassignment, Marriage/Civil Partnership, Pregnancy, Race, Religion/Belief, Sex and Sexual Orientation.

Does the project relate to an area where data/research indicates that inequalities are already known to exist? Yes

Could this project have any effect on, service delivery or usage, other aspects of daily life or community participation levels for people because they belong to any of the groups below?

Age No

e.g. a person belonging to a particular age group (for example 18 – 30-year olds).

Disability No

e.g. A person has a disability if she or he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

Gender Re-Assessment No

e.g. The process of transitioning from one gender to another.

Marriage/Civil Partnership Status No

e.g. Marriage is a union between a man and a woman or between a same-sex couple. Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must not be treated less favourably than married couples (except where permitted by the Equality Act).

Pregnancy/Maternity No

e.g. Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

Race No

e.g. Refers to the protected characteristic of race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

Religion or Belief No

e.g. Religion refers to any religion, including a lack of religion. Belief refers to any religious or philosophical belief and includes a lack of belief. Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

Sex No

Sexual Orientation No

e.g. Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.

Health Inequalities No

e.g. Any preventable, unfair & unjust differences in health status between groups, populations or individuals that arise from the unequal distribution of social, environmental & economic conditions within societies.

5. Public Health

We also want to understand if the project will have any impacts on public health.

The social, economic, cultural and physical environment in which people live their lives has a significant effect on their health and wellbeing. Although genetics and personal behaviour play a strong part in determining an individual's health, good health starts where we live, where we work and learn, and where we play.

Improving public health requires taking a broader view of the conditions that create health and wellbeing, from how we plan and develop our urban spaces and places, to the opportunities for employment, recreation, and social connection available to all who live in them.

Health inequalities are the preventable, unfair and unjust differences in health status between groups, populations or individuals that arise from the unequal distribution of social, environmental and economic conditions within societies, which determine the risk of people getting ill, their ability to prevent sickness, or opportunities to take action and access treatment when ill health occurs.

Could the project have an impact on any of the following factors?

Social and Economic No

e.g. culture, social support (neighbourliness, social networks/isolation), spiritual participation, employment opportunities.

Physical Health No

e.g. physical activity is expected to increase, influenza vaccination uptake increase

Mental Health & Wellbeing No

e.g. benefits to children's mental health, benefits to adult carer wellbeing.

Access to Services No

e.g. access to (location/disabled access/costs) and quality of primary/community/secondary health care, child care, social services, housing/leisure/social security services; public transport, policing, other health relevant public services, non-statutory agencies and services.

As you answered 'No' to all the questions, please explain your reasoning below:

There will be no change to the services currently offered.

5. Environmental Sustainability

We want to understand if the project activity and project outcomes will have an impact on environmental sustainability. Please be mindful that the Council has committed to reduce its emissions to net-zero by 2050 and most projects are likely to have an impact on this target. This should be a key consideration in your project delivery and should be reviewed when completing these screening documents.

Could this project have an impact on the categories listed below?

Greenhouse Gas (GHG) Emissions (including CO₂) No

e.g. increased GHG emissions as a result of project implementation, which may also be linked with efficient use of resources in WCC buildings; transport; emissions from waste; and procurement.

Efficient Use of Resources No

e.g. consumption of energy resources, water, electricity, gas and heating fuels.

Transport No

e.g. number of people travelling, alternative transport modes.

Waste No

e.g. increase in waste generated or an increase in waste recycling.

Wildlife and Biodiversity No

e.g. impacts on the natural environment or enhancements to the natural environment.

N.B. This refers to any direct or indirect modifications to landholdings, including but not limited to removal of vegetation, alteration or demolition of buildings or modification of watercourses or lighting (not limited to just green space/trees).

Pollution to Land or Water No

e.g. risk of pollution to the local environment.

Pollution to Air No

e.g. risk of pollution to air, activity which may adversely affect air quality or increase emissions to air

Resilience to climate change No

e.g. risks of extreme weather and climate impacts on the project.

Historic Environment No

e.g. impacts on Historic Environment or enhancements of the Historic Environment.

Procurement No

e.g. could procurement associated with the project result in an increase of natural resources (such as long-distance shipping of goods); could use be made of local resources or work forces to support delivery of the project.

As you answered 'No' to all the questions, please explain your reasoning below:

There will be no change to the services being provided currently and therefore no impact on environmental sustainability.

7. Results of Screening

Data Protection	Does not need a full impact assessment
Equality and Public Health	Will require a full impact assessment
Environmental Sustainability	Does not need a full impact assessment

This page is intentionally left blank

Equality and Public Health Full Impact Assessment

Impact Assessment Id: #110

1.0 Screening Information

Project Name

Change the Age Range of Bewdley Primary School and Transfer of Riverside Children's Centre Site

Name of Project Sponsor

Robert Williams

Name of Project Manager

Lucy Langdon

Name of Project Lead

Lucy Langdon

Please give a brief description of the project

Bewdley Primary School currently offers 2-year-old provision as a Governor Led, non-maintained nursery. Under this proposal, the provision would become maintained and the Riverside Children's Centre building transferred to be part of the maintained school estate.

Data Protection screening result

Does not need a full impact assessment

Equality and Public Health screening result

Will require a full impact assessment

Environmental Sustainability screening result

Does not need a full impact assessment

1.1 Background and Purpose

Background and Purpose of Project?

To support your answer to this question, you can upload a copy of the project's Business Case or similar document.

The change of age range at Bewdley Primary and transfer of the Riverside Children's Centre will allow the school to operate the 2-year old nursery provision that is currently operated from this building as a Governor Led Nursery as maintained provision. There will be no alteration to staff, children, or number of places offered, but that the nursery, and the site, be absorbed into the maintained estate.

The integration of this facility into the maintained age range of the school would enable a consistent education programme from 2-11 and improve communication and administration across the school community, along with securing ongoing availability of early education and care provision for 2-year-olds in this area.

Upload Business Case or Support documents

No files uploaded

Project Outputs

Briefly summarise the activities needed to achieve the project outcomes.

Approval by Cabinet of the transfer of the Children's Centre site

Land transfer of the building to the school

Project Outcomes

Briefly summarise what the project will achieve.

Absorb the Governor-Led 2 year old provision into permanent maintained provision

Is the project a new function/service or does it relate to an existing Council function/service?

Existing

Was consultation carried out on this project?

Yes

1.2 Responsibility

Directorate/Organisation

Worcestershire Children First

Service Area

Education and Early Help

1.3 Specifics

Project Reference (if known)

Not Recorded

Intended Project Close Date *

January 2021

1.4 Project Part of a Strategic Programme

Is this project part of a strategic programme?

No

2 Organisations Involved

Please identify the organisation(s) involved:

Worcestershire County Council

Details of contributors to this assessment:

Name	Lucy Langdon
Job title	Project Manager
Email address	llangdon@worcestershirechildrenfirst.org.uk

3.0 Who will be affected by the development and implementation

Please identify group(s) involved:

Communities

3.1 Information and evidence reviewed

What information and evidence have you reviewed to help inform this assessment? *

Demographic information of families living in the area.

Historic demand for facilities

3.2 Summary of engagement or consultation undertaken

Who and how have you engaged, or why do you believe engagement is not required? *

During November and December 2019 the school carried out a consultation with parents and carers of the children of the school and nursery outlining their plans to integrate this facility into their maintained provision, extending the age range of the school from 3-11 to 2-11

3.3 Summary of relevant findings

Please summarise your relevant findings. *

A total of 54 responses were received by the school, with 49 of the responses supporting the proposal for the school to take over this provision. 3 respondents had no opinion and 2 were undecided. There were no objections received to this proposal.

During the school consultation, many parents commented on the positive opportunities for improved communication, ability to book and pay for lunches using the ParentPay system for younger children, and the smooth transitions between different parts of the school facilitated by existing systems.

4 Protected characteristics - Equality

Please consider the potential impact of this activity (during development & implementation) on each of the equality groups outlined below. **Please select one or more impact box(es) below for each equality group and explain your rationale.** Please note it is possible for the potential impact to be both positive and negative for the same equality group and this should be recorded. Remember to consider the impact on e.g. staff, public, patients, carers etc. who are part of these equality groups.

Age

Potential positive impact selected.

Explanation of your reasoning:

The provision of funded places for 2 year olds will reduce inequality and improve outcomes for children. Although this project has no impact on the services currently provided, it will secure this provision.

Disability

Potential neutral impact selected.

Explanation of your reasoning:

No impact expected

Gender reassignment

Potential neutral impact selected

Explanation of your reasoning:

No impact expected

Marriage and civil partnerships

Potential neutral impact selected.

Explanation of your reasoning:

No impact expected

Pregnancy and maternity

Potential neutral impact selected.

Explanation of your reasoning:

No impact expected

Race including travelling communities

Potential neutral impact selected.

Explanation of your reasoning:

No impact expected

Religion and belief

Potential neutral impact selected.

Explanation of your reasoning:

No impact expected

Sex

Potential neutral impact selected.

Explanation of your reasoning:

No impact expected

Sexual orientation

Potential neutral impact selected.

Explanation of your reasoning:

No impact expected

5 Characteristics - Public health

Other vulnerable and disadvantaged groups

Potential positive impact selected.

Explanation of your reasoning:

The provision of funded places for 2 year olds will reduce inequality, particularly those from experiencing social/economic deprivation. Although this project has no impact on the services currently provided, it will secure this provision.

Health inequalities

Potential neutral impact selected.

Explanation of your reasoning:

No impact expected

Social and economic

Potential neutral impact selected.

Explanation of your reasoning:

No impact expected

Physical health

Potential neutral impact selected.

Explanation of your reasoning:

No impact expected

Mental health and wellbeing

Potential neutral impact selected.

Explanation of your reasoning:

No impact expected

Access to services

Potential positive impact selected.

Explanation of your reasoning:

This will secure local access to 2 year old nursery provision

6 Actions to mitigate potential negative impacts

You have confirmed that there are no negative impacts for equality protected characteristics and public health characteristics.

7 When will you review this equality and public health estimate(EPHIA)?

January 2021

8 Declaration

The following statement has been read and agreed:

- All public bodies have a statutory duty under the Equality Act 2010 to set out arrangements to assess and consult on how their policies and functions impact on the 9 protected characteristics: Age; Disability; Gender Reassignment; Marriage & Civil Partnership; Pregnancy & Maternity; Race; Religion & Belief; Sex; Sexual Orientation
- Our Organisation will challenge discrimination, promote equality, respect human rights, and aims to design and implement services, policies and measures that meet the diverse needs of our service, and population, ensuring that none are placed at a disadvantage over others
- All staff are expected to deliver and provide services and care in a manner which respects the individuality of service users, patients, carers etc, and as such treat them and members of the workforce respectfully, paying due regard to the 9 protected characteristics

I confirm to the best of my knowledge that the information I have provided is true, complete and accurate

I confirm that I will make sure that Equality and Public Health have been and continue to be considered throughout the project life cycle and that, if circumstances change in the project, a further Equality and Public Health Impact Assessment Screening will be carried out.

Data Protection Full Assessment - Draft

Impact Assessment Id: #91

1.0 Screening Information

Project Name

New Approach to Adult Mental Health

Name of Project Sponsor

Hannah Needham

Name of Project Manager

Natasha Jones

Name of Project Lead

Tbc

Please give a brief description of the project

end the section 75 agreement and Council to resume direct management of AMH services

Data Protection screening result

Will require a full impact assessment

Equality and Public Health screening result

Will require a full impact assessment

Environmental Sustainability screening result

Does not need a full impact assessment

1.1 Background and Purpose

Background and Purpose of Project?

To support your answer to this question, you can upload a copy of the project's Business Case or similar document.
(documents to be added when finalised)

End section 75 agreement for adult mental health and manage service directly by Council. Involves a transfer of management responsibility

Upload Business Case or Support documents

No files uploaded

Project Outputs

Briefly summarise the activities needed to achieve the project outcomes.

End section 75 agreement; TUPE relevant staff; establish directly managed service in the Council

Project Outcomes

Briefly summarise what the project will achieve.

End section 75 agreement; TUPE relevant staff; establish directly managed service in the Council

Is the project a new function/service or does it relate to an existing Council function/service?

Existing

Was consultation carried out on this project?

No

1.2 Responsibility

Directorate/Organisation

People

Service Area

Adult Social Care

1.4 Specifics

Project Reference (if known)

Not Recorded

Intended Project Close Date *

March 2021

1.5 Project Part of a Strategic Programme

Is this project part of a strategic programme?

Yes

An overarching screening has already been carried out for the following areas:

Not recorded

Upload previous impact assessment documents if available

No files uploaded

2.0 Personal Data

Who are you processing data about?

Staff, persons contracted to provide a service

What personal data will be collected? *

The second stage is to list all of the types of personal data that you believe the project/works/additional processing will utilise.

Please select yes for as many examples of types of data that are relevant and include any others in the free text at the bottom of the page.

Basic Identifiers:

Name

Yes

Date of Birth

Yes

Age

Yes

Gender

Yes

Sex

No

Contact Details:

Address

Address

Yes

Email Address

Yes

Home Phone Number

Yes

Mobile Phone Number

Yes

Postcode

Yes

ID Number:**National Insurance Number**

Yes

Driving Licence/Number

No

NHS Number

No

Other General Identifier

No

Employment:**Work Related Training/Awards**

Yes

Financial:**Income/Financial/Tax Situation**

Yes

Appearance:**Photograph**

Yes

Physical Description

No

Lifestyle:**Living Habits**

No

Marital Status

Yes

Technology:**Login/Username**

No

Device MAC Address (Wireless Network Interface)

No

Device Mobile Phone/Device IMEI No

No

Location Data (Travel/GDPS/GSM Data)

No

Online Identifier e.g. IP Address

No

Website Cookies

No

Other Data Types Collected

Not Recorded

2.1 Legal basis for Personal Data

What is your lawful basis for processing the personal data? *

Please choose one of the following

Data Subject's consent for the purpose

Yes

Necessary for a contract with the Data Subject

Yes

Necessary to comply with a legal obligation

Yes

Necessary to protect the vital interests of an individual(s)

Yes

Necessary for a task in the public interest or exercise of official authority of Controller

Yes

Necessary for legitimate interests of Controller unless interests are overridden by the interests or rights of the individual (only available in limited circumstances to public bodies)

Yes

DRAFT

2.2 Special Data

What special category personal data (if any) will be collected? *

This section will not apply to all projects and should only be completed if it applies to you.

It is important that you read this section carefully, as these data types require additional care and protection.

If you do pick anything from this list, you will be required to give more details in Section 4 of this form.

You can read more about Special Category Data through this link;

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/special-category-data/>

Race

Yes

Ethnic origin

Yes

Political opinions

No

Religion

No

Philosophical beliefs

No

Trade union membership

Yes

Genetic Data

No

Biometric Data

No

Sex life

No

Health or social care

No

2.3 Legal basis for Special Data

What is the relevant condition for processing the special category personal data? *

You must qualify under one of the below exemptions as well as having a legal basis from the previous question.

Explicit Consent

The data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;
No

Employment and Social Security

Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

Yes

Vital Interests

Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;

No

Legitimate Interests of:

"a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim".

Processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects;

Note – this is not often applicable to local authorities.

No

Publicly Available Data

Processing relates to personal data which are manifestly made public by the data subject;

No

Legal or Court Proceedings

Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;

No

Public Interest - Statutory Necessity

Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

No

Medical, Health and Social Care Provision

Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;

No

Public Health

Processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of Union or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular professional secrecy;

No

Archiving or Scientific, Historical or Statistical Research Purposes

Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

No

2.4

Information Involved

Understanding the information flows involved in a project is essential to a proper assessment of privacy risks.

How will the data be collected? *

This section should be filled in for every project, not just those collecting Special Category data.

Information relates to employment data in respect of any person who may be eligible for transfer under TUPE

What will the data be used for? *

This section should be filled in for every project, not just those collecting Special Category data.

TUPE transfer of staff where applicable

Has data already been collected?

Yes

Are the purposes for which you are collecting the data different? *

If the data you are hoping to use was not collected specifically for this project, please explain in the box below why it was collected. This will include data that you have collected from other teams within WCC.

No, the data has already been collected by Worcestershire Health and Care NHS Trust

Explain why existing and/or less intrusive processes or measures would be inadequate *

In this section, you should explain why your new method/project is absolutely necessary and show that you have thought about all other options.

Data will need to be transferred

3.0 Other organisations

Are other organisations involved in processing the data?

Yes

Please provide details of each organisation that is involved in the processing of Data. Do this by adding to the below list. *

Organisation Name	Worcestershire Health and Care NHS Trust
Data Controller or Data Processor	Data Controller
Organisation's Role	Chief Operating Officer
Data Sharing Agreement or Contract	Yes
Contract Reference Number/DSA Name	Not known
Organisation involved reason	Has data for employment purposes
Disclosure and Security	Data will be shared for potential TUPE staff

1 record

3.1 Storage detail

How will the information be stored? *

Please include details of whether data will be stored outside of the European Economic Area (EEA).

Please remember that cloud storage and back up servers maybe outside the EEA.

In existing Council HR systems

For how long will the data be retained? *

For the duration of employment of employee

What is the deletion process? *

As per normal rules governing deletion of records of employees

4 Consultation details

Consultation can be used at any stage of the DPIA process and is important to allow people to highlight privacy risks and solutions based on their own area of interest or expertise.

For further assistance and information please visit the [consultation toolkit section on Ourspace](#).

Explain what practical steps you are going to take to ensure that you identify and address privacy risks *

Relevant staff will be consulted as part of TUPE process

Who should be consulted, internally and externally? Do you need to seek the views of members of the public? *

Staff within the Trust

How will you carry out the consultation? *

(You should link this to the relevant stages of your project management process)

Following usual TUPE consultation guidelines

5 Risk register

At this stage you should identify the possible privacy risks together with their likelihood, severity and overall level, and for high risks the measures taken to reduce the risk.
Add any risk to the relevant sections below.

Fair and Lawful Processing

Data must be processed lawfully, fairly and in a transparent manner.

Please also consider

- Have you identified at least one lawful basis for the personal data processed as part of the project?
- Does at least one Controller involved have a lawful power to act?
- Do you need to create or amend a privacy notice?
- How is your processing going to be transparent?

Risk that processing is not transparent, and individuals are unaware that data is being collected or why it is processed

Unmitigated Risk

Likelihood - Likely

Severity - Serious Impact

Score - High

Mitigation/Solution

Data managed through tried and tested TUPE arrangements

Mitigated Risk

Likelihood - Unlikely

Severity - Serious Impact

Score - Medium

Result

Reduced

Risk that information is being processed unlawfully

Unmitigated Risk

Likelihood - Reasonably Unlikely

Severity - Serious Impact

Score - High

Mitigation/Solution

Tried and tested processes for TUPE transfer

Mitigated Risk

Likelihood - Unlikely

Severity - Serious Impact

Score - Medium

Result

Reduced

Specific, explicit and legitimate purposes

The purpose for which you process personal data must be specified, explicit and legitimate. Personal data collected must not be processed in a manner that is incompatible with the purpose for which it was originally collected.

Please also consider

- Does your project plan cover all of the purposes for processing personal data? If not your plan needs amending accordingly.
- Are all elements of the processing compatible with the original reason and justification for the processing?
- What are these specific, explicit and legitimate purposes?

Risk of 'mission creep' and information is used for different, or incompatible purposes to that identified when originally collected

Unmitigated Risk

Likelihood - Unlikely

Severity - Some Impact

Score - Low

Mitigation/Solution

tried and tested processes for TUPE

Mitigated Risk

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

Result

Reduced

Adequate, relevant and not excessive

Personal data processed must be adequate, relevant and not excessive in relation to the purpose for which it is processed.

Please also consider

- Is the quality of the information adequate for the purposes it is used?
- If not, how is this to be addressed?
- Are measures in place to ensure that data is limited to that which is needed to fulfill the aim of the processing?
- Which personal data elements do not need to be included without compromising the needs of the project?

Risk of loss of control over the use of personal data**Unmitigated Risk**

Likelihood - Likely

Severity - Serious Impact

Score - High

Mitigation/Solution

Tried and tested processes for TUPE transfer

Mitigated Risk

Likelihood - Unlikely

Severity - Serious Impact

Score - Medium

Result

Reduced

Risk that inadequate data quality means the information is not fit for the identified purpose(s) potentially leading to inaccurate decision making**Unmitigated Risk**

Likelihood - Likely

Severity - Serious Impact

Score - High

Mitigation/Solution

tried and tested processes for TUPE

Mitigated Risk

Likelihood - Unlikely

Severity - Serious Impact

Score - Medium

Result

Reduced

Risk that any new surveillance methods may be an unjustified intrusion on individuals' privacy

No Risk

Accurate and timely

Personal data processed must be accurate and, where necessary, kept up to date, and every reasonable step must be taken to ensure that personal data that is inaccurate is erased or rectified without delay.

Please also consider

- If you are procuring new software does it allow you to amend data when necessary?
- How are you ensuring that personal data obtained from individuals or other organisations is accurate?
- Do you have processes in place to keep data up to date?
- If any data sets are to be merged, what checks are carried out to ensure that the right data records are matched/merged together?

Any data matching or linking, including whole data sets may link wrong records together

No Risk

Storage limitation

Personal data must be kept for no longer than is necessary for the purpose for which it is processed. Appropriate time limits must be established for the periodic review of the need for the continued storage of personal data.

Please also consider

- What are the risks associated with how long data is retained and how they might be mitigated?
- Has a review, retention and disposal (RRD) policy been established?
- How does the software enable you to easily act on retention criteria – does it enable bulk review/destruction; set review periods; extract for long-term preservation/retention of the corporate memory?

Risk information is retained for the wrong length of time (both too long and too short)

No Risk

Risk information is not securely destroyed when its retention period has been reached

No Risk

Security

Personal data must be processed in a manner that ensures appropriate security of the personal data, using appropriate technical or organisational measures (and, in this principle, “appropriate security” includes protection against unauthorised or unlawful processing and against accidental loss, destruction or damage).

Please also consider

- What technical and organisational measures are in place to ensure that the data is protected to an adequate level?
- What training on data protection and/or information sharing has been undertaken by relevant staff?
- What access controls are in place to enforce the ‘need to know’ principle?
- What assurance frameworks are utilised to assess adequacy of security measures in place e.g. NHS DSPT; Cyber Essentials Plus; PSN Certification?

Risk of loss of confidentiality

Unmitigated Risk

Likelihood - Likely

Severity - Serious Impact

Score - High

Mitigation/Solution

tried and tested processes for TUPE transfer

Mitigated Risk

Likelihood - Unlikely

Severity - Serious Impact

Score - Medium

Result

Reduced

Risk of inadequate security controls in place to protect and secure personal data, including inappropriate access

No Risk

Risk that workers processing the data are not aware of their data responsibilities

No Risk

Risk that information is distributed using inappropriate methods

Unmitigated Risk

Likelihood - Likely

Severity - Serious Impact

Score - High

Mitigation/Solution

tried and tested processes for TUPE transfer

Mitigated Risk

Likelihood - Unlikely
 Severity - Serious Impact
 Score - Medium
Result
 Reduced

Risk of re-identification of pseudonymized or anonymised data (e.g. collecting matching and linking identifiers and information may result in information that is no longer safely anonymised)

No Risk

Risk that information is transferred to a 'third country' without adequate safeguards

No Risk

Financial and reputational

Risk of identity theft or fraud

Unmitigated Risk
 Likelihood - Likely
 Severity - Serious Impact
 Score - High
Mitigation/Solution
 tried and tested processes for TUPE transfer
Mitigated Risk
 Likelihood - Unlikely
 Severity - Serious Impact
 Score - Medium
Result
 Reduced

Risk of financial loss for individuals or other third parties

No Risk

Risk of financial loss for the Council (including ICO fines)

No Risk

Risk of reputational damage to the Council, partners, and processors

Unmitigated Risk
 Likelihood - Likely
 Severity - Serious Impact
 Score - High
Mitigation/Solution
 Tried and tested processes for TUPE transfer
Mitigated Risk
 Likelihood - Unlikely
 Severity - Serious Impact
 Score - Medium
Result
 Reduced

Health, safety and wellbeing

Risk of physical harm to individuals

No Risk

Risk of physical harm to staff and workers

No Risk

Risk of discrimination

No Risk

Risk of other significant economic or social disadvantage

No Risk

Individuals Rights

Data protection legislation gives data subjects' various rights (listed below). Limiting or restricting any of these rights is likely to be a significant impact so the justification for any restriction, as well as mitigations, must be fully outlined.

Inability to meet individuals' right to be informed

No Risk

Inability to meet individuals' right of access

No Risk

Inability to meet individuals' right to rectify inaccurate data

No Risk

Inability to meet individuals' right to erase data

No Risk

Inability to meet individuals' right to restrict processing

No Risk

Inability to meet individuals' right to data portability

No Risk

Inability to meet individuals' right to object

No Risk

Inability to meet individuals' rights relating to automated decision making and profiling

No Risk

Additional project specific risks

No additional risks recorded

6 Declaration

I confirm to the best of my knowledge that the information I have provided is true, complete and accurate *

Not Selected

I confirm that I will make sure that data protection has been and continues to be considered throughout the project life cycle and should circumstances change in the project to include any processing of personal data a further Data Protection Impact Assessment Screening will be carried out *

Not Selected

This page is intentionally left blank

Worcestershire Minerals and Waste Local Development Scheme (September 2020 – December 2023)

This scheme has been prepared in compliance with the Planning & Compulsory
Act 2004 (as amended) and the Town and Country Planning (Local Planning)
(England) Regulations 2012 (as amended)

Contents

Worcestershire Minerals and Waste Local Development Scheme (September 2020 – December 2023).....	1
1. Purpose of the Minerals and Waste Local Development Scheme	3
2. The Development Plan in Worcestershire	4
3. Progress made since the previous LDS and reasons for review	6
Minerals Local Plan	6
Mineral Site Allocations Development Plan Document (DPD)	7
Review of the Waste Core Strategy for Worcestershire: Adopted Waste Local Plan.....	7
4. Documents to be prepared September 2020 – December 2023	9
5. Resources and Risk Assessment.....	13
Resources	13
Procedures for Member Approval.....	13
Risk Assessment.....	14
6. Monitoring and Review.....	15
Appendix 1: Minerals and Waste Development Framework Project Plan Schedules	16
Appendix 2: Key tasks and stages in planning policy development	21

1. Purpose of the Minerals and Waste Local Development Scheme

- 1.1. The County Council is the Minerals and Waste Planning Authority for Worcestershire and is responsible for all minerals and waste planning matters in the county.
- 1.2. The Minerals and Waste Development Scheme (MWDS or LDS) sets out the Council's priorities for producing planning policy documents over the coming three-year period. It is a requirement of the Planning and Compulsory Purchase Act 2004 (as amended) that each Local Planning Authority should produce an LDS, which must include any Development Plan Documents it intends to publish, their area of coverage, subject matter and a timetable indicating the main milestones of production and revision.
- 1.3. The LDS is updated periodically to reflect changes to timetables to ensure it provides a useful source of information for interested parties and meets the requirements of the aforementioned Act. There are four main intentions of this revised LDS:
 - to report the progress made since the publication of the previous LDS;
 - to inform interested parties of the changed timetable for examination and adoption of the Worcestershire Minerals Local Plan;
 - to inform interested parties of the changed timetable for the development, examination and adoption of the Mineral Site Allocations Development Plan Document; and
 - to provide a schedule for the early stages of the review and revision of the Waste Core Strategy for Worcestershire.
- 1.4. The revised schedule presented in this Local Development Scheme came into effect on 25th September 2020, in line with the resolution of the Worcestershire County Council Cabinet on 24th September 2020. It covers the period September 2020 – December 2023 and replaces the previous LDS dated July 2018.
- 1.5. The Local Development Scheme is available on the Worcestershire County Council website at: www.worcestershire.gov.uk/lds. A printed copy is also available on request.
- 1.6. If you have any questions about the LDS or how to access it, please contact the Mineral and Waste Planning Policy Team by e-mail: minerals@worcestershire.gov.uk or wcs@worcestershire.gov.uk or telephone 01905 766374.

2. The Development Plan in Worcestershire

- 2.1. The Development Plan for Worcestershire currently consists of the documents set out in Table 1:

Table 1. The Development Plan for Worcestershire

Development Plan Document	Detail
"Saved" policies in the County of Hereford and Worcester Minerals Local Plan .	Five policies in the adopted County of Hereford and Worcester Minerals Local Plan were "saved" by The Secretary of State for Communities and Local Government in exercise of the power conferred by paragraph 1(3) of Schedule 8 to the Planning and Compulsory Purchase Act 2004 in a direction later dated 7 September 2007. The "saved" policies will remain part of the Development Plan until superseded but the weight given to them in decision making will depend upon their conformity with national planning policy.
Waste Core Strategy for Worcestershire: Adopted Waste Local Plan 2012 – 2027 , adopted November 2012	The Worcestershire Waste Core Strategy Local Plan sets out how the County plans for waste management facilities in Worcestershire.
The Local Plans and Development Plan Documents produced by the six City, Borough and District Planning Authorities in Worcestershire. At 24 th September 2020, these are: <ul style="list-style-type: none">• The Bromsgrove District Plan 2011-2030 adopted January 2017<ul style="list-style-type: none">◦ Longbridge Area Action Plan adopted April 2009• The Borough of Redditch Local Plan No 4 (2011 – 2030) adopted January 2017• Wyre Forest Core Strategy adopted December 2010<ul style="list-style-type: none">◦ Wyre Forest Site Allocations and Policies Local Plan adopted July 2013◦ Kidderminster Central Area Action Plan adopted July 2013	Emerging Development Plan Documents: <ul style="list-style-type: none">• Bromsgrove District Plan Review – A call for sites was undertaken in Autumn 2019.• South Worcestershire Development Plan Review – The Preferred Options consultation on the SWDP Review took place in November-December 2019.• South Worcestershire Traveller and Travelling Showpeople - Site Allocations Development Plan Document (Regulation 18 consultation due to take place February/March 2020)• Wyre Forest Local Plan Review (2016-2036) - The new Local Plan will replace the current Adopted Core Strategy, Site Allocations and Policies Local Plan and Kidderminster Central Area Action

Development Plan Document	Detail
<ul style="list-style-type: none"> The South Worcestershire Development Plan adopted February 2016. 	Plan. This was submitted for Examination in Public in April 2020.
<p>The Neighbourhood Plans which have been “made” (formally adopted):</p> <p>In Bromsgrove district:</p> <ul style="list-style-type: none"> Alvechurch (February 2019) <p>In Malvern Hills district:</p> <ul style="list-style-type: none"> Broadwas and Cotheridge (September 2019) Clifton upon Teme (November 2017) Kempsey (November 2017) Martley, Knightwick & Doddenham (February 2018) Hanley Castle (January 2019) Malvern Town (June 2019) <p>In Redditch borough:</p> <ul style="list-style-type: none"> N/A <p>In Worcester city:</p> <ul style="list-style-type: none"> N/A <p>In Wychavon district:</p> <ul style="list-style-type: none"> Bredon, Bredon’s Norton and Westmancode (Bredon Parish) (July 2017) Cleve Prior (February 2018) Drakes Broughton and Wadborough with Pirton (July 2017) Eckington (February 2020) Harvington (September 2019) Honeybourne (April 2020) North Claines (April 2017) Pebworth Parish (September 2019) <p>In Wyre Forest district:</p> <ul style="list-style-type: none"> Chaddesley Corbett (September 2014) Churchill and Blakedown (July 2017) 	Other neighbourhood areas have been designated and are developing neighbourhood plans.

3. Progress made since the previous LDS and reasons for review

3.1. Progress has been made since the publication of the LDS in July 2018, as outlined below. However, the Covid-19 pandemic and resulting restrictions from March 2020 have meant that the hearing sessions for the examination of the Minerals Local Plan had to be postponed by the Planning Inspectorate. The LDS therefore needs to be updated to reflect the resulting delays to the timetable for the Minerals Local Plan, as well as the consequent adjustments to the milestones for the development of the Mineral Site Allocations Development Plan Document (DPD), and the review and revision of the Waste Core Strategy.

Minerals Local Plan

3.2. Since the July 2018 LDS came into effect, the following progress has been made:

- Fourth Stage Consultation (Regulation 18) - scheduled for the 4th quarter of 2018 and 1st quarter of 2019: This was undertaken on schedule, with the consultation taking place from 17 December 2018 to 8 February 2019.
- Pre-submission consultation (Regulation 19) - scheduled for the 3rd quarter of 2019: This was undertaken on schedule, with the consultation taking place from 19 August 2019 to 30 September 2019.
- Submission of the Minerals Local Plan to the Secretary of State - scheduled for Q4 2019: The Minerals Local Plan was submitted on schedule, on 17th December 2019.

3.3. The Independent examination of the Minerals Local Plan was scheduled to take place from Q4 2019 to Q3 2020. The plan was submitted to the Secretary of State on schedule (in December 2019), triggering the commencement of the examination. The examination was progressing, and public hearing sessions were due to take place in May and June 2020. However, the Covid-19 pandemic and resulting restrictions meant that the hearing sessions had to be postponed. Officers have been working with the Planning Inspectorate to explore how the examination can move forward to the hearing stage. It is likely that the hearings will take place either by virtual technology or in a blended “physical and virtual” format in November 2020.

3.4. Once the public hearing sessions have been held, and prior to the appointed Inspectors being able to write their report on the soundness of the Plan, the Planning and Compulsory Purchase Act 2004 (as amended) and Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) require any modifications which may be required to be subject to further Sustainability Appraisal and a period of consultation to be undertaken. This consultation is expected to take place during Q1-Q3 2021, with exact timing to be determined by completion of the Sustainability Appraisal and allowing for pre-election “purdah” period as required.

3.5. The delays to the examination of the Minerals Local Plan are beyond the Council’s control but mean that the Inspector’s Report will not be received in Q3 or Q4 of 2020, as anticipated in the 2018 LDS. Receiving the Inspectors’ Report marks the end of the

formal period of Examination in Public. This means that the Plan can not be returned to full Council for adoption in Q4 2020 or Q1 2021, as anticipated in the 2018 LDS.

- 3.6. As of August 2020, the ongoing and potential for future restrictions could mean that consultation on the modifications may need to be delayed, or that a longer period of consultation required than would usually be the case, in order to ensure all legislative requirements are met and to ensure fair opportunity for public participation. To take account of this, and to avoid any potential conflict with the forthcoming election period, significant flexibility is included within the revised schedule set out in Appendix 1.

Mineral Site Allocations Development Plan Document (DPD)

- 3.7. Since the July 2018 LDS came into effect, the consultation on the proposed mineral site selection methodology which was scheduled for the 4th quarter of 2018 and 1st quarter of 2019 was undertaken on schedule, with the consultation taking place from 17 December 2018 to 8 February 2019.
- 3.8. A further “call for sites” was undertaken from 16 January 2020 until 13 March 2020. This was not scheduled in the 2018 LDS.
- 3.9. Progress is underway on assessing the sites and on the preparation of the draft Mineral Site Allocations DPD, and consultants have been commissioned to undertake Strategic Flood Risk Assessment, Sustainability Appraisal, and Habitat Regulations Assessment.
- 3.10. The Covid-19 pandemic has resulted in some delays to the programme because of the resulting restrictions on officers’ ability to visit sites, and furloughed staff at consultancies and mineral companies. In addition, the majority of officers’ time in the Mineral and Waste Planning Policy team will still be engaged in the examination of the Minerals Local Plan over the coming months.
- 3.11. As the Mineral Site Allocations DPD will provide local policies which will be read alongside the strategic policies set by the Minerals Local Plan, and to minimise the potential for any confusion between the process for the two documents, consultation on the “preferred options” version of the Mineral Site Allocations DPD will take place once the Minerals Local Plan main modifications consultation has been concluded and the Inspectors’ Report received.
- 3.12. The revised schedule set out in Appendix 1 therefore takes into account the new timescales for the Minerals Local Plan and builds from this the anticipated timescales for the development and examination of the Mineral Site Allocations DPD. As there are significant uncertainties inherent in this timetable, it is very likely that the LDS will need to be revised during the course of the development of the Mineral Site Allocations DPD.

Review of the Waste Core Strategy for Worcestershire: Adopted Waste Local Plan

- 3.13. The Waste Core Strategy was adopted in 2012.
- 3.14. Under Regulation 10A of The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), local planning authorities must review local plans at least once every five years from their adoption date to ensure that policies remain

relevant and effectively address the needs of the local community. This does not necessarily mean that wholesale revision will be required, but the government anticipates that most plans are likely to require revising in whole or in part at least every five years. Reviews should be proportionate to the issues, and Authority Monitoring Reports will play a significant role in determining whether there is a need to undertake a partial or full revision of a plan.

- 3.15. The latest Authority Monitoring Report (published July 2020) includes a statement on the review of the Waste Core Strategy. This concludes that although the majority of the objectives of the Waste Core Strategy are being delivered, there are some areas which need to be addressed through policy revisions. More detailed review of the evidence will guide whether only parts of the plan need to be revised, or whether full revision is required. When the Waste Core Strategy is reviewed and revised, Worcestershire County Council intends to call the revised document the “Waste Local Plan”, to more closely reflect current terminology.
- 3.16. The submission and examination of the Minerals Local Plan and the preparation of the Mineral Site Allocations Development Plan Document were given priority in the July 2018 LDS, and this is maintained in the revised schedule in Appendix 1, with consequent changes to the timetable for commencing this work due to the delays to the Minerals Local Plan caused by the Covid-19 pandemic. This is as soon as practicable given the need to progress the Minerals Development Plan Documents within existing staffing resources, and is considered to be an appropriate means of securing compliance with review requirements.
- 3.17. Prior to an Issues and Options Consultation taking place under Regulation 18, a period of time is required to gather and analyse evidence, and develop policy options.

4. Documents to be prepared September 2020 – December 2023

- 4.1. Over the next three years Worcestershire County Council aims to conclude the examination in public and adopt the Minerals Local Plan for Worcestershire, develop and submit the Mineral Site Allocations Development Plan Document, and commence the review (and revision) of the Waste Core Strategy (Waste Local Plan).
- 4.2. Table 2, Table 3, and Table 4 below set out the content and timetable for producing these development plan documents. Further detail of the key tasks at each stage are set out in Appendix 2. All references to Regulations in this section refer to The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).

Table 2. Summary and Timetable for the Development and Adoption of the Worcestershire Minerals Local Plan

Item	Detail
Status:	Minerals Local Plan (Development Plan Document) Under development - to supersede the saved policies in the County of Hereford and Worcester Minerals Local Plan.
Role and content:	Set out the strategic policies for mineral development and restoration in the county, including a vision, objectives, spatial strategy, development management policies and monitoring schedule. This includes a strategy for the delivery of steady and adequate supply of minerals and locational criteria for development.
Geographical coverage:	Whole of the county of Worcestershire.
Chain of conformity:	Consistent with National Planning Policy Framework, part of the Development Plan for Worcestershire.
Completed stages of development:	<p>Initial consultations (Regulation 18) - COMPLETED:</p> <ul style="list-style-type: none">• First Stage Consultation (October 2012 – January 2013)• Second Stage Consultation (November 2013 – January 2014)• First call for sites (July 2014 – August 2014)• Second call for sites and call for resources and infrastructure (July 2015 – September 2015)• Third Stage Consultation including Third call for sites (December 2016 – March 2017)• Fourth call for sites (September 2017 – January 2018)• Fourth Stage Consultation (December 2018 – February 2019) <p>Publication (Regulation 19 & 20 – COMPLETED:</p> <ul style="list-style-type: none">• Publication (pre-submission) Consultation (August 2018 – September 2019) <p>Submission (Regulation 22) – COMPLETED:</p> <ul style="list-style-type: none">• Submitted to Secretary of State (December 2019)

Item	Detail
	<p>Independent Examination (Regulation 24) – IN PROGRESS:</p> <ul style="list-style-type: none"> • Commenced December 2019 • Progress delayed due to Covid-19 • Public hearings likely to commence Q4 2020, with statutory assessments of any “main modifications” required prior to public consultation on those modifications. • Consultation on main modifications anticipated during Q1-Q3 2021 • Examination anticipated to be completed by Q4 2021 <p>Receipt of Inspector’s Report (Regulation 25):</p> <ul style="list-style-type: none"> • Anticipated Q3 or Q4 2021 <p>Adoption (Regulation 26):</p> <ul style="list-style-type: none"> • Anticipated Q4 2021 or Q1 2022

Table 3. Summary and Timetable for the Development and Adoption of the Worcestershire Mineral Site Allocations Development Plan Document

Item	Detail
Status:	Development Plan Document Under development
Role and content:	To provide local policies to allocate specific sites and preferred areas for mineral extraction, to supplement the strategic policies in the Minerals Local Plan and assist with the delivery of steady and adequate supply of minerals.
Geographical coverage:	Sites within the county of Worcestershire.
Chain of conformity:	Consistent with National Planning Policy Framework, sits alongside the Minerals Local Plan as part of the Development Plan for Worcestershire.
Stage of development:	<p>Initial consultation (Regulation 18) - COMPLETED:</p> <ul style="list-style-type: none"> • First call for sites (July 2014 – August 2014) • Second call for sites (July 2015 – September 2015) • Third call for sites (as part of the Third Stage Consultation on the Minerals Local Plan) (December 2016 – March 2017) • Fourth call for sites (September 2017 – January 2018) • Consultation on site selection methodology (December 2018-February 2019) • Fifth call for sites (January – March 2020) <p>Initial consultation (Regulation 18) – ANTICIPATED:</p> <ul style="list-style-type: none"> • Preferred Options Consultation: scheduled Q1-Q2 2022 <p>Publication (Regulation 19 & 20):</p> <ul style="list-style-type: none"> • Anticipated Q2-Q3 2023

Item	Detail
	<p>Submission (Regulation 22):</p> <ul style="list-style-type: none"> • Anticipated Q4 2023 or beyond the period of this LDS <p>Independent Examination (Regulation 24):</p> <ul style="list-style-type: none"> • Anticipated Q4 2023 and beyond the period of this LDS <p>Receipt of Inspector's Report (Regulation 25):</p> <ul style="list-style-type: none"> • Anticipated beyond the period of this LDS <p>Adoption (Regulation 26):</p> <ul style="list-style-type: none"> • Anticipated beyond the period of this LDS

Table 4. Summary and Timetable for the Review and Revision of the Worcestershire Waste Core Strategy (Waste Local Plan)

Item	Detail
Status:	Local Plan (Development Plan Document) – Adopted November 2012
Role and content:	Set out the strategic policies for waste management development in Worcestershire, including a vision, objectives, spatial strategy, development management policies and monitoring schedule. This includes identifying waste management capacity requirements for the county and setting out locational criteria for development.
Geographical coverage:	Whole of the county of Worcestershire.
Chain of conformity:	Consistent with National Planning Policy Framework and National Planning Policy for Waste, part of the Development Plan for Worcestershire.
Stage of review and revision:	<p>Plan review (Regulation 10A)</p> <ul style="list-style-type: none"> • Review statement included within Authority Monitoring Report for monitoring periods 2016 and 2017 (published July 2020) • Commence detailed review, establishing scope and purpose of revision of Waste Core Strategy Q3 2021 – Q3 2022 • Preparatory work and development of Issues and Options consultation documents Q3 2022 – Q4 2023 <p>Initial consultation (Regulation 18):</p> <ul style="list-style-type: none"> • Issues and Options Consultation: Anticipated beyond the period of this LDS • Preferred Options Consultation: Anticipated beyond the period of this LDS <p>Publication (pre-submission) consultation (Regulation 19 & 20):</p> <ul style="list-style-type: none"> • Anticipated beyond the period of this LDS <p>Submission (Regulation 22):</p> <ul style="list-style-type: none"> • Anticipated beyond the period of this LDS

Worcestershire Mineral and Waste Local Development Scheme (September 2020 – December 2023)

Item	Detail
	<p>Independent Examination (Regulation 24):</p> <ul style="list-style-type: none">• Anticipated beyond the period of this LDS <p>Receipt of Inspector's Report (Regulation 25):</p> <ul style="list-style-type: none">• Anticipated beyond the period of this LDS <p>Adoption (Regulation 26):</p> <ul style="list-style-type: none">• Anticipated beyond the period of this LDS

5. Resources and Risk Assessment

Resources

- 5.1. The Council's existing Minerals and Waste Planning Policy team will lead on the development of the Worcestershire Minerals Local Plan and the Mineral Site Allocations Development Plan Document and supporting evidence. The primary focus will be on the Minerals Local Plan whilst it is undergoing examination, with work on the Mineral Site Allocations Development Document continuing at a low level as circumstances allow. The timescales set out in Table 4 and Appendix 1 for the review and revision of the Waste Core Strategy are based on additional resources being available in 2021.
- 5.2. This will be supported as required through existing staff and expertise from the wider Planning unit (Strategic Planning, Development Management, and Environmental Policy) as well as from the Council's Archive and Archaeology, Transport Policy, Highways Development Management, Sustainability, Countryside and Flood Risk Management teams.
- 5.3. Support and specialist expertise from outside consultants will be required to undertake statutory assessments of the plans as they progress (Sustainability Appraisal, Habitats Regulations Assessment, Strategic Flood Risk Assessment). Contracts will be managed by staff in the Minerals and Waste Planning Policy, Strategic Planning, or Environmental Policy teams (as most appropriate) to ensure delivery of specified outputs and outcomes.

Procedures for Member Approval

- 5.4. In order to develop the Minerals Local Plan in a timely and efficient manner the Cabinet authorised¹ the Director of Business, Environment and Community (now Strategic Director of Economy and Infrastructure) in consultation with the Cabinet Member with Responsibility for Economy and Infrastructure to agree the production, publication of and consultation on the documents prepared during the course of developing the Minerals Local Plan, without the need for further approval by Cabinet during the pre-publication stages of plan preparation (governed under regulations 18 and 19).
- 5.5. Similarly, Cabinet authorised² the Director of Economy and Infrastructure (now Strategic Director of Economy and Infrastructure) in consultation with the Cabinet Member with Responsibility for Economy and Infrastructure to approve the preparation of the draft Mineral Site Allocations Development Plan Document and the preparation of a new draft Waste Local Plan, carry out informal preliminary consultations on them in accordance with the LDS, and make any amendments to them to create a final draft, without the need for further formal approval by Cabinet.
- 5.6. However, the statutory Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended) require that the plans must be approved by Cabinet and Council before submission to the Secretary of State for Examination or Adoption.

¹ Cabinet meeting of 27 September 2012, Minute 1414.

² Cabinet meeting of 12 July 2018, Minute 1863.

The proposed submission version of the Minerals Local Plan was submitted to Cabinet³ and Council⁴ for approval prior to the pre-submission consultation (regulation 19).

- 5.7. In addition all of the Council's Members will be consulted as part of every formal consultation (regulation 18 and 19) and will be contacted as appropriate to inform them of any specific matters which might affect their division.

Risk Assessment

- 5.8. The Council recognises that there are risks in delivering the documents set out in this Local Development Scheme. Some of these risks are within the Council's control and some are not. Some have the potential to cause a plan to fail tests of soundness or legal compliance, whilst others could cause delays to timescales.
- 5.9. The main areas of risk are set out below, and their impacts and the ways to overcome them have been considered in developing the programme in this Local Development Scheme so that the timetable is as robust as possible.

- Covid-19, ongoing or new restrictions
- Changes in external context (national policy and guidance, legislation, or other parts of the Development Plan)
- Unexpected issues or major objections raised through public consultation
- Statutory assessments (such as Sustainability Appraisal, Habitats Regulations Assessment, Strategic Flood Risk Assessment, Equality Impact Assessment)
- Unexpected staffing and resourcing issues
- Timescales for decision making and political processes, including pre-election “purdah”
- Ability of stakeholders (particularly statutory consultees) to participate and provide advice on policy development outside statutory stages
- Capacity of the Planning Inspectorate
- Legal challenges.

- 5.10. These risks will be monitored, and any major impacts on the development of the documents may require the Local Development Scheme to be revised.

³ Cabinet meeting of 6 June 2019, Minute 1912.

⁴ Council meeting of 18 July 2019, Minute 2110.

6. Monitoring and Review

- 6.1. It is a statutory requirement that the Council prepares an Authority Monitoring Report⁵ (AMR) to assess progress in the implementation of the Local Development Scheme and the extent to which the objectives of Worcestershire County Council's adopted development plan documents are being achieved or are still relevant.
- 6.2. In relation to each document included within the LDS, monitoring must be carried out on:
 - The timetable included for that specific document;
 - The stage that the document has reached in the production process; and
 - If the document is behind the timetable set out in the LDS, the reasons for this.
- 6.3. The AMR will be published as soon as practical after the relevant data becomes available. The AMR both informs the council's own work and feeds into the preparation of Local Development Documents produced by the County, District and Borough Councils. As well as progress in plan-making, this will be the opportunity to report on the monitoring indicators in adopted Local Plans to assess policy performance. The AMR will provide the evidence to consider whether there is a need to review the Development Plan Documents adopted by Worcestershire County Council prior to the date of review set in those documents.
- 6.4. A full review of the LDS will be undertaken if changes impact on the milestones in Table 2,
- 6.5.
- 6.6. Table 3, or Table 4 (see also Appendix 1).

⁵ Formally called the "Minerals and Waste Local Development Scheme Authority Monitoring Report". Available at www.worcestershire.gov.uk/amr.

Appendix 1: Minerals and Waste Development Framework Project Plan Schedules

Table 5. Schedule for the Minerals Local Plan

Key	C	Completed																					
	S	Scheduled																					
Activity	Q3 - 2018	Q4 - 2018	Q1 - 2019	Q2 - 2019	Q3 - 2019	Q4 - 2019	Q1 - 2020	Q2 - 2020	Q3 - 2020	Q4 – 2020	Q1 - 2021	Q2 - 2021	Q3 - 2021	Q4 - 2021	Q1 - 2022	Q2 - 2022	Q3 - 2022	Q4 - 2022	Q1 - 2023	Q2 - 2023	Q3 - 2023	Q4 - 2023	Beyond the period of this LDS
Preparation of Fourth Stage Consultation document	C	C																					
Fourth Stage consultation (Reg 18)		C	C																				
Consideration of representations and preparation of Publication documents			C	C																			
Pre-submission Publication consultation (Reg 19)					C																		
Preparation for submission						C																	
Submission (Reg 22)						C																	
Independent examination (Reg 24)						C	C	C	C	S	S	S	S	S									
Receipt of Inspector's Report (Reg 25)														S	S								
Adoption (Reg 26)															S	S							
5 year review through Authority Monitoring Report (Reg 10A)																						Task to be scheduled in a future LDS	

Worcestershire Mineral and Waste Local Development Scheme (September 2020 – December 2023)

Table 6. Schedule for the Mineral Site Allocations Development Plan Document

Key	C	Completed
	S	Scheduled

Activity	Q3 - 2018	Q4 - 2018	Q1 - 2019	Q2 - 2019	Q3 - 2019	Q4 - 2019	Q1 - 2020	Q2 - 2020	Q3 - 2020	Q4 - 2020	Q1 - 2021	Q2 - 2021	Q3 - 2021	Q4 - 2021	Q1 - 2022	Q2 - 2022	Q3 - 2022	Q4 - 2022	Q1 - 2023	Q2 - 2023	Q3 - 2023	Q4 - 2023	Beyond the period of this LDS	
Consultation on site selection methodology (under Reg 18)		C	C																					
Consideration of representations				C	C																			
Fifth call for sites						C																		
Preparation of Preferred Options consultation documents					C	C	C	S	S	S	S	S	S											
Undertake statutory assessments of Preferred Options documents													S	S										
Consultation on Preferred Options document (Reg 18)															S	S								
Consideration of representations																	S	S						
Preparation of Publication documents																		S	S					
Undertake statutory assessments of Publication documents																			S	S				
Pre-submission Publication consultation (Reg 19)																			S	S				
Preparation for submission																			S	S				

Worcestershire Mineral and Waste Local Development Scheme (September 2020 – December 2023)

Activity	Q3 - 2018	Q4 - 2018	Q1 - 2019	Q2 - 2019	Q3 – 2019	Q4 - 2019	Q1 - 2020	Q2 - 2020	Q3 - 2020	Q4 – 2020	Q1 - 2021	Q2 - 2021	Q3 - 2021	Q4 - 2021	Q1 - 2022	Q2 - 2022	Q3 - 2022	Q4 - 2022	Q1 - 2023	Q2 - 2023	Q3 - 2023	Q4 - 2023	Beyond the period of this LDS
Submission (Reg 22)																						S	Task may be undertaken beyond the period of this LDS
Independent examination (Reg 24)																					S	Task to continue beyond the period of this LDS	
Receipt of Inspector's Report (Reg 25)																							Task to be scheduled in a future LDS
Adoption (Reg 26)																							Task to be scheduled in a future LDS
5 year review through Authority Monitoring Report (Reg 10A)																							Task to be scheduled in a future LDS

Worcestershire Mineral and Waste Local Development Scheme (September 2020 – December 2023)

Table 7. Schedule for the Review and Revision of the Waste Core Strategy (Waste Local Plan)

Key	C	Completed																							
	S	Scheduled																							
Activity		Q3 - 2018	Q4 - 2018	Q1 - 2019	Q2 - 2019	Q3 - 2019	Q4 - 2019	Q1 - 2020	Q2 - 2020	Q3 - 2020	Q4 – 2020	Q1 - 2021	Q2 - 2021	Q3 - 2021	Q4 - 2021	Q1 - 2022	Q2 - 2022	Q3 - 2022	Q4 - 2022	Q1 - 2023	Q2 - 2023	Q3 - 2023	Q4 - 2023	Beyond the period of this LDS	
5 year review through Authority Monitoring Report (Reg 10A)							C																		
Detailed review, establishing scope and purpose of revision of Waste Core Strategy												S	S	S	S										
Preparatory work and development of Issues and Options consultation documents																S	S	S	S	S					
Undertake statutory assessments of Issues and Options documents																									Task to be scheduled in a future LDS
Consultation on Issues and Options (Reg 18)																									Task to be scheduled in a future LDS
Consideration of representations																									Task to be scheduled in a future LDS
Preparation of Preferred Options consultation documents																									Task to be scheduled in a future LDS
Undertake statutory assessments of Preferred Options documents																									Task to be scheduled in a future LDS
Consultation on Preferred Options (Reg 18)																									Task to be scheduled in a future LDS
Consideration of representations																									Task to be scheduled in a future LDS
Preparation of Publication documents																									Task to be scheduled in a future LDS

Worcestershire Mineral and Waste Local Development Scheme (September 2020 – December 2023)

Activity	Q3 - 2018	Q4 - 2018	Q1 - 2019	Q2 - 2019	Q3 - 2019	Q4 - 2019	Q1 - 2020	Q2 - 2020	Q3 - 2020	Q4 - 2020	Q1 - 2021	Q2 - 2021	Q3 - 2021	Q4 - 2021	Q1 - 2022	Q2 - 2022	Q3 - 2022	Q4 - 2022	Q1 - 2023	Q2 - 2023	Q3 - 2023	Q4 - 2023	Beyond the period of this LDS	
Undertake statutory assessments of Publication documents																								Task to be scheduled in a future LDS
Pre-submission Publication consultation (Reg 19)																								Task to be scheduled in a future LDS
Preparation for submission																								Task to be scheduled in a future LDS
Submission (Reg 22)																								Task to be scheduled in a future LDS
Independent examination (Reg 24)																								Task to be scheduled in a future LDS
Receipt of Inspector's Report (Reg 25)																								Task to be scheduled in a future LDS
Adoption (Reg 26)																								Task to be scheduled in a future LDS
5 year review through Authority Monitoring Report (Reg 10A)																								Task to be scheduled in a future LDS

Appendix 2: Key tasks and stages in planning policy development

All references to Regulations in this section refer to The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).

Table 8. Key tasks at each stage of plan development

Stage	Key tasks
Initial stages of plan development or revision, prior to first consultation	<p>Establish purpose and scope of plan development or revision, based on:</p> <ul style="list-style-type: none"> • Analysis of evidence, develop documented evidence base • Consideration of national policy and guidance • Consideration of key strategic matters with other authorities and bodies under Duty to Cooperate <p>Develop document for consultation:</p> <ul style="list-style-type: none"> • Outline the issues arising from evidence base, national policy and strategic matters which the plan intends to address • Develop broad options for vision & objectives, policies and monitoring framework, setting out pros and cons of the various options • Develop draft site selection criteria and undertake “call for sites”, if appropriate • Develop consultation questions <p>Once consultation document is fully drafted:</p> <ul style="list-style-type: none"> • Undertake statutory assessments, including Sustainability Appraisal, Habitats Regulations Assessment, Equality Impact Assessment
Issues and Options Consultation (Regulation 18)	<ul style="list-style-type: none"> • Consultation on whether all relevant issues have been included, whether additional evidence needs to be considered, and what options should be taken forward • Minimum of 6 week consultation period • Consultation in line with Statement of Community Involvement
Tasks to develop from Issues and Options stage to Preferred Options stage	<p>Take stock:</p> <ul style="list-style-type: none"> • Consider consultation responses • Consider recommendations from statutory assessments • Consider any changes to national policy and guidance • Update evidence base • Undertake further consideration of key strategic matters with other authorities and bodies under Duty to Cooperate

Stage	Key tasks
	<p>Assess sites:</p> <ul style="list-style-type: none"> • Develop robust site selection methodology • Undertake site visits and assessments (such as Strategic Flood Risk Assessment, landscape, historic environment, transport, biodiversity and amenity assessments) • Further calls for sites may be necessary if sufficient options are not available to meet the level of need over the life of the plan <p>Refine document for consultation:</p> <ul style="list-style-type: none"> • Refine vision, objectives, policies and monitoring framework into a “preferred option”, setting out why this option is preferred • Develop consultation questions <p>Once consultation document is fully drafted:</p> <ul style="list-style-type: none"> • Document design and printing • Undertake further iteration of statutory assessments, including Sustainability Appraisal, Habitats Regulations Assessment, Equality Impact Assessment
Preferred Options Consultation (Regulation 18)	<ul style="list-style-type: none"> • Consultation on all aspects of the document • Minimum of 6 week consultation period • Consultation in line with Statement of Community Involvement
Tasks to develop from Preferred Options stage to Pre-submission Publication stage	<p>Take stock:</p> <ul style="list-style-type: none"> • Consider consultation responses • Consider recommendations from statutory assessments • Consider any changes to national policy and guidance • Update evidence base • Undertake further consideration of key strategic matters with other authorities and bodies under Duty to Cooperate <p>Refine document for submission:</p> <ul style="list-style-type: none"> • Refine vision, objectives, policies and monitoring framework into a final version which the Council intends to submit to the Secretary of State • Prepare pre-submission questions and guidance notes in line with legislative requirements <p>Once consultation document is fully drafted:</p> <ul style="list-style-type: none"> • Document design and printing • Undertake further iteration of statutory assessments, including Sustainability Appraisal, Habitats Regulations Assessment, Equality Impact Assessment

Stage	Key tasks
Pre-submission Publication Consultation (Regulation 19)	<ul style="list-style-type: none"> Consultation only on whether the plan meets the tests of soundness set out in national policy⁶, and whether it is legally compliant (i.e. the document and the way it has been prepared meet all requirements set in relevant legislation) Minimum of 6 week consultation period Consultation in line with legislative requirements
Tasks to be completed to before the plan can be submitted to the Secretary of State	<ul style="list-style-type: none"> Appoint a Programme Officer Consider pre-submission representations Collate pre-submission representations Compile submission document library
Submission (Regulation 22)	<ul style="list-style-type: none"> Submit the document to the Secretary of State, who will appoint an independent Planning Inspector from the Planning Inspectorate
Examination (Regulation 24)	<ul style="list-style-type: none"> Respond to the Inspector's Matters, Issues and Questions in formal written statements Public hearing sessions are usually required Participate in public hearing sessions to answer Inspector's questions Undertake any further work or develop any modifications necessary to address Inspector's concerns about soundness or legal compliance Undertake Sustainability Appraisal (and potentially other appraisals or assessments) of modifications Public consultation on any necessary modifications - Minimum of 6 week consultation period Participate in any further hearing sessions which the Inspector may require following the responses to consultation on the modifications
Receipt of Inspector's Report (Regulation 25)	<ul style="list-style-type: none"> This marks the end of the examination The Inspector's Report will recommend either: <ul style="list-style-type: none"> that the plan should be adopted, that it should be adopted with modifications, or that it should not be adopted. Publish the Inspector's report
Adoption (Regulation 26)	<ul style="list-style-type: none"> The plan will be returned to Council with the Inspector's recommendation for the Council to decide whether to adopt the plan. As soon as possible after adopting the plan: Publish the adopted Plan Publish an Adoption Statement Publish the Sustainability Appraisal report
After adoption: monitoring (Regulation 34) and review (Regulation 10A)	<ul style="list-style-type: none"> Annual monitoring of the implementation of the plan via the Authority Monitoring Report Complete a review every five years from the date of adoption to determine whether policies remain

⁶ Ministry of Housing, Communities and Local Government (February 2019) *National Planning Policy Framework*. Paragraph 35 states that plans are “sound” if they are positively prepared, justified, effective, and consistent with national policy.

Worcestershire Mineral and Waste Local Development Scheme (September 2020 – December 2023)

Stage	Key tasks
	relevant and effectively address the needs of the local community

Project Screening

Impact Assessment Id: #96

1. Your Details

Name of person completing screening assessment

Marianne Pomeroy

Job Title

Team Leader (Minerals & Waste Planning Policy)

Directorate

Economy & Infrastructure

Service Area

Strategic Infrastructure & Economy

Email Address

MPomeroy@worcestershire.gov.uk

Connection to project (e.g. project manager)

Team leader overseeing mineral and waste policy

2. Project Summary

For the purposes of the impact assessment screening, we will refer to the activity or area being assessed as a project.

Project Name

Mineral and Waste Local Development Scheme

Name of Project Sponsor

Emily Barker

Name of Project Manager

Marianne Pomeroy

Name of Project Lead

Marianne Pomeroy

Project Reference (if known)

Please give a brief description of the project

Worcestershire County Council is the Local Planning Authority for minerals and waste planning for the county of Worcestershire. The Planning and Compulsory Purchase Act 2004, as amended, sets out the requirement for Local Planning Authorities to prepare and maintain a scheme and schedule of planning policy documents that it intends to produce, known as a Local Development Scheme. The Minerals and Waste Local Development Scheme (LDS) has two main purposes:

- To inform the public about the preparation and adoption of planning documents; and
 - To establish and reflect Council priorities and enable work programmes to be set for the preparation of the documents.
- As circumstances change and the process of making development plans moves forward, it is necessary to review and revise the LDS in order to keep it up to date. The LDS being considered by Council in September 2020 is proposed to replace the previous document which came into effect in July 2018.

3. Data Protection

We need to establish if the proposal involves processing personal data. Personal data is information that relates to an identified or identifiable individual.

Name of Information Asset Owner
Senior officer responsible for the project's information assets

Rachel Hill

Does the project, any project work stream or project outcome involve any personal data? Some examples of personal data are given below. No

Appearance:

photograph, physical description

Basic Identifiers:

name, date of birth, age, biometric data, ethnic origin, gender, genetic data, race, sex

Contact Details:

address, email address, home phone number, mobile phone number, postcode

ID Number:

National Insurance Number, driving licence number, NHS number, online identifier, other general identifier

Employment:

work related training/awards

Financial:

income/financial/tax situation

Lifestyle:

health or social care, living habits, marital status, philosophical beliefs, political opinions, religion, sex life, trade union membership

Technology:

login/username, device MAC address (wireless network interface), device IMEI number, IP Address, location data (travel/GDPS/GSM data), website cookies

As you answered 'No' , please explain your reasoning below:

The Local Development Scheme sets the timetable for various mineral and waste development plan documents (planning policies) which the Council will develop and/or revise over the next three years. Whilst personal data (basic identifiers and contact details) is required to enable consultation on planning documents, a planning consultation database is already in place. Revising the Local Development Scheme itself will not impact the data required or how it is managed.

4. Equality

We need to determine whether the project could affect residents and/or Council staff because they share any of the Protected Characteristics defined in the Equality Act 2010 namely Age, Disability, Gender Reassignment, Marriage/Civil Partnership, Pregnancy, Race, Religion/Belief, Sex and Sexual Orientation.

Does the project relate to an area where data/research indicates that inequalities are already known to exist? No

Could this project have any effect on, service delivery or usage, other aspects of daily life or community participation levels for people because they belong to any of the groups below?

Age No

e.g. a person belonging to a particular age group (for example 18 – 30-year olds).

Disability No

e.g. A person has a disability if she or he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

Gender Re-Assessment No

e.g. The process of transitioning from one gender to another.

Marriage/Civil Partnership Status No

e.g. Marriage is a union between a man and a woman or between a same-sex couple. Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must not be treated less favourably than married couples (except where permitted by the Equality Act).

Pregnancy/Maternity No

e.g. Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

Race No

e.g. Refers to the protected characteristic of race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

Religion or Belief No

e.g. Religion refers to any religion, including a lack of religion. Belief refers to any religious or philosophical belief and includes a lack of belief. Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

Sex No

Sexual Orientation No

e.g. Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.

Health Inequalities No

e.g. Any preventable, unfair & unjust differences in health status between groups, populations or individuals that arise from the unequal distribution of social, environmental & economic conditions within societies.

As you answered 'No' to all the questions, please explain your reasoning below:

The Local Development Scheme sets the timetable for various mineral and waste development plan documents (planning policies) which the Council will develop and/or revise over the next three years. Each document will be subject to its own equalities and health impact assessment processes, and the Local Development Scheme itself cannot impact these issues.

5. Public Health

We also want to understand if the project will have any impacts on public health.

The social, economic, cultural and physical environment in which people live their lives has a significant effect on their health and wellbeing. Although genetics and personal behaviour play a strong part in determining an individual's health, good health starts where we live, where we work and learn, and where we play.

Improving public health requires taking a broader view of the conditions that create health and wellbeing, from how we plan and develop our urban spaces and places, to the opportunities for employment, recreation, and social connection available to all who live in them.

Health inequalities are the preventable, unfair and unjust differences in health status between groups, populations or individuals that arise from the unequal distribution of social, environmental and economic conditions within societies, which determine the risk of people getting ill, their ability to prevent sickness, or opportunities to take action and access treatment when ill health occurs.

Could the project have an impact on any of the following factors?

Social and Economic No

e.g. culture, social support (neighbourliness, social networks/isolation), spiritual participation, employment opportunities.

Physical Health No

e.g. physical activity is expected to increase, influenza vaccination uptake increase

Mental Health & Wellbeing No

e.g. benefits to children's mental health, benefits to adult carer wellbeing.

Access to Services No

e.g. access to (location/disabled access/costs) and quality of primary/community/secondary health care, child care, social services, housing/leisure/social security services; public transport, policing, other health relevant public services, non-statutory agencies and services.

As you answered 'No' to all the questions, please explain your reasoning below:

The Local Development Scheme sets the timetable for various mineral and waste development plan documents (planning policies) which the Council will develop and/or revise over the next three years. Each document will be subject to its own health impact assessment process, and the Local Development Scheme itself cannot impact these issues.

5. Environmental Sustainability

We want to understand if the project activity and project outcomes will have an impact on environmental sustainability. Please be mindful that the Council has committed to reduce its emissions to net-zero by 2050 and most projects are likely to have an impact on this target. This should be a key consideration in your project delivery and should be reviewed when completing these screening documents.

Could this project have an impact on the categories listed below?

Greenhouse Gas (GHG) Emissions (including CO₂) No

e.g. increased GHG emissions as a result of project implementation, which may also be linked with efficient use of resources in WCC buildings; transport; emissions from waste; and procurement.

Efficient Use of Resources No

e.g. consumption of energy resources, water, electricity, gas and heating fuels.

Transport No

e.g. number of people travelling, alternative transport modes.

Waste No

e.g. increase in waste generated or an increase in waste recycling.

Wildlife and Biodiversity No

e.g. impacts on the natural environment or enhancements to the natural environment.

N.B. This refers to any direct or indirect modifications to landholdings, including but not limited to removal of vegetation, alteration or demolition of buildings or modification of watercourses or lighting (not limited to just green space/trees).

Pollution to Land or Water No

e.g. risk of pollution to the local environment.

Pollution to Air No

e.g. risk of pollution to air, activity which may adversely affect air quality or increase emissions to air

Resilience to climate change No

e.g. risks of extreme weather and climate impacts on the project.

Historic Environment No

e.g. impacts on Historic Environment or enhancements of the Historic Environment.

Procurement No

e.g. could procurement associated with the project result in an increase of natural resources (such as long-distance shipping of goods); could use be made of local resources or work forces to support delivery of the project.

As you answered 'No' to all the questions, please explain your reasoning below:

The Local Development Scheme sets the timetable for various mineral and waste development plan documents (planning policies) which the Council will develop and/or revise over the next three years. Each document will be subject to its own suite of assessments, including Sustainability Appraisal, and the Local Development Scheme itself cannot impact these issues.

7. Results of Screening

Data Protection	Does not need a full impact assessment
Equality and Public Health	Does not need a full impact assessment
Environmental Sustainability	Does not need a full impact assessment

This page is intentionally left blank

P4 Outturn Forecast - 2020/21 SLT Revenue Budget Monitoring Forecast by Service				One Off / Adjustments				Excluding Covid-19 Full Yr Position		
Service	2020/21 Gross Budget	2020/21 Net Budget	2020/21 Forecast Excluding Covid-19 & Exc One-off Adjustments	20/21 Draft Variance Before Adj's	Transfer to Capital	Proposed Additional Use of Reserves / Cfwds Grants	Proposed C/Fwds	2020/21 Forecast Excluding Covid-19 Incl one off adj	Variance After Adj's	Variance After Covid-19 Pressures
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
DSG - School Formula Budgets	130,365	130,365	130,365	0	0	0		130,365	0	0
DSG - High Needs Pupils	52,136	52,136	52,781	645	0	0		52,781	645	645
DSG - Early Years	35,886	35,886	35,886	0	0	0		35,886	0	0
DSG - Statutory Duties / Historic Commitments	3,515	3,515	3,515	0	0	0		3,515	0	0
DSG - Other School Grants	15,176	0	(43)	(43)	0	0		(43)	(43)	(43)
DSG - Dedicated Schools Grant	0	(221,903)	(221,903)	(602)	0	0		(222,505)	(602)	(602)
Total Dedicated Schools Grant (DSG)	237,079	0	602	0	0	0	0	0	0	0
WCF Contract	120,361	101,449	114,769	(0)	0	0		101,448	(0)	4,618
Total WCF (Excl DSG)	120,361	101,449	114,769	(0)	0	0	0	101,448	(0)	4,618
Business, Administration & Systems	458	(375)	(386)	(11)	0	0		(386)	(11)	(11)
Strategic Land & Economy	4,428	1,116	2,705	1,589	0	(1,496)		1,209	93	93
Waste management	47,169	27,947	31,838	3,891	0	(3,891)		27,947	0	1,728
Infrastructure & Assets	6,250	6,146	5,903	(243)	0	0		5,903	(243)	(243)
Winter Maintenance	1,179	1,179	1,179	0	0	0		1,179	0	0
Project Delivery	748	326	252	(74)	128	16		395	69	69
Sustainable Schemes	560	46	(31)	(77)	0	0		(31)	(77)	(77)
Operations, Highways and PROW	8,429	6,960	7,083	132	7	0		7,099	139	139
Transport Operations	16,390	11,114	10,798	(316)	60	0		10,858	(256)	(256)
Planning & Regulation	1,877	908	1,513	605	69	(471)		1,111	203	818
Network Control	2,996	567	535	(32)	24	0		559	(7)	(7)

P4 Outturn Forecast - 2020/21 SLT Revenue Budget Monitoring Forecast by Service				One Off / Adjustments				Excluding Covid-19 Full Yr Position		
Service	2020/21 Gross Budget	2020/21 Net Budget	2020/21 Forecast Excluding Covid-19 & Exc One-off Adjustments	20/21 Draft Variance Before Adj's	Transfer to Capital	Proposed Additional Use of Reserves / Cfwds Grants	Proposed C/Fwds	2020/21 Forecast Excluding Covid-19 Incl one off adj	Variance After Adj's	Variance After Covid-19 Pressures
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Economy & Infrastructure	90,484	55,933	61,389	5,465	287	(5,843)	0	55,842	(91)	2,252
COACH - Management	613	266	203	(63)	0	0		203	(63)	(63)
Legal and Democratic Services	8,053	5,163	4,976	(196)	21	109		5,096	(66)	(66)
Commercial, Management Information & Research	2,566	235	263	28	0	(107)		157	(79)	(79)
Property Services	9,287	715	293	(422)	11	0		305	(410)	(273)
Digital, IT and Customer Services	9,081	504	683	179	(2)	(100)		581	78	498
Programme Office	1,229	43	356	314	168	(482)		43	0	1,060
Total Commercial and Change	30,829	6,925	6,774	(159)	198	(580)	0	6,384	(541)	1,076
Engagement & Communications	740	56	47	(9)	0	0		47	(9)	(9)
Health & Safety	350	22	17	(5)	0	0		17	(5)	(5)
HR - Core	5,427	444	95	(349)	0	(55)		40	(404)	(404)
HR - Old	0	0	0	0	0	0		0	0	0
Chief Executive	612	448	269	(179)	159	0		429	(19)	1,037
Total Chief Executive	7,129	970	428	(542)	159	(55)	0	532	(438)	618
Better Care Fund (excluding Health)	10,128	(267)	(267)	0	0	0		(267)	0	0
Adults Commissioning Unit	2,342	597	574	(23)	0	0		574	(23)	(23)
Learning Disabilities	70,724	61,262	63,341	2,078	0	0		63,341	2,078	3,490
Mental Health	22,405	17,111	17,721	609	0	0		17,721	609	909
Older People	98,433	63,507	62,291	(1,217)	0	0		62,291	(1,217)	17,165
Physical Disabilities	18,980	16,132	14,924	(1,208)	0	0		14,924	(1,208)	(1,098)
Support Services	(233)	(16,742)	(16,114)	628	0	(385)		(16,500)	243	243
Future Fit	(1,105)	(10,924)	(10,777)	148	0	0		(10,777)	148	148
Total People - Adult Services	221,674	130,676	131,692	1,017	0	(385)	0	131,307	631	20,835
Adult Provider Services	13,728	9,299	9,550	251	0	0		9,550	251	560
Strategic Libraries	12,208	4,955	4,962	7	0	0		4,962	7	297
Museum Services	754	636	639	3	0	0		639	3	3
Archives and Archaeology	3,294	1,525	1,409	(116)	0	0		1,409	(116)	255

P4 Outturn Forecast - 2020/21 SLT Revenue Budget Monitoring Forecast by Service				One Off / Adjustments				Excluding Covid-19 Full Yr Position		
Service	2020/21 Gross Budget	2020/21 Net Budget	2020/21 Forecast Excluding Covid-19 & Exc One-off Adjustments	20/21 Draft Variance Before Adj's	Transfer to Capital	Proposed Additional Use of Reserves / Cfwd Grants	Proposed C/Fwds	2020/21 Forecast Excluding Covid-19 Incl one off adj	Variance After Adj's	Variance After Covid-19 Pressures
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Greenspace & Gypsy Services	1,819	500	500	(1)	0	0		500	(1)	206
Community Services Leadership Team	204	204	179	(26)	0	0		179	(26)	(26)
Skills & Inv incAdult learning	2,080	414	420	5	0	0		420	5	5
Severn Arts Music	0	0	0	0	0	0		0	0	0
SENDIASS	160	95	95	(0)	0	0		95	(0)	(0)
Chs Comm & Ptnership	349	349	349	(0)	0	0		349	(0)	(0)
Historic Chs	11,690	380	357	(23)	0	0		357	(23)	(23)
Registration & Coroner	2,160	872	870	(3)	0	0		870	(3)	1,065
Total People - Communities	48,447	19,230	19,329	99	0	0	0	19,329	99	2,344
Public Analyst	67	67	42	(25)	0	0		42	(25)	(25)
Tading Standards	872	183	306	(0)	0	0		183	(0)	123
Childrens S75	19,505	1,604	1,604	0	0	0		1,604	0	0
Public Health Grant Funded Services	499	0	(463)	(463)	0	463		(0)	(0)	(0)
People - Public Health	20,942	1,854	1,488	(489)	0	463	0	1,829	(25)	98
Total : Services (Excl DSG)	539,868	317,037	335,870	5,389	645	(6,399)	0	316,672	(365)	31,842

P4 Outturn Forecast - 2020/21 SLT Revenue Budget Monitoring Forecast by Service				One Off / Adjustments				Excluding Covid-19 Full Yr Position		
Service	2020/21 Gross Budget	2020/21 Net Budget	2020/21 Forecast Excluding Covid-19 & Exc One-off Adjustments	20/21 Draft Variance Before Adj's	Transfer to Capital	Proposed Additional Use of Reserves / Cfwrd Grants	Proposed C/Fwds	2020/21 Forecast Excluding Covid-19 Incl one off adj	Variance After Adj's	Variance After Covid-19 Pressures
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Financial Services	4,064	584	549	(35)	0	0		549	(35)	(35)
Financing Transactions (Borrowing and Investments)	15,969	15,593	13,500	(2,093)	0	0	2,093	15,593	0	(2,043)
MRP	10,782	10,782	6,700	(4,082)	0	0	4,082	10,782	0	(4,082)
Contributions and Precepts	259	259	259	0	0	0		259	0	0
Pension Fund Backfunding Liabilities	4,401	4,401	4,730	329	0	0		4,730	329	329
Miscellaneous Whole Organisation Services	608	358	272	(86)	0	0		272	(86)	(86)
New Homes Bonus Grant Income	0	(2,614)	(2,614)	0	0	0		(2,614)	0	0
COVID-19	0	0	0	0	0	0		0	0	(52,104)
Whole Organisation - Contingency	431	431	0	(431)	0	0	223	223	(208)	(431)
Finance / Corporate Items	36,514	29,794	23,396	(6,398)	0	0	6,398	29,794	(0)	(58,452)
Organisation Review	(1,692)	(1,692)	(706)	1,692	0	0		0	1,692	1,692
Other General Covid-19 Pressures	0	0	0	0	0	0		0	0	22,138
Commercial Savings	0			0	0	0		0	0	0
Financial Risk Reserve	0			(706)	0	0		(706)	(706)	(706)
Non-Assigned Items	(1,692)	(1,692)	(706)	986	0	0	0	(706)	986	23,124
Funding - Transfer To/(From) Reserves	1,112	1,112	0	0	0			1,112	0	0
Total (Excl DSG)	575,802	346,251	358,560	(23)	645	(6,399)	6,398	346,872	621	(3,487)
Council Tax	(279,130)	(279,130)	(279,130)	0				(279,130)	0	5,100
Collection Fund (Surplus) / Deficit	(2,820)	(2,820)	(2,820)	0				(2,820)	0	0
Business Rates Reserve	(500)	(500)	(500)	0				(500)	0	0
Business Rates Retention Scheme	(63,801)	(63,801)	(63,801)	0				(63,801)	0	0
Total - Funding	(346,251)	(346,251)	(346,251)	0	0	0	0	(346,251)	0	5,100
Grand Total - Services and Funding (Excl DSG)	229,550	(0)	12,308	(23)	645	(6,399)	6,398	620	621	1,613
Total Dedicated Schools Grant (DSG)	237,079	0	602	0	0	0	0	0	0	0
Total	466,629	(0)	12,910	(22)	645	(6,399)	6,398	621	621	1,613

P4 Outturn Forecast - 2020/21 SLT Revenue Budget Monitoring Forecast by Service						
Directorate Variances over £250,000						
	Subtotal	362,685	357,533	(5,152)	-1%	
S/H	Dir.	Service	Budget £000	Projection £000	Variance £000	Variance %
S	PEOPLE	Learning Disabilities	61,262	63,341	2,078	3.4%
S	PEOPLE	Mental Health	17,111	17,721	609	3.6%
S	PEOPLE	Older People	63,507	62,291	(1,217)	-1.9%
S	PEOPLE	Physical Disabilities	16,132	14,924	(1,208)	-7.5%
S	PEOPLE	Adult Provider Services	9,299	9,550	251	2.7%
S	E&I	Transport Operations	11,114	10,858	(256)	-2.3%
S	COACH	Property Services	715	305	(410)	-57.4%
S	CEX	HR - Core	444	40	(404)	-90.9%
H	CFC	WCF Contract	101,449	101,448	()	0.0%
S	CFC	DSG - High Needs Pupils	52,136	52,781	645	1.2%
S	FIN	Financing Transactions (Borrowing and Investments)	15,593	13,550	(2,043)	-13.1%
S	FIN	MRP	10,782	6,700	(4,082)	-37.9%
S	FIN	Pension Fund Backfunding Liabilities	4,401	4,730	329	7.5%
S	FIN	Whole Organisation - Contingency	431		(431)	-100.0%
S	NON	Organisation Review	(1,692)		1,692	-100.0%
S	NON	Financial Risk Reserve		(706)	(706)	0.0%

This page is intentionally left blank

P4 P4 Outturn Forecast - 2020/21 SLT Revenue Budget Monitoring Forecast by Service

Transfers To Capital

Subtotal	645
-----------------	------------

S/H	Dir.	Service	Trf to Capital £000	Capitalisation - Detail
S	E&I	Project Delivery	128	General E&I project delivery
S	E&I	Operations, Highways and PROW	7	Countryside Access
S	E&I	Transport Operations	60	Transportation Services overheads
S	E&I	Planning & Regulation	69	Strategic Planning management
S	E&I	Network Control	24	Higher than anticipated capitalisation of salaries in network control
S	COACH	Legal and Democratic Services	21	
S	COACH	Property Services	11	Increased capitalisation of salaries due to project work
S	COACH	Digital, IT and Customer Services	(2)	
S	COACH	Programme Office	168	Increased capitalisation of salaries due to project work
S	CEX	Chief Executive	159	Capitalisation of core programme office team - no spend

This page is intentionally left blank

P4 P4 Outturn Forecast - 2020/21 SLT Revenue Budget Monitoring Forecast by Service

Additional Use of Reserves

Reserves	Subtotal	(6,399)
----------	----------	---------

S/H	Dir.	Service	Additional Use of Reserves	Additional Use of Reserves - Detail
			£000	
S	PEOPLE	Support Services	(385)	
S	PEOPLE	Public Health Grant Funded Services	463	Reserve to be used to support in year PH expenditure from the ringed fenced reserves which is made up of prior year unused grant
S	E&I	Strategic Land & Economy	(1,496)	Use of £1.021m Open for Business 2029/20 reserve, £0.125m for OFB careers enterprise reserve, £285m OFB ERDF match funding, £0.021m other OFB in 2020/21 and £0.070m LA business Growth incentive scheme
S	E&I	Waste management	(3,891)	Additional use of waste reserve to cover costs associated with undelivered savings target - part of this to be adjusted to reflect the use of Covid grant going forward and expected to reduce by £1.227m for Month 4
S	E&I	Project Delivery	16	Adjustment to Broadband reserve
S	E&I	Planning & Regulation	(471)	Minerals Plan
S	COACH	Legal and Democratic Services	109	
S	COACH	Commercial, Management Information & Research	(107)	Transformation Fund drawdown - Core Commercial Team & Research
S	COACH	Digital, IT and Customer Services	(100)	Transformation Fund drawdown - CIMU
S	COACH	Programme Office	(482)	to be reviewed use of reserve or grant funding to support this expenditure
CEX	HR - Core		(55)	

This page is intentionally left blank

P4	P4 Outturn Forecast - 2020/21 SLT Revenue Budget Monitoring Forecast by Service		
-----------	--	--	--

Proposed Carryforwards

C/fwd	Subtotal	6,606
-------	----------	-------

S/H	Dir.	Service	Cfwds	Carry Fwds - Detail
			£000	
S	FIN	Financing Transactions (Borrowing and Investments)	2,093	to review at end of year, potentially to add to Financial Risk Reserve or to cover additional COVID-19 spend in year
S	FIN	MRP	4,082	to review at end of year, potentially to add to Financial Risk Reserve or to cover additional COVID-19 spend in year
S	FIN	Whole Organisation - Contingency	431	to review at end of year, potentially to add to Financial Risk Reserve or to cover additional COVID-19 spend in year

This page is intentionally left blank

2020/21 MTFP SAVINGS RAG RATINGS

Directorate	Unique Reference No.	Area	Transformation Reforms - New Proposed Reforms/Existing Reforms and Accounting Adjustments/Alternative Sources of Funding	2019/20 MTFP b/f £'000s	20/21 MTFP Savings Target £'000s	20/21 Total Savings Target £'000s	20/21 Delivered £'000s	20/21 On Target £'000s	20/21 Amber £'000s	20/21 Red £'000s
WCF	WCF 1	Placements & Provision	Housing Support contract review		56	56		56	0	0
WCF	WCF 2	Early Help & Partnerships	Commissioning Service Review		75	75		75		
WCF	WCF 3	Safeguarding Locality Teams	Adoption Group Manager post and Overnight Short Breaks service		206	206		206		
WCF	WCF 4	Home to School & Colleg Transport	Post 16 education transport inflationary increase		100	100				100
E&I	E&I 1	Infrastructure	County Enterprises efficiencies		30	30				30
E&I	E&I 2	Various	Delaying of management and removal of posts. This will be carried out through consultation with the recognised Trade Unions and staff as per the Council's HR policies and practices.		830	830		207		623
E&I	E&I 3	Various	Further Lean systems review following the reorganisation to review end-to end processes and practices		500	500			0	500
CoaCh	CoaCh 1	Legal & Democratic Services	Review of processes, income generation and structure within Legal services. Where required consultation will take place with staff and the recognised trade unions using the Councils HR policies and practices.		70	70		70		
CoaCh	CoaCh 2	Management Information and Research (MIAR)	A redesign of the provision, collation and use of data across the organisation. The Council currently has several teams that manage, collect and report on data. This proposal looks to redesign the way that works and to pull together under one team to better manage information and improve the intelligence of decision making and use of information. This will require a restructure and will involve consultation with staff following the Trade Unions Councils HR policies and practices.		180	180				180
CoaCh	CoaCh 3	ICT	Review of processes, income generation and structure within IT services. Where required consultation will take place with staff and the recognised trade unions using the Councils HR policies and practices.		60	60			60	
CoaCh	CoaCh 4	Property	Rationalise property maintenance costs (2021/22)			-				
HR	HR 1	HR & OD	Review of processes, income generation and structure within HR and OD. Where required consultation will take place with staff and the recognised trade unions using the Councils HR policies and practices.		405	405		405		

Directorate	Unique Reference No.	Area	Transformation Reforms - New Proposed Reforms/Existing Reforms and Accounting Adjustments/Alternative Sources of Funding	2019/20 MTFP b/f £'000s	20/21 MTFP Savings Target £'000s	20/21 Total Savings Target £'000s	20/21 Delivered £'000s	20/21 On Target £'000s	20/21 Amber £'000s	20/21 Red £'000s
HR	HR 2	Engagement and Communications	Review of processes, income generation and structure within Engagement and Communications services. Where required consultation will take place with staff and the recognised trade unions using the Councils HR policies and practices.		250	250				250
HR	HR 3	Occupational Health	Support for Occupational Health from Public Health Ring-fenced Grant (PHRG). This will not constitute a reduction in service delivery as it is merely a change in funding for the operations. It has been identified that these areas should demonstrate a direct positive impact on the health and well-being of staff and the public and therefore meets the criteria for use of PHRG.		160	160	160			
PEOPLE	PEOPLE 1	People Services Staffing	Review of processes, income generation and structure within People Services. Where required consultation will take place with staff and the recognised trade unions using the Councils HR policies and practices.		830	830	606			224
PEOPLE	PEOPLE 2	Provider Service	Provider Service Review in order to develop an optimum model for one service that will provide reablement focused care and support across the current pathway one teams and the intended community teams.		500	500		500		
PEOPLE	PEOPLE 3a	Community Reablement and Stay at Home Service	Demand management opportunities to mitigate the growth in numbers, cost and complexity of people within the adult services by the development of the community reablement and stay at home service, use of assistive technology, more effective commissioning of external placements and improvements to access to services using digital technology.		440	440			200	240
PEOPLE	PEOPLE 3b	Digital and Front Door redesign	Demand management opportunities to mitigate the growth in numbers, cost and complexity of people within the adult services by the development of the community reablement and stay at home service, use of assistive technology, more effective commissioning of external placements and improvements to access to services using digital technology.		100	100		100		
PEOPLE	PEOPLE 3c	Assistive Technology	Demand management opportunities to mitigate the growth in numbers, cost and complexity of people within the adult services by the development of the community		200	200		200		
PEOPLE	PEOPLE 3d	Block Purchasing Nursing Care Home Beds	Demand management opportunities to mitigate the growth in numbers, cost and complexity of people within the adult services by the development of the community reablement and stay at home service, use of assistive technology, more effective commissioning of external placements and improvements to access to services using digital technology.		115	115				115
PEOPLE	PEOPLE 4	Direct Payments	Reduce Budget Contingency for Direct Payments		250	250		250		
PEOPLE	PEOPLE 5	Commissioning Staff	Contribution to additional commissioning staff by the use of Public Health Ring-Fenced Grant (PHRG). This will not constitute a reduction in service delivery as it is merely a change in funding for the relevant staff		60	60	60			
PEOPLE	PEOPLE 6	Care Packages	Reviews of current care packages - increasing independence – full year effect of 2019/20 saving		130	130				130

Directorate	Unique Reference No.	Area	Transformation Reforms - New Proposed Reforms/Existing Reforms and Accounting Adjustments/Alternative Sources of Funding	2019/20 MTFP b/f £'000s	20/21 MTFP Savings Target £'000s	20/21 Total Savings Target £'000s	20/21 Delivered £'000s	20/21 On Target £'000s	20/21 Amber £'000s	20/21 Red £'000s
PEOPLE	PEOPLE 7	CHC Funding	Continuing Health Care funding is available to some individuals who have a nursing rather than social care need – the project aims to ensure that individuals who are entitled to CHC receive services through health funding streams – full year effect of 2019/20 saving.		500	500			125	375
PEOPLE	PEOPLE 8	Benefit maximisation	In partnership with DWP/Voluntary sector partners support people to maximise their entitlement to benefits; to help promote health and wellbeing whilst aiding independent living. This will increase the amount that people can contribute to their care – full year effect of 2019/20 saving.		170	170	170			
PEOPLE	PEOPLE 9	Community Solutions Fund	Planned reduction of the one-year community solutions fund to £45,000		100	100	100			
PEOPLE	PEOPLE 10	Communities - Libraries	Library efficiencies identified in previous years which involves the transformation of library service delivery models which puts emphasis on engaging local communities, implementing new technologies and service delivery models.		205	205		139	16	50
PEOPLE	PEOPLE 11a	Coroners & Registrars	Support for Adult Learning (£0.211m), Positive Activities (£0.65m), Coroners (£0.130m) from Public Health Ring-fenced Grant (PHRG). This will not constitute a reduction in service delivery as it is merely a change in funding for the operations. It has been identified that these areas should demonstrate a direct positive impact on the health and well-being of staff and the public and therefore meets the criteria for use of PHRG.		130	130	130			
PEOPLE	PEOPLE 11b	Communities - Adult Learning			211	211	211			
PEOPLE	PEOPLE 11c	Communities - Positive Activities			65	65	65			
PEOPLE	PEOPLE 12	Public Health - Trading Standards	Support for Trading Standards through use of the Public Health Ring-fenced Grant (PHRG) as it has been identified that the benefits delivered by this service have a direct impact on health and well-being of the public. This is not a reduction in delivery of the service, just a change in funding. There is also a proposal to enhance the level of trading standards activities through further use of PHRG.		172	172	172			

Capital Programme 2019/20 to 2022/23 Onwards

	YEAR-END OUTTURN 2019/20	REVISED FORECAST 2020/21	REVISED FORECAST 2021/22	REVISED FORECAST 2022/23 and Beyond	REVISED TOTAL FORECAST (Including Outturn 19/20)
TOTAL EXPENDITURE	£000	£000	£000	£000	£000
CHILDREN AND FAMILIES	9,834	26,466			36,300
OPEN FOR BUSINESS	45,452	77,995	20,136	800	144,383
THE ENVIRONMENT	38,636	73,280	17,201	2,143	131,260
HEALTH & WELL-BEING	4,070	3,412			7,482
EFFICIENCY & TRANSFORMATION	6,568	12,553	5,620	5,056	29,797
TOTAL	104,560	193,706	42,957	7,999	349,222

	YEAR-END OUTTURN 2019/20	REVISED FORECAST 2020/21	REVISED FORECAST 2021/22	REVISED FORECAST 2022/23 and Beyond	REVISED TOTAL FORECAST (Including Outturn 19/20)
TOTAL FUNDING	£000	£000	£000	£000	£000
TEMPORARY AND LONG TERM BORROWING	30,502	76,992	24,868	4,426	136,788
CAPITAL RECEIPTS	9,652	10,950	3,559	3,550	27,711
GOVERNMENT GRANTS	56,351	94,667	14,303	23	165,344
CAPITAL RESERVE	1,192	598			1,790
THIRD PARTY CONTRIBUTIONS	6,863	10,499	227		17,589
REVENUE BUDGETS					
TOTAL	104,560	193,706	42,957	7,999	349,222

Children and Families	YEAR-END OUTTURN 2019/20	REVISED FORECAST 2020/21	REVISED FORECAST 2021/22	REVISED FORECAST 2022/23 and Beyond	REVISED TOTAL FORECAST (Including Outturn 19/20)
	£000	£000	£000	£000	£000
- The Chantry High School Expansion	109	22			131
- Nunnery Wood High School Expansion	764	484			1,248
- Christopher Whitehead High School Expansion	7	15			22
- Rushwick Primary School Expansion		130			130
- Bengeworth 1st		139			139
- Social Care Projects	217	37			254
- Social Care Projects 17/18	138	3,323			3,461
- Redditch S.77 Projects	12				12
- Evesham St Andrews	1	129			130
- Leigh and Bransford	57	165			222
- Holyoaks Field 1st School	936	4,966			5,902
- Worcester Library and History Centre (Non - PFI capital costs)	27	147			174
- Redditch Library	12	119			131
- Kidderminster Library	6	78			84
- Flexible use of Capital Receipts		133			133
- Major Schemes - Residual	250	54			304
- Capital Maintenance	978	6,716			7,694
- Basic Need	3,135	9,993			13,128
- School Managed Schemes (Inc. Universal Infant School meals and Devolved Formula Capital)	2,525	-368			2,157
- EFA Extension of Provision (Early Years)		259			259
- Healthy Pupil	73	-73			
- Special Provision	391	-391			
- Libraries Minor Works	196	247			443
- Composite Sums - Residual		142			142
TOTAL	9,834	26,466			36,300

	YEAR-END OUTTURN 2019/20	REVISED FORECAST	REVISED FORECAST	REVISED FORECAST	REVISED TOTAL FORECAST (Including Outturn 19/20)
		2020/21	2021/22	2022/23 and Beyond	
£000	£000	£000	£000	£000	£000
Open for Business					
- Open For business		1,550	1,000	450	3,000
- QinetiQ Land Purchase	1	2,000			2,001
- Worcester Technology Park	11	9	9		29
- Malvern Hills Science Park Scheme	18	321			339
- Local Broadband Plan Phase 1		3,310			3,310
- Local Broadband Plan Phase 3	510	3,386			3,896
- A4440 WSLR Phase 4	16,480	29,321	10,441		56,242
- A38 Bromsgrove	2,720	8,170	3,097		13,987
- Kidderminster Churchfields	1,658	2,909	129		4,696
- Pershore Northern Infrastructure (including up to £5.1m from HIIF)	2,377	5,758	2,501		10,636
- HIIF Projects		1,271			1,271
- Capital Skills Programme	1,950	222			2,172
- Southern Link Dualling Phase 3	5,477	1,768			7,245
- Southern Link Dualling Phase 3 - Broomhall Way Footbridge	409	4,268			4,677
- Worcester Parkway Regional Interchange	6,850	1,320			8,170
- Kidderminster Rail Station Enhancement	2,338	931			3,269
- Railway Stations Upgrades / Extra Parking	359	3,541	750	350	5,000
- Next Generation Economic Game Changer Sites		2,500	1,500		4,000
- Town Centre Improvements:					
- Evesham	10	490			500
- Redditch	27	473			500
- Stourport	214	86			300
- Worcester	40	1,160			1,200
- Kidderminster Town Centre Phase 2	1,546	8			1,554
- Redditch Town Centre	2	0			2
- Worcester City Centre	963	412			1,375
- Malvern Public Realm		39			39
- ERDF Capital Projects	1,492	2,769	709		4,970
TOTAL	45,452	77,995	20,136	800	144,383

	YEAR-END OUTTURN 2019/20	REVISED FORECAST	REVISED FORECAST	REVISED FORECAST	REVISED TOTAL FORECAST (Including Outturn 19/20)
		2020/21	2021/22	2022/23 and Beyond	
£000	£000	£000	£000	£000	£000
The Environment					
Local Transport Plan:					
- Structural Carriageway/Bridgeworks	27,617	33,868	6,287		67,772
- Integrated Transport	331	3,476	213		4,020
Major Schemes: Infrastructure					
- Cutting Congestion:					
- A38 / A4104 Staggered Junction Upton	36	3,964	2,500		6,500
- Evesham Town Centre	26	174			200
- Bromsgrove Town Centre	33	367	400		800
- Hoobrook Roundabout, Kidderminster	75	2,425			2,500
- Walking and Cycling Bridges:					
- River Severn - Keepax to Gheleuvelt Park	290	3,709			3,999
- River Severn - Sabrina Bridge refurbishment	1	2,900			2,901
- Local Members Highways Fund	324	1,948			2,272
- Walk Cycle Route to Worc Parkway	77	20			97
- Green Deal Communities	41	3			44
- Investment Initiatives to Support Business and /or Green Technology	1	1,172	151		1,324
- Energy Efficiency - Spend to Save	24	462			486
- Warm Homes Fund	72	234	196	23	525
- Eastham Bridge	16	18			34
- Pavement Improvement Programme	1,700	4,086	4,000		9,786
- Cutting Congestion Programme	5,489	6,109			11,598
- Cutting Congestion Programme - Phase 2					
- Highway Flood Mitigation Measures	757	584	1,000		2,341
- Worcester Transport Strategy	112	443			555
- Hoobrook Link Road - Pinch Points	108	27			135
- Public Rights of Way	241	359			600
- Zebra Crossings Package		592			592
- Covid 19 Emergency Active Travel Fund		97			97
- Highways Capital Maintenance Costs			1,000	2,000	3,000
- Highways Strategic Investment Fund	583	843	454	120	2,000
- Completion of Residual Schemes	199	31			230
- Vehicle Replacement Programme	101	1,704			1,805
- Street Column Replacement Programme	382	3,665	1,000		5,047
TOTAL	38,636	73,280	17,201	2,143	131,260

	YEAR-END OUTTURN 2019/20	REVISED FORECAST 2020/21	REVISED FORECAST 2021/22	REVISED FORECAST 2022/23 and Beyond	REVISED TOTAL FORECAST (Including Outturn 19/20)
	£000	£000	£000	£000	£000
Health and Well-Being					
Major Schemes:					
- Capital Investment in Community Capacity/ Specialised Housing	992	2,929			3,921
- Care Act Capital		61			61
- Social Care Case Management System Replacement	2,283				2,283
- IT Personalisation	444	-444			
- Capital funding utilisation		336			336
- A&CS Minor Works	90	271			361
- Social Care Performance IT Enhancement	261	259			520
TOTAL	4,070	3,412			7,482

	YEAR-END OUTTURN 2019/20	REVISED FORECAST 2020/21	REVISED FORECAST 2021/22	REVISED FORECAST 2022/23 and Beyond	REVISED TOTAL FORECAST (Including Outturn 19/20)
	£000	£000	£000	£000	£000
Efficiency and Transformation					
Major Schemes:					
- Digital Strategy	2,013	5,255	2,070	1,506	10,844
- Repair and Maintenance of a Longer Term Benefit (And BUoP)	959	2,877			3,836
- Stourport Library/ Coroners Relocation to Civic Centre		18			18
- Capitalised Transformation Costs	3,596	4,403	3,550	3,550	15,099
TOTAL	6,568	12,553	5,620	5,056	29,797

Appendix 8

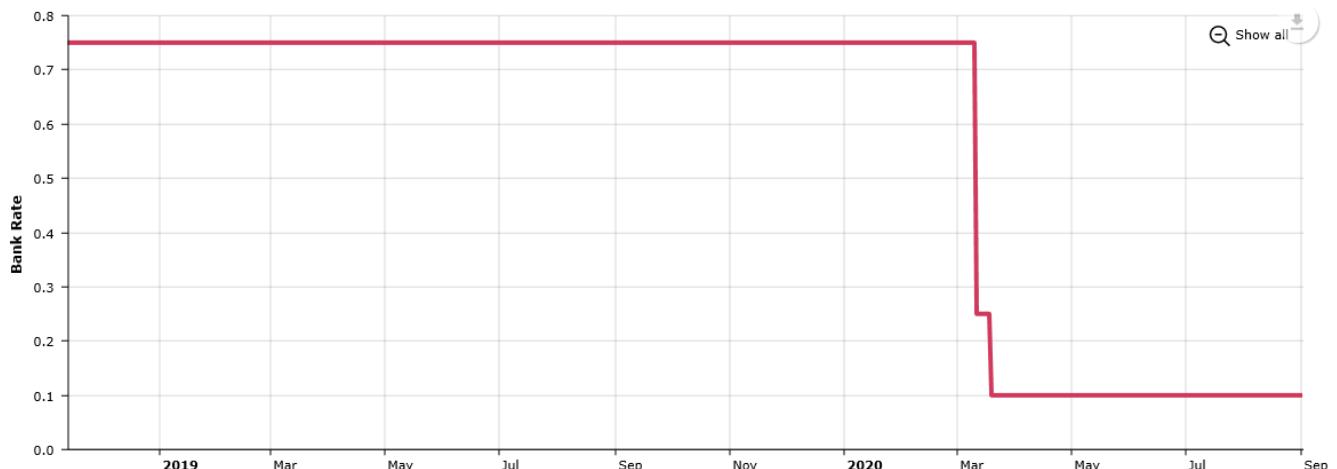
BORROWING AND LENDING TRANSACTIONS 2019/2020

1. In accordance with Financial Regulations and the Council's Treasury Management Policy Statement, the Chief Financial Officer is required to report annually on the activities of the Treasury Management operation.
2. This report details the borrowing and lending transactions undertaken by the Council for the 2019/20 financial year. Long term borrowing is used to fund Capital Projects and to replace principal sums repaid during the year. Lending transactions comprise instant access deposits, short-term investments on the London Money Markets, Ultra Short duration Bond Funds and with the Debt Management Office's deposit facility, held at the Bank of England.

Background

3. In response to the COVID pandemic, the bank rate was cut to a record low of 0.1% in March 2020 In line with the Treasury Management strategy approved by Council investments have been made with the UK Debt Management Office, other Local Authorities, selected banks, Short Bond Funds and Money Market funds.

Official Bank Rate



Source: Bank Of England.<https://www.bankofengland.co.uk/boeapps/database/Bank-Rate.asp>

Borrowing

4. The borrowing transactions and debt outstanding for the Council in 2019/20 are summarised as follows:

Statement of Borrowing Transactions for the year ended 31 March 2020

	Short Term		Longer Term			Total Debt £'000
	Local Deposit Loans	Short Term Temporary Loans	PWLB Loans	Money Market Loans	Total Longer Term	
	£'000	£'000	£'000	£'000	£'000	
Debt Outstanding at 1 April 2019	301	0	410,314	50,000	460,314	460,615
Loans Raised	53	0	35,000	0	35,000	35,053
Loans Repaid	(44)	(0)	(21,328)	(0)	(21,328)	(21,372)
Net Borrowing	9	0	13,672	0	13,672	13,681
Debt Outstanding at 31 March 2020	310	0	423,986	50,000	473,986	474,296

5. Total debt outstanding increased from £460.6 million to £474.3 million during the year. This increase comprises primarily of £35.0 million of new debt and repayment of £21.3 million annuity loans. All of the new debt is to support the financing of the approved capital programme. This level of debt is within the Capital Financing Requirement for 2019/20 (£635.2m) and also meets the Prudential Indicators for the authorised limit for external debt (£673.0m) and the operational boundary (£650.0m). All debt is fixed rate and meets the Council's limits on the type of debt it holds (fixed and variable).

6. The Public Works Loans Board (PWLB) remains the primary source of longer-term borrowing for the Council, all of the borrowing taken in 2019/20 was to support the Capital Programme.

Amount (£m)	Date Taken	Maturity Date	Rate (fixed to maturity)
10.000	11/04/2019	02/08/2059	2.34%
10.000	04/10/2019	02/08/2057	1.71%
7.500	07/10/2019	02/08/2042	1.79%
7.500	07/10/2020	02/08/2058	1.67%
35.000			1.90%

7. The total debt consists of longer and short-term debt. The longer-term debt of £460.3 million falls due for repayment as follows:

Within	£m	% of Total Debt
1 year	38.807	8.2
1 – 2 years	31.523	6.7
2 – 5 years	34.146	7.2
5 – 10 years	53.281	11.2
10 years and over	316.229	66.7
	473,986	100.0

8. Total debt outstanding is within plan and stands at £460.6 million at 31 March 2019, at an average rate of 3.33% (3.48% for 2018/19).

9. The short-term debt consists of local deposit loans repayable at seven days' notice which total £0.310 million on 31st March 2020. This has increased by £0.009m compared with March 2019.

Lending

10. The temporary lending transactions for 2019/20 of the Council's cash balances are summarised as follows:

	£m	£m
Balance at 01/04/2019		57
Investments made during the year (267)	886	
Less		
Investments recalled during the year (276)	(854)	
		32
Balance at 31/03/2020		89

11. All investments are made in accordance with the Council's Treasury Management Policy and to institutions that satisfy the criteria in the Council's Treasury Management Practices.

12. The average rate earned on investments during 2019/20 was 0.73%. The net interest earned on investments totalled £0.899 million.

13. The Chief Financial Officer concludes that the management of debt and short-term investments continues to be cost effective.

This page is intentionally left blank