

Cabinet

Agenda

Thursday 25 January 2018

The Cabinet will meet at SHIRE HALL, WARWICK on Thursday 25 January 2018 at 13.45.

Please note that this meeting will be filmed for live broadcast on the internet. By entering the meeting room and using the public seating area you are consenting to being filmed. All recording will be undertaken in accordance with the Council's Standing Orders.

The agenda will be:

1. General

1) Apologies for absence.

2) Members' Disclosures of Pecuniary and Non-Pecuniary Interests.

Members are required to register their disclosable pecuniary interests within 28 days of their election of appointment to the Council. A member attending a meeting where a matter arises in which s/he has a disclosable pecuniary interest must (unless s/he has a dispensation):

- Declare the interest if s/he has not already registered it
- Not participate in any discussion or vote
- Must leave the meeting room until the matter has been dealt with.
- Give written notice of any unregistered interest to the Monitoring Officer within 28 days of the meeting

Non-pecuniary interests must still be declared in accordance with the Code of Conduct. These should be declared at the commencement of the meeting.

3) Minutes of the meeting held on the 7 December 2017

To approve the minutes of the meeting held on 7 December 2017.

4) Public Speaking

To note any requests to speak in accordance with the Council's Public Speaking Scheme (see footnote to this agenda).

2. One Organisational Plan Quarterly Progress Report April – December 2017

This report provides Cabinet with an update on performance against performance targets for the period April to December 2017

Cabinet Portfolio Holders: Councillor Peter Butlin and Councillor Kam Kaur

3. 2018/19 Refresh of the Medium Term Financial Plan 2020 – Updated Information

This report updates members on the latest information on the MTFP and in doing so it also provides Cabinet with the opportunity to issue their final 2018/19 revenue and capital budget resolutions. Where final information is not available in time for the publication of this report, an updated version will be tabled at Cabinet on 25 January 2018.

Cabinet Portfolio Holder: Councillor Peter Butlin

4. Home to School Transport Policy

The Council's policy on home to school transport has been revised following a consultation period. Cabinet is asked to approve the new policy.

Cabinet Portfolio Holder: Councillor Colin Hayfield

5. Schools National Funding Formula

In response to a consultation exercise the Government has made a number of changes and refinements to the funding formula. This report sets out those changes and seeks Cabinet's approval to the implementation of the National Funding Formula at school level for 2018/19.

Cabinet Portfolio Holder: Councillor Colin Hayfield

6 Early Years Funding Formula 2018/2019

The decision on the funding formula to be operated locally for early years settings in 2018/19 is one for the local authority to make taking into account the views of consultees and the Schools Forum in making that decision.

Cabinet Portfolio Holder: Councillor Colin Hayfield

7. School Admissions - 2019/20

Local Authorities are required to consult annually on school admission arrangements. This report sets out the outcome of the most recent consultation and seeks Cabinet approval of the admissions process.

Cabinet Portfolio Holder: Councillor Colin Hayfield

8. Adult Transport Policy

The purpose of having an Adult Transport Policy is to provide a fair and consistent way in which transport is offered to customers. This report asks Cabinet to approve a new revised policy.

Cabinet Portfolio Holder: Councillor Les Caborn

9. Delivery of the Warwickshire Energy Plan: Establishing a Collective Fuel Switching Scheme

The purpose of this report is to update Cabinet on the results of further detailed financial evaluation and stress testing regarding pursuing a white label energy supply partnership and as a viable alternative to white label, seek approval for entering into a collective fuel switching scheme with iChoosr and any willing partners.

Cabinet Portfolio Holders: Councillor Peter Butlin and Councillor Jeff Clarke

10. Any Urgent Items

Any other items the Chair considers are urgent

11. Reports Containing Confidential or Exempt Information

To consider passing the following resolution:

‘That members of the public be excluded from the meeting for the items mentioned below on the grounds that their presence would involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972’.

EXEMPT ITEMS FOR DISCUSSION IN PRIVATE (PURPLE PAPERS)

12. Exempt Minutes of the Meeting of 7 December 2017

To consider the exempt minutes of the 7 December 2017 meeting of Cabinet.

13. Corporate Review of Traded Services

This report sets out proposals for the future of traded services managed by Warwickshire County Council.

Cabinet Portfolio Holder: Councillor Kam Kaur

David Carter
Joint Managing Director
Warwickshire County Council
January 2018

Cabinet Membership and Portfolio Responsibilities

Councillor Izzi Seccombe OBE (**Leader of the Council and Chair of Cabinet**)
cllrmsseccombe@warwickshire.gov.uk

Councillor Peter Butlin (**Deputy Leader, Finance**)
cllrbutlin@warwickshire.gov.uk

Councillor Les Caborn (**Adult Social Care and Health**)
cllrcaborn@warwickshire.gov.uk

Councillor Jeff Clarke (**Transport & Environment**)
cllrclarke@warwickshire.gov.uk

Councillor Colin Hayfield (**Education and Learning**)
cllrhayfield@warwickshire.gov.uk

Councillor Kam Kaur (**Customer and Transformation**)
cllrkaur@warwickshire.gov.uk

Councillor Jeff Morgan (**Children's Services**)
cllrmorgan@warwickshire.gov.uk

Councillor Howard Roberts (**Fire and Community Safety**)
cllrroberts@warwickshire.gov.uk

Non-voting Invitees -

Councillor Jerry Roodhouse (**Leader of the Liberal Democrat Group**),
cllrroodhouse@warwickshire.gov.uk

Councillor Richard Chattaway (**Leader of the Labour Group**)
cllrchattaway@warwickshire.gov.uk

or their representatives.

All public papers are available at www.warwickshire.gov.uk/cmis

Public Speaking

Any member of the public who is resident or who works in Warwickshire may speak at the meeting for up to three minutes on any item on the agenda for this meeting. This can be in the form of a statement or a question. If you wish to speak please notify Paul Williams (see below) in writing at least two clear working days before the meeting. You should give your name and address and the subject upon which you wish to speak. Full details of the public speaking scheme are set out in the Council's Standing Orders (Standing Order 34).

General Enquiries: Please contact Paul Williams, Democratic Services Team Leader

Tel 01926 418196 or email: paulwilliamscl@warwickshire.gov.uk

**Minutes of the meeting of the Cabinet
held on 07 December 2017**

Present

Cabinet Members:

Councillors	Izzi Seccombe OBE	Leader of Council and Chair of Cabinet
	Peter Butlin	Deputy Leader (Finance & Property)
	Les Caborn	Adult Social Care & Health
	Jeff Clarke	Transport & Environment
	Colin Hayfield	Education and Learning
	Kam Kaur	Customer & Transformation
	Jeff Morgan	Children's Services
	Howard Roberts	Fire & Community Safety

Non-Voting Invitees:

Councillor Richard Chattaway	Leader of the Labour Group
Councillor Jerry Roodhouse	Leader of the Liberal Democrat Group

Other Councillors:

Councillors Sarah Boad, Nicola Davies, Judy Falp, Bill Gifford, John Holland, Bill Olnier, Wallace Redford, David Reilly, Alan Webb and Chris Williams

Public attendance: 1

1. General

(1) Apologies for absence

None

(2) Members' Disclosures of Pecuniary and Non-Pecuniary Interests

None

(3) Minutes of the meeting held on 09 November 2017 and Matters Arising

The minutes for the meeting held on 9 November 2017 were agreed as an accurate record and signed by the Chair.

(4) Public Speaking

Councillor Izzi Seccombe (Leader of the Council and Chair of Cabinet) welcomed Councillor Tony Heath (Mayor of Whitnash and member of Warwick District Council) to the meeting. Speaking to item 3 on the agenda (Warwick District Libraries and the Future of Sunday Opening in Libraries), Councillor Heath explained the background to the proposal for a community hub in Whitnash. Plans for a community hub had existed since 1990. It has a high priority in the Whitnash Neighbourhood Plan and it is expected that a planning application for the facility will be submitted towards the end of January 2018. Completion of the project, which will include meeting rooms, a

café, sports facilities and a library is forecast for mid-2019. Extensive development in the area around Whitnash is serving to increase the need for such a facility and with contracts to be agreed and a tight timetable to meet the agreement of Cabinet in this matter would be welcome.

Councillor Izzi Seccombe thanked Councillor Heath for his contribution. It was agreed that item 3 on the agenda be brought forward for consideration as the first substantive item. (These minutes retain the order of business as set out on the agenda).

2. 2018/19 Refresh of the Medium Term Financial Plan 2020 Background Information and Proposals from Corporate Board

Councillor Peter Butlin (Deputy Leader Finance and Property) explained that the report before Cabinet presented background information and proposals from Corporate Board. In response to a question from Councillor Jerry Roodhouse (Leader of the Liberal Democrat Group) it was confirmed that the budget pressure of £322,000 for waste was solely attributable to Rugby Borough Council's policy changes.

Following a question from Councillor Sarah Boad Cabinet was assured that any independent support brought in to assist in identifying savings for the Fire and Rescue Service would have the skills and knowledge to do an effective job. Councillor Richard Chattaway suggested that given the pressure on Fire and Rescue to realise significant savings it is important that the Council develop a workable strategy for the service that involves greater collaboration with neighbouring authorities.

Resolved

Cabinet agrees to

- 1) Put forward their draft 2018/19 Budget and refresh of the 2017-20 Medium Term Financial Plan, taking into account the information presented in the published report and the views of Corporate Board on that information.
- 2) Authorise the Joint Managing Directors, the Strategic Director of People Group and the Chief Fire Officer to begin any preparatory work necessary to deliver the budget proposals, prior to the final decision on the budget on 6 February 2018.

3. Warwick District Libraries and the Future of Sunday Opening in Libraries

Councillor Kam Kaur (Portfolio Holder for Customer and Transformation) summarised the published report and recommendations. It was explained that Warwickshire County Council and Warwick District Council had worked successfully in partnership regarding the provision of one stop shops. The District Council had shared its recommendations with the County Council but had yet to approve them.

Councillor Judy Falp emphasised the importance of reading as a skill for life. She explained that libraries have changed in their form and function over the years and now provide a broad range of services for all ages. Whitnash has grown from being

a small village to a small town and currently lacks the types of facilities that the proposed community hub would provide.

Councillor Sarah Boad explained that Lillington library, located in an area of high deprivation, has 34,000 visits a year and is currently open for 32 hours a week. She expressed disappointment at the proposal by Warwick District Council to withdraw one stop shop staff from the library adding that the forecast savings from this proposal were small. Councillor Boad requested that the words, "that Cabinet strive to find the money to keep the facilities open" be added to recommendation 3. However, it was pointed out that such a statement would pre-empt the outcome of the budget setting process. It would be better that the issue be considered as part of that process.

Councillor Bill Gifford informed Cabinet that Leamington library is heavily used by people of all ages including families on Sundays. He asked that if consultation on Sunday closures is to be undertaken, that proper account is taken of any responses made. Councillor Nicola Davies emphasised the need to introduce people to libraries at an early age. Many families are not able to access libraries between Monday and Friday and therefore rely on being able to visit at weekends.

Councillor Alan Webb observed that Rugby Library shares accommodation with the Rugby Hall of Fame. He suggested that that attraction is partially reliant on footfall from the library and asked if it would have to close on Sundays if the library did so. In response he was informed that it was likely that the Hall of Fame would be able to open on Sundays.

Councillor Richard Chattaway (Leader of the Labour Group) noted that any project such as the Whitnash hub required funds for contingencies. He asked if the money set aside for the project was sufficient. In response he was informed that the project had been costed accurately and that £150,000 would cover the costs of the library provision.

Regarding Warwickshire libraries in general Councillor Chattaway observed that it was some time since a full review of the service had been undertaken with a view to establishing a clear vision for the future. He was informed that the last major review was eight years ago as part of the move towards community managed libraries.

Resolved

That Cabinet

- 1) Authorises the Joint Managing Director (Resources) to relocate Whitnash Library to the new Hub Facility to be managed by the Whitnash Town Council at Acre Close in Whitnash on terms and conditions which are acceptable to him.
- 2) Recommends to Council that £150,000 of the capital receipt from the sale of the current library be invested in a new library facility at the Whitnash Hub facility at Acre Close, Whitnash.
- 3) Notes the position regarding opening hours at Whitnash and Lillington libraries and Sunday opening at Leamington, Nuneaton and Rugby libraries.

4. Local Authority Multi-Academy Trusts

Councillor Colin Hayfield (Portfolio Holder for Education and Learning) informed Cabinet that following the publication of the government's "Education Excellence Everywhere" White Paper officers had reviewed the implications for academisation in Warwickshire. They had concluded that it would be better to focus on the current mixed market of academies and maintained schools rather than pursuing the idea of a multi-academy trust at this time.

It was noted that whilst few secondary schools in Warwickshire are Council maintained the majority of primary schools remain so.

Resolved

That Cabinet notes the renewed emphasis on Warwickshire's 'Family of Schools' rather than establishing a Local Authority Multi-Academy Trust at this time.

5. Education, Health and Care Plans – Personal Budget and Direct Payments Policy

Following an introduction by Councillor Colin Hayfield members discussed and acknowledged the need to audit the use by recipients of the funding they receive. In response to a question from Councillor Bill Oler Cabinet was informed that there was no connection between this new arrangement for personal budgets and Universal Credit.

Resolved

That Cabinet approves the Personal Budget and Direct Payments Policy for children and young people with Education, Health and Care plans.

6. Any Urgent Items

None

7. Reports Containing Confidential or Exempt Information

Resolved

That members of the public be excluded from the meeting for the items mentioned below on the grounds that their presence would involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

8. Joint Working Opportunities - Waste

Councillor Jeff Clarke (Portfolio Holder for Transport and Environment) explained how closer collaboration between waste authorities could result in significant savings. Members discussed the merits of the consultant's report before them and agreed that joined up working had the potential to bring about savings.

Resolved

As per the exempt minutes.

9. Property Services Review & Facilities Management and Construction Delivery Options

Councillor Peter Butlin emphasised the need to make savings in this area of the organisation. He welcomed a suggestion from Councillor Richard Chattaway that any proposals resulting from the work be considered by Overview and Scrutiny prior them being presented to Cabinet.

Resolved

As per the exempt minutes.

The meeting rose at 14.50.

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Chair

Cabinet

25 January 2018

One Organisational Plan Quarterly Progress Report April – December 2017

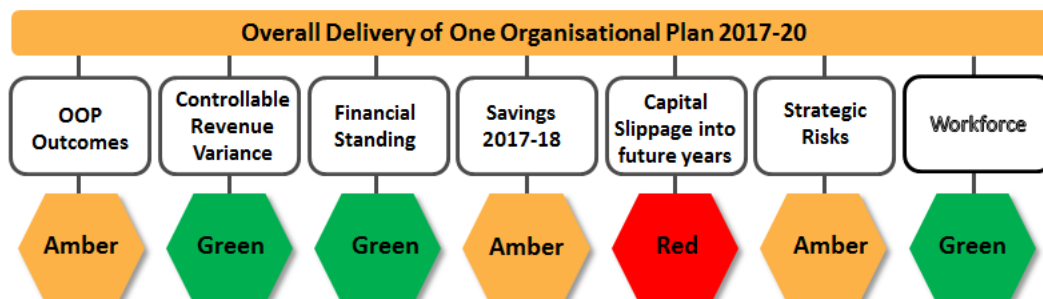
Recommendations

Cabinet are recommended to:

- a) Note the progress on the delivery of the One Organisational Plan (2017-20) as at the end of December 2017 as summarised in Sections 1 to 3 of the report and detailed in Appendix A.
- b) Remind Corporate Board and Heads of Service of the importance of delivering a balanced budget both collectively and individually and that any proposal for action to bring those budgets overspending back on track should be discussed with Portfolio Holders as a matter of urgency.
- c) Approve the net transfer of £1.581 million to Business Unit reserves to support the delivery of services in future years, as outlined in section 3.2.
- d) Agree to the proposed use of some of the forecast underspend in Other Services as set out in paragraphs 3.1.4 and 3.1.5.
- e) Approve the revised capital payments totals and the revised financing of the 2017/18 capital programme as detailed in the table in section 3.4.

1. Progress on the Overall Delivery of the One Organisational Plan (OOP 2020)

- 1.1. At the end of quarter 3, the forecast for the delivery of the major components of the Authority's Plan is as shown in the chart below.



- 1.2. The overall forecast is Amber for the delivery of the three OOP Outcomes. Outcomes 2 (Economy) and 3 (Resources) have an overall rating of Amber. Outcome 1 (Safe, healthy & independent communities) has an overall forecast

of Red due to a number of continuing challenges in relation to the policy areas of children, adult social care and fire and community safety, including road safety.

- 1.3 An under-spend of £3.586 million (1.37%) is being forecast on the revenue budget for the year, which is within the agreed tolerance level of 2%. More information on the under-spend is contained within **Appendix A** and **Annexes A-Q**.
- 1.4. The forecast for the savings plan is a shortfall of 8.0% (£2.547 million) in outturn against the overall target of £31.935m. This is mainly due to issues for the People Group and Property Services set out in detail in Section 3. Where this has an impact on the revenue outturn position, Business Units or Groups have sufficient reserves to cover any shortfall. This shortfall is outside accepted tolerance levels, while most Business Units are implementing their plans for achieving their savings targets over the three year period, those which are not are either being addressed through proposals in the 2018/19 budget setting process or are working to find alternative ways of delivering the savings.
- 1.5. Consequently, the financial standing of the authority and the forecast of resources available to deliver the OOP Outcome Framework remain robust. The in-year financial position is tighter than previous years and therefore requires a focussed discipline on priorities and maintaining pace in the decision-making and then delivery of the agreed plans to ensure the medium term financial plan that underpins OOP2020 remains on course.
- 1.6. The position on strategic risks remains unchanged and Corporate Board continues to have regular oversight of these.

2. Performance Commentary

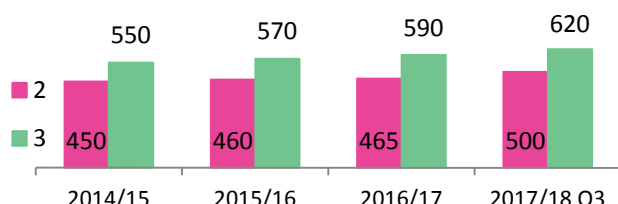
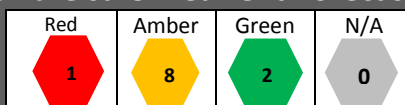
2.1 The year-end forecast for the 3 OOP Outcomes and their KBMs, is as below:

Outcome 1: Warwickshire’s communities are supported to be safe, healthy and independent
Overall Forecast – Red Total KBMs: Green – 13 (34%); Amber – 12 (32%); Red – 11 (29%); N/A – 2 (5%)
Outcome 2: Warwickshire’s economy is vibrant and supported by the right jobs, training, skills and infrastructure
Overall Forecast – Amber Total KBMs: Green – 18 (69%); Amber – 4 (15%); Red – 2 (8%); N/A – 2 (8%)
Outcome 3: WCC makes the best use of available resources
Overall Forecast – Amber Total KBMs: Green – 13 (68%); Amber – 1 (5%); Red – 4 (21%); N/A – 1 (5%)

2.2 The tables below provide an update of progress on performance for each of the seven policy areas for the three OOP Outcomes, based on Q3 information in Annex R and long term trend data.

Outcome 1: Warwickshire's communities are supported to be safe, healthy and independent

Children are safe: Year-end forecast-11 KBMs



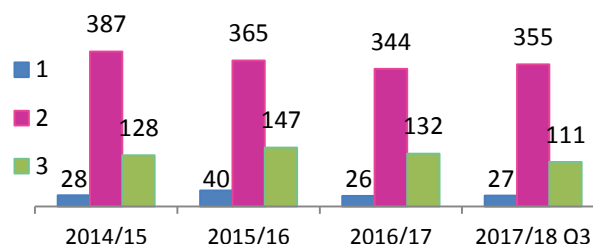
2-No. of Child Protection Plans in place ; **2017/18**

target is 443

3-No. of Children Looked After (exc. UASC); **2017/18**

target is 605

(Lower is better for both measures)



Placement Mix of Children Looked After

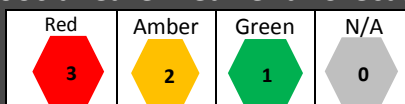
1- No. of Children in residential care at 31 March (exc UASC)

2-No. of Children in internal Foster Care

3-No of Children in external Foster Care

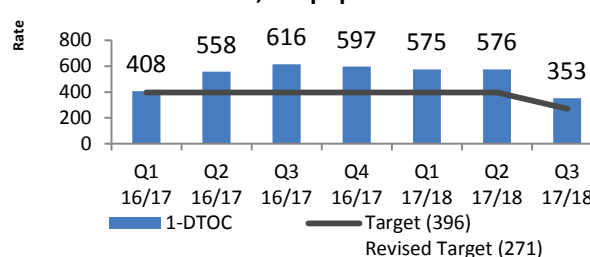
Overall, there are a number of continued pressures for this policy and service area. The numbers of children looked after and child protection plans are increasing, with the year-end positions likely to exceed the yearly targets for both KBMs. Additionally, there are fewer children in internal foster care and more in external foster care than planned/the yearly targets. The combined effect of not meeting these targets is a forecast overspend of £2m for Children & Families. A Foster Carer Recruitment Campaign will be launched in January 2018.

Adult Social Care: Year-end forecast-6 KBMs



Admissions of older people into residential/nursing care & age 18+ into long term community care are forecasting to be within their yearly targets; this together with the one off additional monies from central Government, have assisted the revenue position. However, the impact of growing demand and unit costs are likely to be felt in subsequent years and is the focus of transformation activity.

Delayed transfers of care(delayed days) per 100,000 population

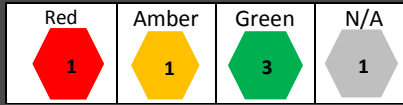


The target for delayed transfers of care (delayed days) per 100,000 population has been amended down from 396 to 271, following a target set by NHS England stating that by Nov '17, there should be no more than 40 beds occupied by a delay on an average day and to be maintained until March '19.

The Delayed Transfer of Care (DTC) project has been focusing on key elements that have direct impact on the day to day customer discharges across the County. Driven through the implementation of a standard DTC Dashboard analysis tools and bespoke statistics, that provide accurate and weekly delay reasons allowing Route Cause Analysis to evidence the areas that are causing the most problems, leading to actions to resolve delays quickly. This has had a very positive impact with the performance improving constantly and continually each month. There has been very positive input and support from Senior stakeholders over this period with

strong support in identifying and engaging with key personnel across both Health and Social Care for supporting the workstreams.

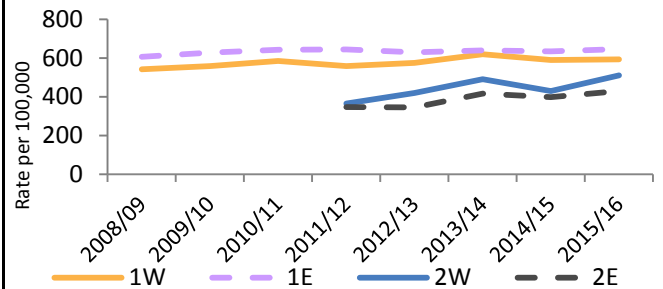
Health & Wellbeing: Year-end forecast-6 KBMs



The direction of travel at the County level for teenage pregnancy and childhood obesity is one of improvement, though there are notable variations at District/Borough levels which are the focus of specific interventions to address them.

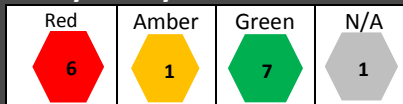
Whilst the number of alcohol related (adult) hospital admissions is forecasting to be within the local target and is lower (better) than the England average, the number of admissions to hospital as a result of self-harm (children & young people) in Warwickshire is forecasting to be within the local target but higher than the England average rate (see adjacent chart). Partnership work is ongoing across Social Care, Criminal Justice and Health on alcohol admissions. The School Health & Wellbeing Service with the CAHMs service is focusing on identifying children & young people at risk of self-harm and supporting them.

Hospital admissions-adults & children



1W=Alcohol related hospital admissions per 100,000 Warwickshire; **1E**=Average for England
2W=Children & Young People hospital admissions due to self-harm per 100,000, Warwickshire
2E=England average hospital admissions children & YP
 NB-health data is subject to considerable time lags & this is latest available.

Fire & Community Safety: Year-end forecast for KBMs (15)



4 of the 9 KBMs for fire safety are forecasting to meet their yearly target, including accidental dwelling fires and the RDS appliance availability. The number of community safety contacts is forecasting 48000, which is more than double the target set. This is reflective of the extensive range of safety education activities delivered to Warwickshire's communities. Between April and November 2017 WFRS have attended 2302 incidents an increase of 105 incidents or 4.8% compared to the same period last year. The largest increase was for special services (11%). This is due to a positive change to mobilising policies where WFRS will attend a larger variety of incident types in line with customer expectations. Primary fires, those involving property or vehicles, increased by 18% compared to the previous year with the increase due to more fires being recorded for outdoor property such as woodland and crops. However, levels of deliberate fire setting have now reduced back to similar levels recorded last year which is encouraging as there had been a large increase in quarter 1.

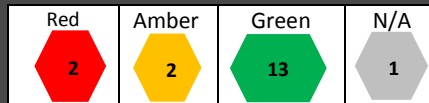
The numbers of people killed or seriously injured, is forecast to exceed the yearly target, continuing the upward trend of recent years. The figures reported are likely to increase once further information has been received from the Police Data systems.

Two casualty reduction schemes are being delivered this year at Portabello crossroads on A429 Fosseway (signalisation of junction) and junction signing in Rugby at Lawford Rd junction with A4071.

The latest crime data for the number of hate offences and crimed incidents shows these levels of crime are likely to stay within the yearly targets. The data for total recorded crime and domestic abuse offences is not yet available from the Police.

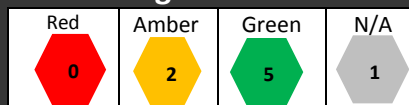
Outcome 2: Warwickshire's economy is vibrant and supported by the right jobs, training and skills

Economy & Infrastructure: Year-end forecast for KBMs (18)



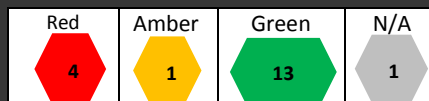
Warwickshire's economy continues to be in a healthy state as evidenced by GVA and employment levels and 4 of the 5 measures for economic growth are forecasting to achieve their targets. However, due to a change in reporting tools by the Government, the number of people aged under 25 who start an apprenticeships in Warwickshire has decreased and is set to miss the target set. Work will continue with businesses, education and training partners to promote apprenticeships as routes for employment.

Education & Learning: Year-end forecast for KBMs (8)



Overall, there is considerable positive progress in relation to the measures for education & learning, with 5 of the 8 KBMs forecasting to achieve their yearly targets. The provisional data on levels of progress by children in English between KS2 & 4 is expected to meet the yearly target (an improvement on 2016/17 when target missed), as is that in maths. Achievement by disadvantaged children at the end of KS4, grades A*-C is likely to meet the yearly target (41%), although the target for disadvantaged children achieving the relevant progress at the end of KS2 in reading, writing & maths is likely to have been missed (as in 2016/17). The balance of pupils with EHCs being educated within Resourced and out of County provision is also moving in the right direction, with greater numbers in Resourced provisions.

Outcome 3: WCC makes the best use of Resources. Year-end forecast for KBMs (19)

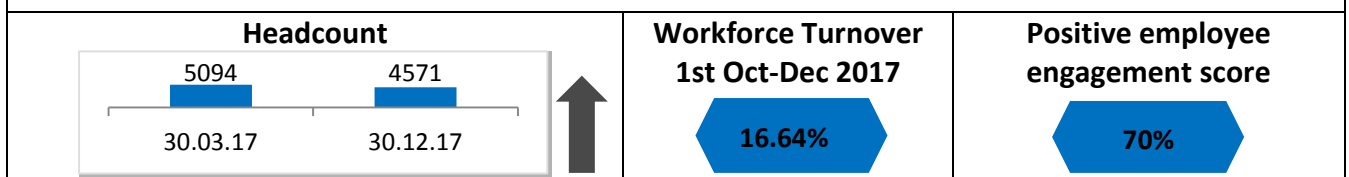


Overall, 13 of the 19 KBMs are forecasting to achieve their yearly targets. There is continuing positive progress in reduced levels of calls being abandoned through the Customer Service Centre and increased amount of cash return on Invested Capital. The exceptions include target asset receipts received, the number of legal challenges, and digital assistance provided to customers. The latter has been impacted by an increase in people's skills development and as such, they do not require the level of support they once did to get online.

Management of HR and Risk

2.3 A summary of the position on Corporate Risks and HR management is shown below:

Corporate Strategic Risks: There is no change from previous quarters, with the overall risk assessment remaining at Amber.



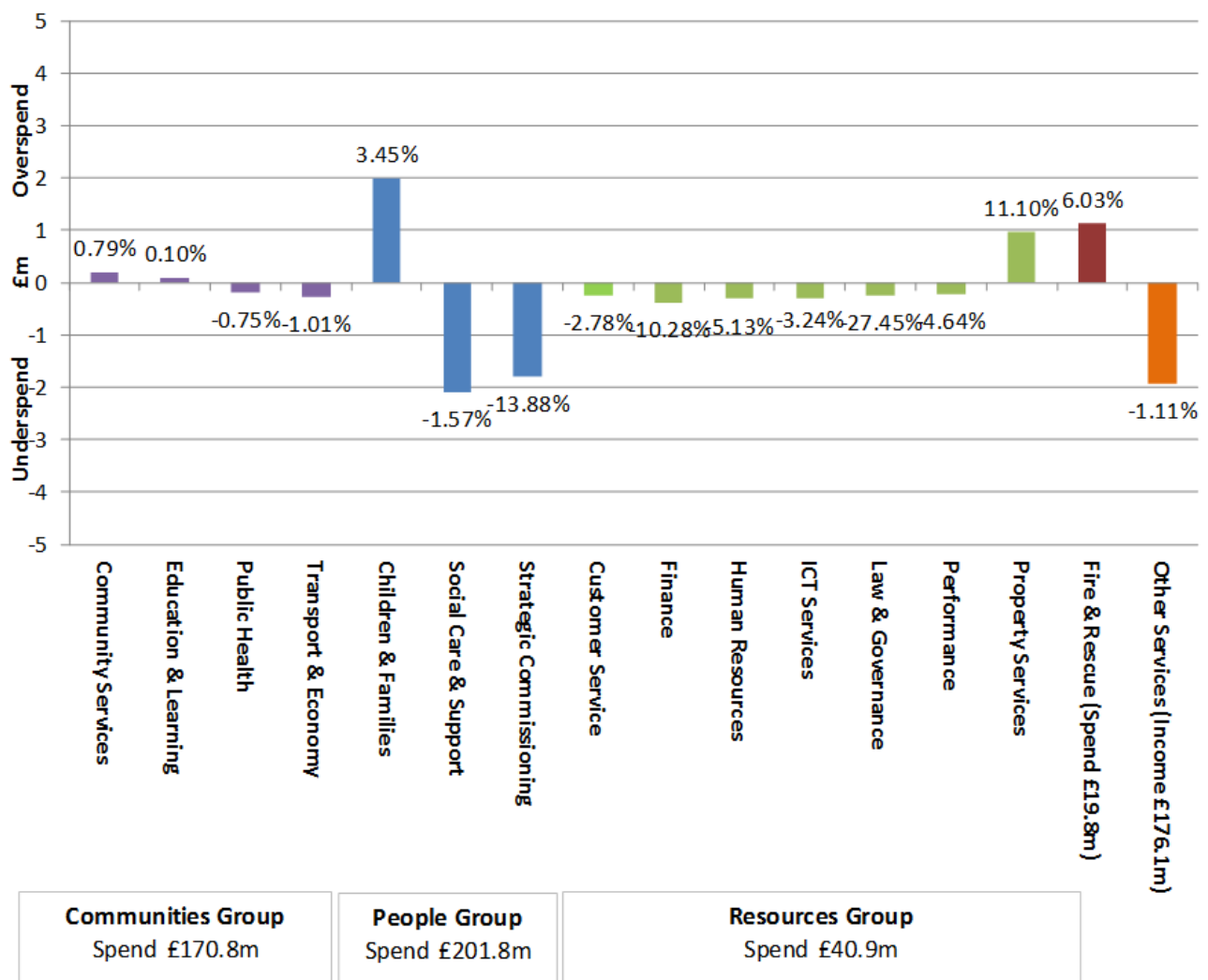
Average Age Profile Workforce: 45.3 New starters: 40.1		Days sick per FTE Qtr 1 2017/18: 9.0	Days sick per FTE Qtr 3 2017/18: 9.77
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3.0 Financial Commentary

3.1 Revenue Budget

3.1.1 The approved net revenue budget for 2017/18 is £260.854 million. Against this, at Quarter 3, an under-spend of £3.586 million or 1.37% is forecast overall for the whole Authority. The agreed tolerance for underspends is 2% which means the overall forecast is within this tolerance level.

3.1.2 The chart below shows the forecast position for each Business Unit. It shows both the absolute under/overspends for each Business Unit as well as those which are outside of the tolerances agreed for reporting purposes of no overspend or a less than 2% underspend. To supplement the assessment of financial performance against these tolerance levels, monthly forecasting reports are considered by Group Leadership Teams and forecasting is a standing item at all Corporate Board meetings to allow issues of concern to be escalated quickly. Any issues raised through this process are reported to Members as part of these quarterly reports.



- 3.1.3 At Quarter 3, five Business Units are forecasting they will overspend and seven are forecasting underspends greater than the -2% tolerance agreed; the remaining four have underspends within the agreed tolerance level.
- 3.1.4 However, this excludes two further areas of material financial risk. On 1 September 2017 the schools catering service was externalised to Educaterers. This means no dividend will be received from the company within the current financial year and as a result there will be no funding in 2017/18 for those services that usually rely on the surplus from schools catering to fund their service delivery. Cabinet are therefore asked to set aside up to £600,000 of the forecast underspend in Other Services on a one-off basis to bring the receipt of the dividend from Educaterers and the Council's financial year back into line.
- 3.1.5 The second issue is further activity is needed to bring in the capital receipts from the sale of land at the key strategic sites that has previously been approved by Members. An additional £400,000 spend is needed in 2017/18 to increase confidence the receipts will be delivered in 2018/19. Without this additional investment there will be a need to set aside further resources as part of the budget setting process to defer some of the savings beyond OOP2020. Cabinet is asked to approve the use of £400,000 of the underspend in Other Services to fund the investment needed.
- 3.1.6 The overall revenue position of the authority is favourable. Where an overspend is being forecast, the Business Units or Groups have sufficient reserves to meet any residual overspend. **Appendix A** and **Annexes A-Q** outline the reasons for all variations in budget. Additionally, good progress is being made towards delivering the new savings plan, any savings which are falling short of delivery are being managed by Business Units and actions or proposals are in place to either find alternative savings or services are working to deliver the required savings in future years. Those Business Units not currently delivering their savings have either put forward proposals to address these in the 2018/19 budget setting process or are working to find alternative ways of delivering the savings.

3.2 Reserves

- 3.2.1 Business Units are seeking members' approval to draw down £1.237 million from reserves to support delivery of their plans in the current year as follows:

Transport & Economy (£0.315 million)

- £0.200 million for a payment to Warwickshire Police for Speed Awareness Workshops.
- £0.100 million from the European Match Funding reserve to support economic development projects.
- £0.015 million from the Skills Delivery for Economic Growth reserve to support economic development projects.

Fire & Rescue (£0.922 million)

- £0.198 million to fund the costs of training new recruits
- £0.048 million to fund the replacement costs of critical systems

- £0.041 million to fund project management costs associated with the implementation of the new National Emergency Services Network
- £0.073 million to support the ongoing costs of the Fire Control project due for completion in 2018/19
- £0.562 million to support planned additional capacity expenditure

3.2.2 Business Units are seeking members' approval to add £2.818 million to reserves for use in future years as follows:

Community Services (£0.045 million)

- £0.045 million to transfer Proceeds of Crime income which can only be utilised for crime prevention work.

Education & Learning (£0.502 million)

- £0.099 million relating to the Special Educational Needs and Disabilities fund received from the Department for Education to carry out a strategic review of the authority's high needs provision.
- £0.080 million for expenditure on the new education management information system, this will occur in 2018/19
- £0.323 million to a new reserve for Department for Education funding to allow the authority to continue with School Improvement Monitoring & Brokering.

Transport & Economy (£0.481 million)

- £0.169 million to create a contingency for 2018/19 costs relating to Kenilworth Station.
- £0.167 million to fund cycle races in 2018/19
- £0.075 million for the Home To School database
- £0.070 million to reserves for depots

Strategic Commissioning (£1.008 million)

- £1.008 million to fund post project development and support as planned and agreed with the Mosaic Board.

Finance (£0.107 million)

- £0.107 million for income to be set aside to invest in contract management development and training for the organisation in 2018/19 and additional capacity to support the financial aspects of the Fire 'inspection' which will now occur in 2018/19.

Fire & Rescue (£0.075 million)

- £0.075 million to complete work on enhancing services supporting the Vulnerable People agenda in 2018/19.

Other Services (£0.600 million)

- £0.600 million to a new reserve to fund the salary costs of apprentices across the organisation in future years funded from the forecast underspend in the cost of the apprenticeship levy.

3.2.3. The authority currently holds reserves of £128.717 million. The proposed drawdown from reserves of £1.237 million combined with the effect of the forecast outturn net underspend of £4.508 million (adjusted for the reserves drawdown to fund overspends in the Fire Service) would mean total reserves of £131.988 million are forecast for the end of the financial year.

3.2.4. Of this funding nearly half is held for specific purposes and cannot be used to support the budget more generally. The remaining reserves are held to manage known financial risks or to cash-flow timing differences between when spend is incurred and savings are delivered. Financially this continues to place us in a healthy position as we face the challenge of the new plan through to 2020.

3.3. Delivery of the 2017-20 Savings Plan

3.3.1. Six Business Units; Transport & Economy, Children and Families, Social Care and Support, Customer Services, Property Services and Other Services are presently forecasting that they will not meet their 2017/18 savings targets, with the overall shortfall expected to be £2.609 million. This has been offset by some savings achieved early in the Finance and Human Resources business units.

- For Transport & Economy there is a shortfall against the savings target of £0.110 million. This is due to delays in savings from the review of the Regeneration function, the Business Unit has indicated these savings will be made, but will not be realised in 2017/18.
- Within Children and Families there is a shortfall of £0.838 million, this is partly because it has taken longer lead in time for internal foster care recruitment to gain traction. Therefore the service is using less internal foster placements and greater external foster placements than profiled. There has also been a marked increase court and legal service level agreement costs which has resulted in a reduction in the amount of savings forecast to be achieved. A bid has been made as part of the 2018/19 budget setting process to re-profile these savings in anticipation of slippage from 2017/18 and an estimated further reduction in savings in 2018/19.

A further shortfall in the Business Unit's savings target is a result of several new children having to be placed in residential placements due to the lack of sufficient foster care placements in the summer. This reflects a national issue. In addition, some cases are proving difficult to place in suitable alternative placements due to the severe nature of the child's behaviour or trauma. Also whilst the planned reduction in support for families at risk has seen an overall down turn in spend, this has not been slower than anticipated decrease in demand and legal advice is that there is limited action that may be taken to reduce the resulting overspend.

Also, there are planned savings from regional adoption agency, however the service is not planned to go live until the end of Q4 delaying the projected savings.

- Within Social Care and Support there is a shortfall of £0.465 million against the savings target. This is due to delays in plans to reshape the day opportunities offer for people with disabilities. The under achievement has been mitigated in 2017/18 by savings elsewhere in Disabilities. Reshaping of plans will continue 2018/19.

There is also still work to be done to ensure the personal budget offer is consistent and appropriate to need, including the use of the Resource Allocation System. Savings delivery will be achieved in line with delivery of the transformation programme in social care. The ASC MTFP for 2018/19 and 2019/20 mitigates some of this saving and the plan for the remainder of the savings is still being scoped.

- Within Customer Services the Registration Service is not fully achieving its increased income target, resulting in a savings shortfall of £0.034 million; this is being managed within the Business Unit with a marketing plan in place to generate additional income for the service.
- Within Property Services there is a shortfall of £1.107 million against the savings target, this is partly caused by slippages in Property Rationalisation Programme disposals. Reduction in the councils borrowing costs by repaying long term debt with capital receipts is not on target as capital receipts received so far have been less than expected. Work is ongoing to identify alternative savings.
- Within Other Services there is a shortfall of £0.055 million in the management restructure savings target as whilst the management restructure has taken place as planned there are some one-off costs in 2017/18 associated with the restructure which means the full savings cannot be released until 2018/19.

3.3.2. Further information on the savings plan position can be found in **Appendix A** and **Annexes A to Q**.

3.3.3 Monitoring of the delivery of the savings plan will continue to be a key part of the One Organisational Plan Quarterly Progress Reports to ensure Member oversight of progress is retained as the delivery of the savings plan has an impact not only on the current year's outturn but also on the budget for future years.

3.4 Capital Programme

3.4.1. The total forecasted level of planned capital spend is £97.112 million in 2017/18, with a further £197.331 million of payments over the medium term. In addition, the remaining Capital Investment Fund (CIF) allocation is £31.035 million for 2017/18 with a further £15.0 million over the medium term.

There have been no recent allocations made from the CIF, although £2.4 million has been returned to the CIF pot from the original bid made for the A3400 Birmingham Road (Stratford Road Corridor) which has received external

grant funding. Under the terms of their bid any funds received for the project externally reduce the contribution from the CIF on a pound-for-pound basis.

The level of forecast capital spend for 2017/18 at Quarter 2 was £112.760 million. At Quarter 3 this figure has reduced to £97.112 million, a reduction of £15.648 million. The £97.112 million forecasted spend plus the remaining Capital Investment Fund allocation of £31.035 million makes up the total 2017/18 forecast figure of £128.147 million within the graph and table at 3.4.5.

3.4.2. Managers' forecasts indicate that £15.920 million (14%) of the planned spend for 2017/18 is now expected to slip into future years. However there has also been an increase in newly approved capital schemes for 2017/18 of £0.272 million resulting in the overall decrease to the programme for 2017/18 of £15.648 million.

3.4.3. The main reasons for the £15.920 million slippage in the quarter compared to the approved budget are:

- Education and Learning – The slippage of £1.087 million relates to three significant schemes which have slipped between financial years. These schemes are: - Paddox Primary £0.290 million due to delays in the procurement process; Welcombe Hills £0.442 million due to planning and Sport England delays; and delays to the expansion Acorns Primary £0.215 million
- Transport and Economy – Of the £9.051 million slippage, only £6.162 million is on the use of corporate resources. Of this, £1.228 million relates to Coton Arches where there have been delays in the tender process due to WCC awaiting information from utilities, and Stanks Island £1.552 million, pending completion of negotiations with Highways England. £1.868 million relates to spending on Safer Routes to Schools, where work is on hold pending a decision by Cabinet on the implementation of Home to School Transport savings, and £0.573 million is slippage on School Safety Zone schemes. £0.600 million relates to funds no longer required for Rugby Western Relief Road, and which will be returned to corporate resources. The remaining £0.341 million reflects a number of smaller variances across a large number of schemes. There is a further £3.022 million slippage on developer funded schemes, where the timing of spending is determined by the developer.
- Information Assets - £3.850 million of slippage is mostly related to the Broadband UK project with £3.609 million of slippage.
- Property Services - £2.415 million of slippage is due to delays on the refurbishment of Old Shire Hall (£0.700 million) and the Rationalisation of County Storage (£1.572 million). A further report to Members is pending the later issue.

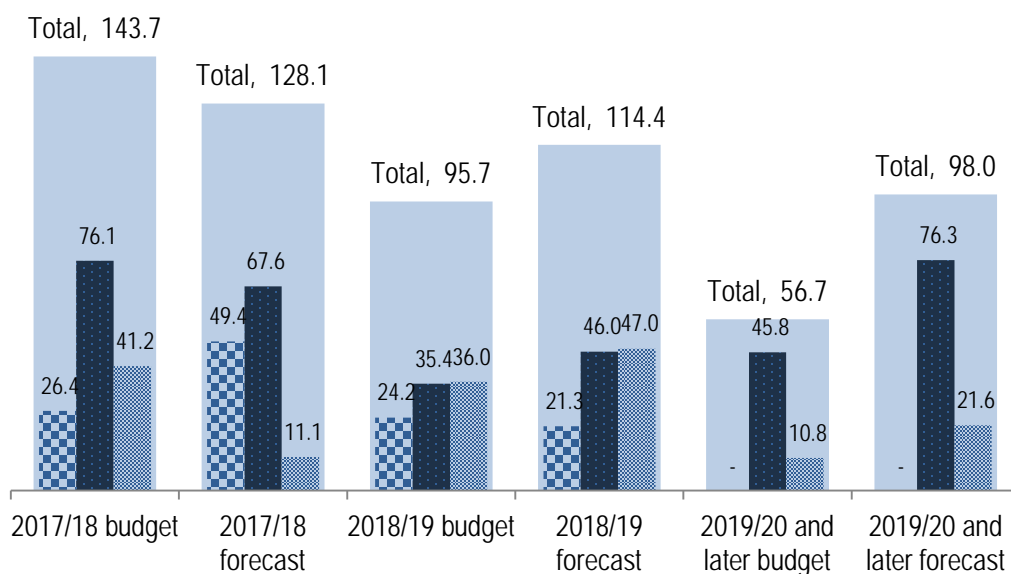
3.4.4. Slippage in the capital programme means the benefits expected from the capital investment are delayed. To maintain the organisation's focus on the timely delivery of the capital programme, in addition to this quarterly report, a

separate briefing on the slippage in major capital projects is prepared each quarter. This briefing is provided to the Resources and Fire and Rescue Overview and Scrutiny Committee.

3.4.5. As well as approving the revised spending in the capital programme, the County Council must also ensure it has sufficient funding available to meet its capital payments in each financial year. The chart and the table below show how the planned and forecast capital expenditure is to be financed. These figures include the remaining Capital Investment Fund allocation of £46.035 million.

Estimated Financing to 2019/20 & Later Years (£m)

■ Corporate Borrowing and Tax Base Growth
 ■ Grants and Contributions



	2017/18 budget	2017/18 forecast	2018/19 budget	2018/19 forecast	2019/20 and later budget	2019/20 and later forecast
	£000	£000	£000	£000	£000	£000
Total	143,740	128,147	95,692	114,354	56,693	97,977
Corporate Borrowing	26,353	49,435	24,236	21,335	0	0
Self Financed Borrowing	1,896	335	3,600	5,172	2,625	2,625
Grants and Contributions	76,136	67,592	35,392	46,048	45,846	76,339
Capital Receipts	33,532	5,287	32,148	41,142	8,143	18,612
Revenue	5,824	5,498	316	657	79	401

3.4.6. Financial Regulations require Cabinet to approve changes to schemes where the figures have a variance of more than 5% or are greater than £25,000 on any individual scheme. These schemes are included in all tables and figures within this report and are identified in the background documentation, with reasons for the variations provided. All of these changes are fully funded and not require any additional use of corporate capital resources.

4. Background Papers

4.1. Annexes A-P (the detailed returns from each Business Unit of their Quarter 3 position) and Annex R (the detailed information on all Key Business Measures). Appendix A and B. This information is available on the Council's website and hard copies of the information have also been placed in the Group rooms.

4.2. The information is also available electronically via the Member Dashboard.

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Appendix A

Part 1: OOP 2020 Outcomes - Q3 Highlights

A summary of progress against OOP 2020 Outcomes



Outcome 1: Warwickshire's communities are supported to be safe, healthy and independent

	Target	Actual	Forecast
No. of Children Looked After (excl. UASC)	605	643	620
Teenage Conception rate per 1,000 population	18		19.6
No. of people killed or seriously injured (KSI) on our roads	314	230	353
No. of permanent admissions of older people (65+) to residential and nursing care homes, per 100,000 population	528	421	629
% offenders who reoffend (youth)	21.0		27.4
No. of incidents attended by WFRS	3,013	2,302	3,181



Outcome 2: Warwickshire's economy is vibrant and supported by the right jobs, training, skills and infrastructure

	Target	Actual	Forecast
Warwickshire Employment rate	76	78.7	78.5
% vulnerable children and those with SEND educated in out of County provision	9.9	8.8	9.9
% household waste re-used, recycled and composted	54.0	51.1	53.1
% completion of infrastructure improvements programmed for the current financial year	60	40	60



Outcome 3: WCC makes the best use of available resources

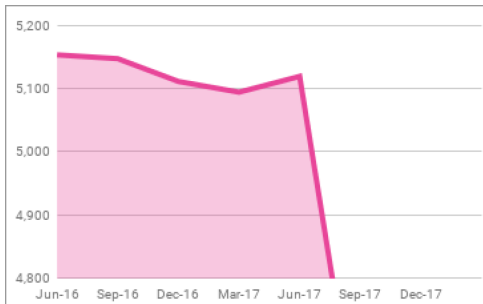
	Target	Actual	Forecast
No. of visits to Libraries (per population)	2.80	1.79	2.68
% availability of IT key systems through core infrastructure to users	99	99	99
No. of complaints upheld by the Ombudsman	10.0	5	10
Call abandonment rate (%)	5.0	3.2	5.0



Appendix A Part 2: Headline HR Information

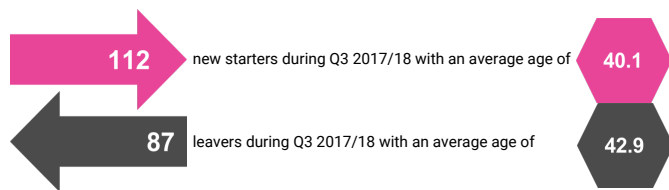
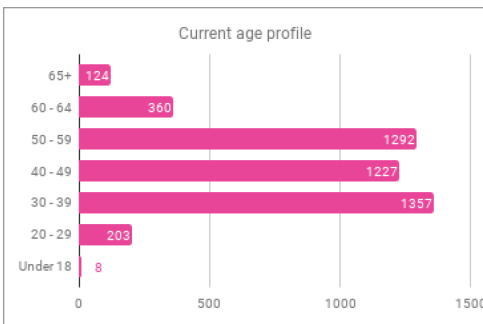
Key statistics on the number of employees, age profile, staff turnover and sickness absence.

Number of Employees

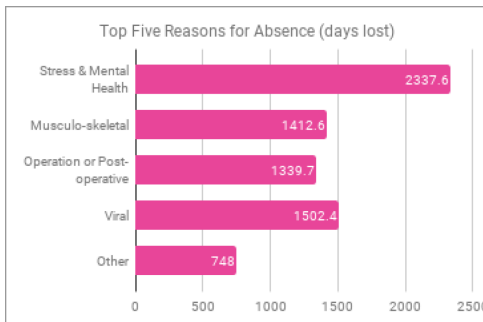


	Q1 16/17	Q2 16/17	Q3 16/17	Year End 16/17	Q1 17/18	Q2 17/18	Q3 17/18	Year End 17/18
Headcount	5,153	5,147	5,111	5,094	5,119	4,527	4,571	
Full-time Equivalents	4,016	4,038	4,016	4,013	4,023	3,750	3,789	
Whole-time Equivalents	3,948	3,969	3,951	3,943	3,954	3,725	3,763	
Number of Posts	5,421	5,428	5,393	5,364	5,382	4,761	4,813	

Age Profile of our Workforce

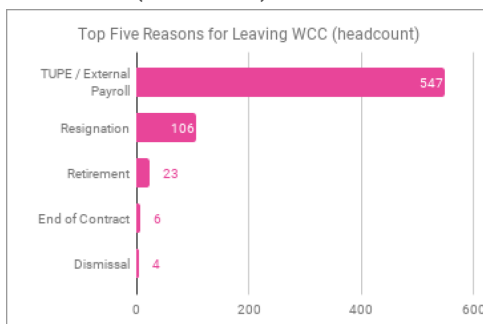


Sickness Absence Statistics



	Q1 16/17	Q2 16/17	Q3 16/17	Year End 16/17	Q1 17/18	Q2 17/18	Q3 17/18	Year End 17/18
Days lost through sickness	9,903	8,582	10,633	10,739	9,407	9,141	9,663	
... of which short-term	3,971	3,579	4,838	5,004	3,339	3,382	3,759	
	40.1%	41.7%	45.5%	46.6%	35.5%	37.0%	38.9%	
... of which long-term	5,914	5,003	5,795	5,735	6,067	5,759	5,904	
	59.7%	58.3%	54.5%	53.4%	64.5%	63.0%	61.1%	

Staff Turnover (Oct-Dec 2017)



	New Starters	Leavers	% Turnover	Target 17/18
Headcount	112	87	1.9%	10%-20%
Full-time Equivalents	91.0	72.6	1.9%	
Posts	112	91	1.9%	

Commentary:

Headcount stands at 4571 which shows a 0.97% increase on quarter two. However, there is an overall reduction in the headcount since the beginning of the financial year of about 10%. A significant proportion of this figure is a result of the transfer out of the education catering service in September 2017.

Turnover has reduced to 1.90% for the reporting period and is down on the same period for last year.

Absence management remains a priority. Both the rolling 12 month figure and the financial year to date figure are less than the same periods last year.

Please note that the data for this report was run on the 18th December and therefore does not represent the full reporting period.



Appendix A

Part 3: Strategic Risk Information

Risk - "an uncertain event that, should it occur, will have an effect on the Council's objectives and/or reputation"
It is the combination of the probability of an event (likelihood) and its effect (impact).

Risk Description

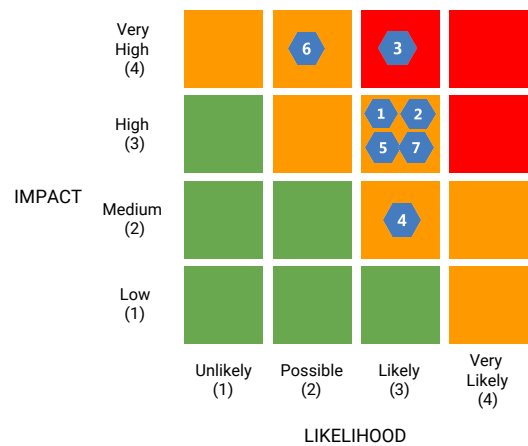
Gross Risk level

Net Risk Level

1	Government policies, new legislation, austerity measures and demographic pressures present challenges on service delivery		
2	Continuing pressure on Adult Services and Health		
3	Failure to adequately safeguard Children and Vulnerable Adults		
4	Failure to maintain the security of personal or protected data		
5	The security and integrity of our systems are disputed as a result of cybercrime		
6	Inability to secure economic growth in Warwickshire		
7	Inability to keep out communities safe from harm		
8	Overall risk assessment		

Commentary – Action to reduce the likelihood and impact of net red risks:

Significant risks continue to be managed by Corporate Board



One Organisational Plan: Use of Financial Resources

Quarter 3 2017/18 - October 2017 to December 2017

Revenue Position by Business Unit

Service	2017/18 Budget £'000	2017/18 Outturn £'000	Revenue Variance £'000	%	Retained Reserves £'000	Financial Standing £'000
Community Services	26,468	26,676	208	0.79% Overspent	(842)	(634)

There is a mixture of overspends and underspends across the business unit at quarter 3 monitoring. The forecast overspend has reduced in total since quarter 2 following remedial action by Service Managers, however the forecast overspend within Waste management continues to be significant with an ensuing overspend at the Business Unit level.

Education & Learning	93,652	93,750	98	0.10% Overspent	(37)	61
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Forecasting is becoming more accurate. As a result three areas are now predicting higher overspends than in Q2. Home to School transport, crossing patrols and SENDAR. The business unit is now adopting scrutiny of vacancies and there are vacancy savings. However, as costs are increasing these vacancy savings are not leading to a significant reduction in the overall outturn. The business unit is now forecasting to exceed the WES gross surplus target at year end. This is helping to offset the overspend. There are three requests for small reserves for specific purposes. These requests sit outside the business unit reserve. They are for: (i) MIS system implementation has been delayed and will be completed early 2018, hence the need to return funds to reserves, (ii) school improvement grant due to be spent later in the academic year (iii) SEND strategic planning grant which will be used for the implementation of the SEND reforms in 2018/19.

Public Health	23,727	23,548	(179)	0.75% Underspent	(1,049)	(1,228)
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Some of the savings are underpinned by reserves for 2017/18 to a total of £1.229 million and cannot be achieved recurrently until system wide decisions are made with partners to align funding with organisational responsibilities, and these need to be reached by March 2018.

The achievement of savings in 2018/19 will be challenging given the current pressures to redesign and redeliver existing commissioned service offers.

Implemented successfully the prevention agenda will exponentially increase the demands on our commissioned services to address lifestyle needs, thereby breaching our current contracted service limits. Within the life of OOP2020 PH face significant funding uncertainties, including; the removal of the ring fence, potential business rates or alternatives and levels of funding.

Service	2017/18 Budget £'000	2017/18 Outturn £'000	Revenue Variance £'000 %	Retained Reserves £'000	Financial Standing £'000
Transport & Economy	27,127	26,853	(274) 1.01% Underspent	(6,170)	(6,444)

The £274,000 forecast underspend represents approx. 1% of net revenue budget for the Business Unit. This variance can be largely attributed to increased income, offset to some extent by the increased costs of resourcing increasing workloads in transport planning, traffic management, development control and design services.

Total Communities Group	170,974	170,827	(147) 0.09% Underspent	(8,098)	(8,245)
Children & Families	57,688	59,676	1,988 3.45% Overspent	(1,650)	338

It has taken a longer lead-time than anticipated for the in-house fostering recruitment campaign to gain traction. We are therefore using a higher number of external agencies and there is a lower than anticipated number of internal foster placements. This has been mitigated earlier in the year by a lower use of residential care than anticipated. However a placement crisis from the summer onwards has led to an increase in the use of residential placements and this has resulted in a significant negative impact. This reflects a national issue.

Social Care & Support	133,051	130,956	(2,095) 1.57% Underspent	(8,318)	(10,413)
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Work has started on a number of plans which form the delivery of the adult social care transformation. These will start to address the pressures in disability and older people services, but their impact will not be felt until towards the end of the financial year. Plans are in place and spending has started on the additional £8.3m in government grant, increasing preventative measures, which support the overall council One Organisational Plan. £3m has been moved to reserves to recognise the growing pressures into next financial year.

Strategic Commissioning	13,016	11,210	(1,806) 13.88% Underspent	(3,836)	(5,642)
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The current forecast for the Strategic Commissioning Business Unit highlights there are no major un-addressed risks. The Business unit is forecasting an under-spend due to the Mosaic Project. However any residual funding will need to be ring fenced for 18/19 to complete the implementation of Mosaic within Adult Social Care and to continue the development of Mosaic within Children's Services.

Total People Group	203,755	201,842	(1,913) 0.94% Underspent	(17,782)*	(19,695)
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Service	2017/18 Budget £'000	2017/18 Outturn £'000	Revenue Variance £'000	%	Retained Reserves £'000	Financial Standing £'000
Customer Service	8,549	8,311	(238)	2.78% Underspent	(973)	(1,211)

The Registration Service has a target to deliver an additional 100K income this year as part of the agreed savings plan - this will be a challenge and the Service is taking every opportunity to continue to market the service to attract more customers to get married in Warwickshire.

Finance	3,617	3,245	(372)	10.28% Underspent	(694)	(1,066)
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The service continues to face higher than anticipated levels of staff turnover, with a particular focus on uncompetitive salary levels compared with the health sector and some adjoining authorities. This has led to a number of posts being vacant for longer than is ideal. However, these posts have now been largely filled. There has also been more income generated by procurement activities than originally anticipated (via service sales and contract rebates), but the latter is not expected to be repeated as contracts cease.

Human Resources & Organisational Development	6,123	5,809	(314)	5.13% Underspent	(721)	(1,035)
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The forecasts are based on the assumption that we will be able to recruit to a number of vacant posts across the Service. If we are not able to appoint to these posts the underspend will increase. There is also a risk that additional spend (staffing) will be needed to implement Phases 2 and 3 of the Your HR project to time. This would be funded from the wider service underspend.

ICT Services	9,138	8,842	(296)	3.24% Underspent	(216)	(512)
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The Corporate ICT Development underspend (£267,000) has resulted from a number of projects with confirmed underspends as well as a number of projects that are on hold pending external decisions. Taking this into account, the true position of the Business Unit is (£33,000) underspent. This is due to the forecast shortfall in the WES surplus target of £157,000.

Law & Governance	878	637	(241)	27.45% Underspent	(20)	(261)
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The forecast assumes that new web streaming system will be implemented and paid for this financial year. If this is not achieved, there will be a greater underspend for the BU in 2017/18 to be carried forward and spent in 2018/19. Also assumption that additional audit capacity can be secured on a temporary basis, pending recruitment, to deliver audit plan. BU underspend would also increase if legal services secured new external business (not routed through the new company) in final quarter.

Service	2017/18 Budget £'000	2017/18 Outturn £'000	Revenue Variance £'000	%	Retained Reserves £'000	Financial Standing £'000
Performance	4,660	4,444	(216)	4.64% Underspent	0	(216)

Delivery of transformation both across the Council and within the Resources Group in the short to medium term predicated on the use of transformation funds to cover fixed term and agency staff to fill resource gap and that suitable skill sets are available in the market place.

Property Services	8,631	9,589	958	11.10% Overspent	(301)	657
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This quarter's forecast reflects a change in the confidence of delivering capital receipts which affects the outturn position for Estates & Smallholdings and the property rationalisation savings. The forecast now excludes the savings from the sales of Kenilworth Library access road, Meadow Farm and Eastboro Way as these are under risk of not completing in this financial year due to late abnormal development cost claims being made by the purchasers and other planning adjustments needing to be negotiated before sales can complete. These disposals are being monitored on a weekly basis as the forecast could significantly improve if negotiations can be completed before the end of the financial year. The service is exploring all opportunities to mitigate this overspend. Trading continues to be successful and income is forecast to exceed targets.

Total Resources Group	41,596	40,877	(719)	1.73% Underspent	(6,523)*	(7,242)
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Fire & Rescue	18,717	19,845	1,128	6.03% Overspent	(2,737)	(1,609)
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Of the total overspend of £1.128m, the Service was anticipating to use existing reserves of £997k to fund these costs and Cabinet is therefore asked to approve the drawdown of these reserves as set out in the accompanying table. This leaves a residual forecast overspend of £131k which primarily relates to the planned recruitment costs to bring the Service back up to establishment. In the short term the Service also continues to incur business continuity payments to maintain operational availability, this will reduce significantly as the new recruits are integrated into the Service.

Other Services	(174,188)	(176,123)	(1,935)	1.11% Underspent	(93,577)	(95,512)
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The underspend is primarily due to additional grant income and a reduction in the cost of financing our debt as a result of slippage in the capital programme reducing our need to borrow in previous years. Any underspend in Other Services not allocated to specific reserves will be allocated to General Reserves at the end of the year and will be available to support future year's budget allocations.

Total Whole Authority	260,854	257,268	(3,586)	1.37% Underspent	(128,717)	(132,303)
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Service	2017/18 Budget £'000	2017/18 Outturn £'000	Revenue Variance £'000	%	Retained Reserves £'000	Financial Standing £'000
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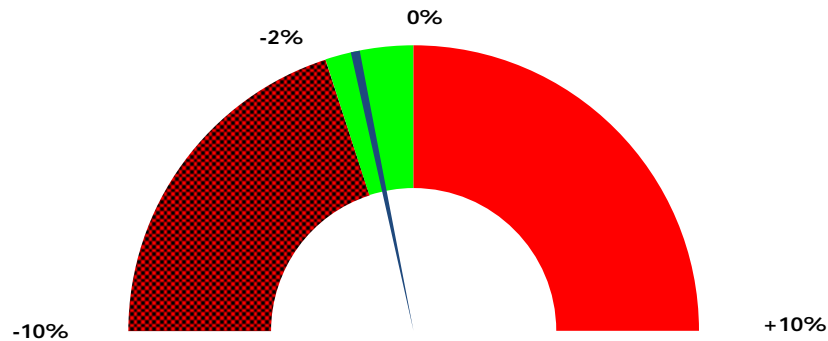
Notes

All positive revenue variances (i.e. overspends) are shown as a solid Red. Also if a negative revenue variance represents an underspending of more than 2%, which is outside of the corporate tolerance, then it is also shown as Patterned Red. All other underspends are shown as Green.

Financial Standing is the level of reserves a business unit is forecast to have at the end of the financial year. Any overdrawn position is shown as Red.

- * People Group and Resources Group have retained reserves which are held at the Group level and are drawn down by services periodically to fund new initiatives and invest to save schemes. This is why the total is different to the sum of the individual business unit positions.

Revenue Variance for the Whole Authority



One Organisational Plan: Use of Financial Resources: Quarter 3 October 2017 - December 2017
Savings Plan Position by Business Unit

Service	2017/18 Target £'000	2017/18 Actual to Date £'000	2017/18 Forecast Outturn £'000	Comments	2017-20 Implementation Status
Community Services	1,454	1,115	1,454		G
Education & Learning	1,249	1,249	1,249	While 8 of the 9 savings proposals are either achieved or on track, the Home to School Transport savings in 2018/19 and 2019/20 have been delayed by one financial year due to the General Election, and depend on all proposals being agreed by Cabinet in January. Hence the amber rating.	A
Public Health	2,534	1,901	2,534	The forecast 2018/19 shortfall in the Drug & Alcohol Service will require Public Health to develop new savings proposals for the final year of OOP2020 as the full savings target of £1.3 million is not achievable. Delays in re-tendering services caused by the double purdah period in 2017, and the residual effect of previously imposed Public Health grant reductions, have led to a request to re-phase the remaining 2018/19 savings into 2019/20.	A
Transport & Economy	2,804	2,597	2,694	There is a delay in the delivery of the 2017/18 regeneration savings, these delays can be absorbed by the Business Unit on a short term basis and met in full for 2018/19	A
Total Communities Group	8,041	6,862	7,931		

Service	2017/18 Target	2017/18 Actual to Date	2017/18 Forecast Outturn	Comments	2017-20 Implementation Status
Children & Families	2,289	1,160	1,451	<p>1. £701000 (31%) marked amber. There are pressures on external foster care placement costs and post 16 accommodation. Although the strategy to reduce the number of Children Looked After is on track, it has taken longer lead in time for internal foster care recruitment to gain traction. We are therefore using less internal foster placements and greater external than profiled. There has also been a marked increase in court / legal service level agreement costs in past 2 months which has resulted in a reduction in the amount of savings forecast to be achieved.</p> <p>2. £139,000 (6%) marked red for savings delivery. Within that is:</p> <ul style="list-style-type: none"> - Residential savings previously forecasted to be achieved have been reversed this period with several new children having to be placed in Residential placements due to the placement crisis over the summer, some cases are proving difficult to place in suitable alternative (cheaper) placements due to the severe nature of the child's behaviour / trauma etc. - S17, the planned reduction in support for families at risk has seen an overall down turn in spend but there is an overspend reflecting a slower than anticipated decrease in demand especially on No Recourse to Public Funds; legal advice is that limited action that may be taken to reduce this overspend. - Planned savings of £25,000 from regional adoption agency. There is cost pressure on the service as the result of the national mandatory move towards Regional Adoption Agencies and the impact of the cost base of our regional LA partners and the loss of the "hard to place" grant and measures to mitigate this are being put in place. Service not planned to Go Live until the end of Q4 delaying the projected savings 	A
Social Care & Support	5,343	4,383	4,878	Overall the 2017/18 savings within the business unit do not present an issue to the overall bottom line budget. This is due to efficiencies being realised and the utilisation of other one off monies. However, in subsequent financial years delays in the achievement of efficiencies & demand management may start to present a challenge, especially if the 'redesign' doesn't achieve the expected savings, or that increased demand utilises the capacity created. Achieving a reduction in expenditure in transport continues to be an area where there is unlikely to be delivery, and this continues to be a cross cutting issue and is the subject of discussion across the service areas.	A
Strategic Commissioning	2,737	2,708	2,737	All relevant restructuring to achieve 2017/18 savings has been delivered. All Commissioned Services have been redesigned and delivered e.g.; housing related support/advocacy services to achieve savings. Plans in place to achieve current savings targets for 2018/19 and 2019/20 .	G
Total People Group	10,369	8,251	9,066		
Customer Service	356	322	322	There is a marketing plan in place to generate additional income for the Registration Service	A
Finance	624	659	659	Detailed plans are in place for 2017/18 savings. There is more work to do on identifying £160,000 of savings by 2019/20, but confidence is high that this relatively small amount will be achieved by the end of OOP2020.	G

Service	2017/18 Target	2017/18 Actual to Date	2017/18 Forecast Outturn	Comments	2017-20 Implementation Status
Human Resources & Organisational Development	313	340	340	2017/18 savings have been delivered. There are plans in place for 2018/19 savings. The majority of 2019/20 savings are linked to Your HR Project which is progressing to plan.	G
ICT Services	1,102	1,048	1,102	2017/18 savings have been delivered subject to discussions on Head of Service savings. Work will take place on 2018/19 delivery assessment over next few months.	G
Law & Governance	65	65	65	2017/18 savings will be delivered through increased external legal trading and savings in the audit service. Future savings are in the same service areas with plans in place for delivery.	G
Performance	90	90	90	2017/18 savings have been delivered. There are plans in place for the delivery of 2018/19 savings which will be finalised in the Autumn.	G
Property Services	2,157	840	1,050	There is a significant reliance on the delivery of capital receipts from surplus assets. As part of the OOP2020 Refresh the 3 year programme of receipts has been reviewed to ensure that there is sufficient value of receipts in each year to achieve the savings targets. Project resources continue to manage according to anticipated programme milestones but it remains that securing timely consents and good market offers are a risk. In addition, other savings from other parts of the service are also being considered as an alternative means of achieving the target.	A
Total Resources Group	4,707	3,364	3,628		
Fire & Rescue	368	368	368		R
Other Services	8,450	8,395	8,395		G
Total Whole Authority	31,935	27,240	29,388		

Key

If a business unit's savings are forecast to be fully delivered in year it is shown as Green.

If savings are forecast to be less than 90% delivered it is shown as Red.

If savings are forecast to be more than 90% delivered but not fully delivered it is shown as Amber.

The "Implementation Status" RAG rating relates to the whole of the 2017-20 savings plan.

One Organisational Plan: Use of Financial Resources - Quarter 3 (April 2017 to December 2017)
Capital spend position and slippage by Business Unit

Business Unit	Approved budget for all current and future years (£'000)	Slippage from 2017/18 into Future Years (£'000)	Slippage from 2017/18 into Future Years %	Current quarter - new approved funding / schemes (£'000)	All Current and Future Years Forecast (£'000)	Comments
Children & Families	389	(1)	-1%	0	389	
Community Services	1,454	(18)	-2%	17	1,471	
Customer Service	3,096	391	74%	(238)	2,858	Budget has been transferred to Property Services Globe House project to cover a delayed capital receipt.
Education & Learning	30,391	(1,087)	-6%	14,841	45,232	Delays on Paddox Primary £290k caused by procurement issues. Welcombe Hills £442k slippage resulting from planning and sport england input; and Acorns Primary £215k delays due to processes around making a bid for additional funds to enhance the original plan.
Fire & Rescue	12,752	135	4%	14	12,766	Additional spend in 17-18 on the Training Centre New Build due to rephasing of external fees.
Information Assets	27,433	(3,850)	-48%	(32)	27,401	Some spend on Broadband UK has slipped into later years.

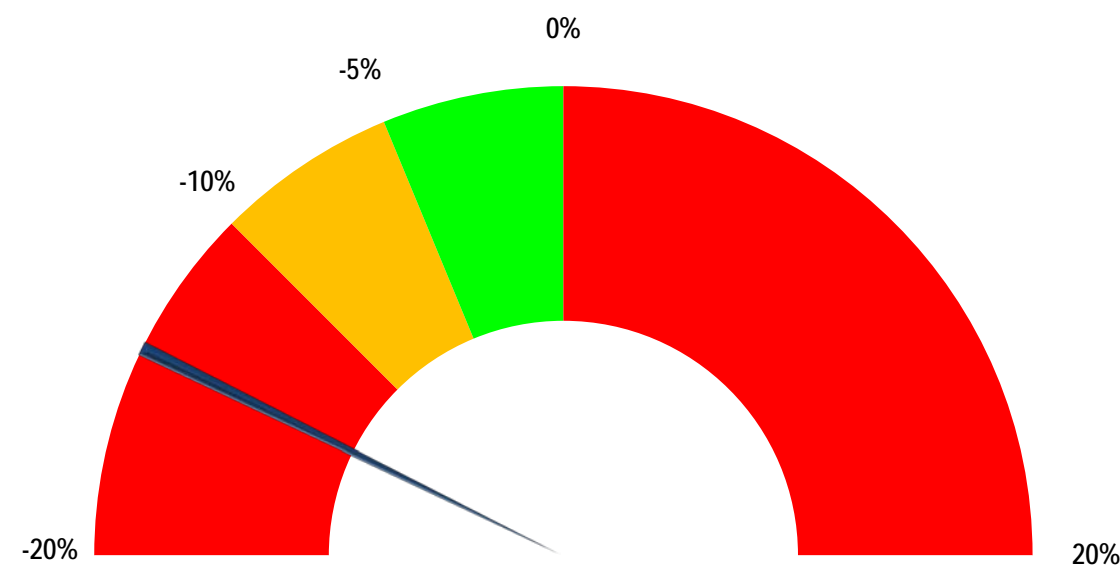
Business Unit	Approved budget for all current and future years (£'000)	Slippage from 2017/18 into Future Years (£'000)	Slippage from 2017/18 into Future Years %	Current quarter - new approved funding / schemes (£'000)	All Current and Future Years Forecast (£'000)	Comments
Property Services	35,441	(2,415)	-16%	488	35,929	Rationalisation of County Storage £1,572k caused by procurement delays (report to Council pending), Old Shire Hall £700k completion date of works revised.
Public Health	24	(24)	-100%	0	24	Spending has slipped into later years.
Social Care & Support (Adults)	3,350	0	0%	0	3,350	
Strategic Commissioning	6,948	0	0%	0	6,948	
Transport & Economy	128,912	(9,051)	-15%	29,163	158,075	Corporate funded projects, £3.382m: School safety zones/safer routes £2.4m delayed awaiting transport consultation outcome, Casualty Reduction/Cycle Schemes £186k design work delays, Bridge Maintenance £211k works reprofiling to future years, RWR £600k overall reduction in scheme costs. External Grant funded projects, £3.007m: related to procurement and legal agreement issues with the Cotton Arches and Stanks Island scheme. Developer Funded projects, £3.022m: delays caused by negotiations with developers over plans and legal agreements taking longer than planned.

Key

In the current forecast the following tolerances have been used to identify slippage from 2017/18 into future years:

- ~ 0% to 5% underspend/slippage is shown as Green
- ~ 5% to 10% underspend/slippage is shown as Amber
- ~ over 10% underspend/slippage is shown as Red
- ~ any overspend is shown as Red

Slippage from 2017/18 into Future Years - Total for all Business Units



Q2 Total WCC	All Years Budget		New Schemes all years	All Years Forecast
Total WCC All Years Capital Programme (£000)	250,190		44,253	294,443

Q2 17-18 Capital Programme	17-18 Budget	17-18 Slippage £000	17-18 Slippage %	New 17-18 Schemes	New 17-18 Forecast
Total 2017/18 Capital Programme (£,000)	112,760	(15,920)	-14%	272	97,112

17-18 Capital Programme	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Cumulative Slippage for 2017/18	(18,246)	(14,349)	(15,920)	

Community Services - Phil Evans
Strategic Director - Monica Fogarty
Portfolio Holders - Councillor Roberts (Fire and Community Safety) and Councillor Clarke (Environment)

2017/18 Revenue Budget

Service	Agreed Budget £'000	Agreed Changes £'000	Latest Budget £'000	Forecast Outturn £'000	Variation Over/ (Under) £'000	Reason for Variation and Management Action
Community Services Management	158		158	158	0	
Community Services Support Costs	367	27	394	337	(57)	The forecast underspend results from lower legal costs for the year
Community Safety	923		923	962	39	
Localities & Partnership	2,633		2,633	2,568	(65)	
Heritage and Environment	1,026	47	1,073	1,027	(46)	Increased income generation in Forestry and Tree Inspections
Heritage Education (WES - Traded Service)	(13)		(13)	20	33	
Waste Management	18,211		18,211	18,662	451	Increased net waste disposal costs primarily as a result of changes in green waste collections.
Youth Justice Service	1,506		1,506	1,472	(34)	
Trading Standards	1,206	56	1,262	1,157	(105)	Receipt of Proceeds of Crime income of £45,000 which will be transferred to reserves to be utilised in crime prevention work, an increase in forecast income for calibration services, and savings resulting from staff changes
Emergency Management	161		161	155	(6)	
Communities Group Resources	160		160	158	(2)	
Net Service Spending	26,338	130	26,468	26,676	208	

2017/18 Reserves Position

Reserve	Approved Opening Balance 01.04.17 £'000	Movement in Year £'000	Effect of Outturn £'000	Forecast Closing Balance 31.03.18 £'000	Transfer Request (To)/From Reserves £'000	Reason for Request
Waste Management	280	(280)		0		
Museum Development Fund	104			104		
Museums Ethnographic Fund	18			18		
Records Purchase Fund	6			6		
Records Donations Fund	62			62		
Community Services Savings	145	15	(311)	(151)		
Community Services Trading	57	(8)	28	77		
Proceeds of Crime	40		45	85	(45)	Transfer of Proceeds of Crime income which must only be utilised for crime prevention work
Domestic Homicide Reviews	93			93		
Secure Remand	310		30	340		
Ecology & Archaeology Information and Advice Service	42	(42)		0		
Accommodation Reserve	29	(29)		0		
Total	1,186	(344)	(208)	634	(45)	

A - Community Services

2017/18 to 2019/20 Savings Plan

OOP Reference as per Service Estimate Report	Savings Proposal Title	2017/18			2018/19		2019/20		Reason for financial variation and any associated management action
		Target £'000	Actual to Date £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	
CG-CS-01	Reducing the costs associated with landfill sites by diverting more waste from landfill to energy from waste plants	67	50	67	67	67	67	67	
CG-CS-02	Reducing waste and increase recycling across the County	313	235	313	313	313	313	313	
CG-CS-03	Communities Group support services - reductions based on the priorities of Communities Group Business Units	98	98	98	98	98	98	98	
CG-CS-04	Heritage and Culture Warwickshire - reductions in some heritage & culture services and a focus on increasing volunteering and commercial viability.	182	137	182	182	182	182	182	
CG-CS-05	Trading Standards Service - Service reductions in consumer protection and business support. We will develop calibration services to increase income and explore the development of shared service arrangements.	20	15	20	20	20	20	20	
CG-CS-06	Youth Justice Service - a service redesign focussed on reactive court ordered activity with a reduction in staffing and management costs as a result	0	0	0	0	0	222	222	
CG-CS-07	Reviewing alternative delivery models to enable Country parks to become self financing	128	96	128	128	128	128	128	
CG-CS-08	Increasing income levels and identify savings to make Forestry self financing	26	20	26	26	26	26	26	
CG-CS-09	Localities and Partnerships - Re-profile the structure of the Localities and Partnerships Team ensuring a reallocation of resources to directly support the voluntary sector and front line community development work.	100	75	100	100	100	100	100	
CG-CS-10	Reduction in support for environmental landscape services	30	23	30	30	30	30	30	
CG-CS-11	Community Services Management - a reduction in the funding for training, legal costs and projects and a reduction in management posts consistent with the redesign of the Business Unit	49	37	49	255	255	255	255	
CG-CS-12	Trading Standards - implementation of a service redesign focussed on generic roles for trading standards officers and a 'one team' approach removing specialisms, partially offset by additional investment in intelligence to aid assessment and resilience, as a result there will be a reduction in staffing and management costs. Activity that delivers internet safety for vulnerable people will be protected	24	18	24	227	227	227	227	
CG-CS-13	Waste Management - a reduction waste tonnage to landfill, an increase in trade waste and third party income, an increase in recycling and a change in the allocation of recycling credits for green waste and food waste	320	240	320	356	356	999	999	
CG-CS-14	Communities Resources - a reduction in activity and staffing to focus on statutory activity such as freedom of information requests and information governance matters.	2	2	2	24	24	45	45	
CG-CS-15	Heritage and Culture - a refocus of services on the Market Hall Museum, the County Records office and income generation	0	0	0	280	280	360	360	
CS-OOP14-18	Youth Justice Service - service reductions in our support to young people in the criminal justice system	95	71	95	95	95	95	95	
	Total	1,454	1,115	1,454	2,201	2,201	3,167	3,167	
	Target		1,454	1,454		2,201		3,167	
	Remaining Shortfall/(Over Achievement)		339	0		0		0	

A - Community Services

2017/18 to 2020/21 Capital Programme

Project	Description	Approved Budget					Forecast					Variation		Reasons for Variation and Management Action
		Earlier Years £ 000's	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later £ 000's	Total £ 000's	Earlier Years £ 000's	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later £ 000's	Total £ 000's	Variance in Year £ 000's	Total Variance £ 000's	
Waste Management														
10207000	Waste Strategy - Waste Treatment & Transfer Facility	1,479	114	0	0	1,593	1,479	114	0	0	1,593	0	0	
11303000	HWRC Maintenance 2016/17	10	32	0	0	42	10	32	0	0	42	0	0	
11304000	HWRC Maintenance 2017/18	0	131	0	0	131	0	131	0	0	131	(0)	(0)	
11450000	HWRC Maintenance 2018/19	0	0	80	0	80	0	0	80	0	80	0	0	
11535000	HWRC Maintenance 2019/20	0	0	0	80	80	0	0	0	80	80	0	0	
Countryside														
10260000	Leam. To Rugby Disused Railway Line - 2002/03	73	0	27	0	100	73	0	27	0	100	0	0	
11022000	Countryside Maintenance - Base Programme 2012/13	606	(4)	19	0	622	606	(5)	21	0	623	(1)	1	Expenditure on project 11022012 delayed from 2017/18 to 2018/19 as waiting for the compulsory purchase order to be obtained for the land for the stopping place.
11218000	Countryside Rural Services Capital Maintenance 2015/16	419	22	0	0	442	419	6	2	0	427	(17)	(14)	With the exception of the retention payment there are no more charges to come on this project. There has also been a refund of charges from 2016/17 which has reduced the Corporate resources required in 2017/18.
11301000	Countryside Rural Services Capital Maintenance 2016/17	362	25	0	0	387	362	2	4	0	368	(23)	(19)	CCTV at all Gypsy sites was paid for 2016/17 and then incorrectly forecast for again in previous 17/18 forecasting. Forecasts for 2017/18 and 2018/19 have been updated to reflect additional costs to bring CCTV into full use.
11302000	Countryside Rural Services Capital Maintenance 2017/18	0	175	0	0	175	0	208	10	0	218	33	42	New projects added £55,000 for Far Leys play area + £9,000 for a JCB vehicle. Corporate resource on block header adjusted to balance corporate resource. The additional £9k over all Countryside Schemes will be financed via a revenue contribution to capital.
11449000	Countryside Rural Services Capital Maintenance 2018/19	0	0	220	0	220	0	0	220	0	220	0	0	
11536000	Countryside Rural Services Capital Maintenance 2019/20	0	0	0	220	220	0	0	0	220	220	0	0	
Heritage														
10623000	County Records Office Service - Digital Asset Management	61	34	6	0	101	61	34	6	0	101	0	0	
11415000	Market Hall Museum - "Our Warwickshire"	913	195	0	0	1,109	913	195	0	0	1,109	0	0	
11534000	Healey collection	89	4	0	0	93	89	11	0	0	101	8	8	Additional Public Donations meant the collection could be fully catalogued increasing security and accessibility
Community Safety														
11523000	Community Buildings Capital Grant Fund	0	0	0	0	0	0	0	0	0	0	0	0	
11524000	Emergency Stopping Places	0	50	23	0	73	0	50	23	0	73	0	0	
		4,014	779	375	300	5,468	4,014	779	393	300	5,486	(0)	18	

Education & Learning - Chris Malone
Strategic Director - Monica Fogarty
Portfolio Holders - Councillor Hayfield (Education & Learning)

2017/18 Revenue Budget

Service	Agreed Budget £'000	Agreed Changes £'000	Latest Budget £'000	Forecast Outturn £'000	Variation Over/ (Under) £'000	Reason for Variation and Management Action
Head of Service	153		153	136	(17)	This relates to a one off saving in salary costs.
Business Unit	321	31	352	623	271	The budget transfer of £31,000 from School Organisation & Planning relates to a staffing restructure within the service. £244,000 is forecast to repay the 2016/17 overspend, this over spend offsets against the WES traded income below.
Business Unit - WES Traded	516		516	0	(516)	This variance of £516,000 represents the surpluses generated from trading with schools, £272,000 has been used to offset overspend within the SENDAR team, and £244,000 to repay 2016/17 overspend.
Business Unit - DSG	69		69	69	0	
Head of Service - Total	1,059	31	1,090	828	(262)	
School Organisation and Planning	15,920	(18)	15,902	17,138	1,236	There is an overspend on home to school transport of £1,277,000 of which £774,000 relates to SEN. The service is also forecasting an underspend of £80,000 relating to the Education MIS project, this project will continue into 2018/19 therefore it is requested that this is transferred to reserves at Q3.
School Organisation and Planning - WES Traded	(27)		(27)	(63)	(36)	This relates to the additional income generated by the Admissions service.
School Organisation and Planning - DSG	24,557	(7)	24,550	23,909	(641)	3 and 4 year old funding including additional hours is forecasting to be underspent by £597,000, there are further underspends in Admissions of £75,000, and New Schools Setups £19,000. The underspends are off setting an overspend in exceptional pupil numbers of £50,000.
School Organisation and Planning - Total	40,451	(25)	40,426	40,984	558	
Vulnerable Learners	1,957		1,957	2,163	206	There is an overspend on the SENDAR team of £294,000 this due increase salary costs to meet additional demand of 17% increase in referrals, and the requirement to be compliant. An underspend of £99,000 is forecast, this relates to the SEND Strategic Planning Fund received from the DfE to carry out a strategic review of the authorities high needs provision, this review has been commissioned and will continue into 2018/19, it is requested that this transferred to the SEND earmark reserve at Q3.
Vulnerable Learners - WES Traded	(354)		(354)	(451)	(97)	The increased trading surplus is in part due to the challenge of ensuring sufficiency within the Educational Psychologist service.
Vulnerable Learners - DSG	41,116		41,116	42,510	1,394	The overspend on the DSG is largely due to pressures in the SEN top up budgets for mainstream and special school pupils. The growth in the special schools pupil numbers has been due to increasing capacity with new opening of new provisions within the County. While the pressures in mainstream is due to a variety of reasons, including an increase in referrals, an increase in levels of need and increased costs of mediation.
Vulnerable Learners - Total	42,719	0	42,719	44,222	1,503	
Learning and Performance	1,484	(11)	1,473	1,104	(370)	£323,000 relates to a Dfe grant for School Improvement and Monitoring, expenditure will happen in 18/19, and therefore it is requested to be transferred to a new reserve at Q3.
Learning and Performance - WES Traded	(208)		(208)	(198)	10	
Learning and Performance - DSG	2,921		2,921	2,919	(2)	
Learning and Performance - Total	4,198	(11)	4,187	3,825	(362)	
Adult Community Learning	(86)		(86)	(86)	0	
Schools related residual	2,408		2,408	2,288	(120)	£103,000 underspend relates to the change in policy for School Redundancy payments. Full saving may not be realised if individual school circumstances lead to residual one-off costs
Schools related residual - DSG	2,992	(84)	2,908	1,688	(1,220)	Reduction in Early Years census figures has reduced the DSG budget by £84,000. The DSG Contingency budget is forecasting an underspend in 2017/18, this will be used to offset against the Vulnerable Learners (High Needs Block) overspend.
Schools related residual - Total	5,314	(84)	5,230	3,891	(1,340)	
Net Service Spending	93,741	(89)	93,652	93,750	98	
Non DSG	22,085	2	22,087	22,654	567	
DSG	71,656	(91)	71,565	71,096	(469)	

2017/18 Reserves Position

Reserve	Approved Opening Balance 01.04.17 £'000	Movement in Year £'000	Effect of Outturn £'000	Forecast Closing Balance 31.03.18 £'000	Transfer Request (To)/From Reserves £'000	Reason for Request
E&L Savings	(244)	244	(1,072)	(1,072)		
SEND Earmarked Reserve	332	(295)	102	139	-99	£99,000 relates to the SEND Strategic Planning Fund received from the Dfe to carry out a strategic review of the authorities high needs provision, this review has been commissioned and will continue into 2018/19. It is expected that at the end of 2017/18 there will be £3,000 unspent of the SEND implementation grant.
DSG Reserve	0	0	469	469		
Education MIS Project	372	(372)	80	80	-80	Due to the delay of the new education MIS system, it is now estimated that the final stage of implementation will occur in 2018/19.
School Improvement Monitoring & Brokering Reserve	0	0	323	323	-323	New reserve has been requested for School Improvement, this funding was provided by the Dfe in September 2017 to allow the authority to continue to monitor performance of maintained schools, broker school improvement provision, and intervene as appropriate, while there is a dual system of maintained schools and academies.
Total	460	(423)	(98)	(61)	(502)	

2017/18 to 2019/20 Savings Plan

OOP Reference as per Service Estimate Report	Savings Proposal Title	2017/18			2018/19		2019/20		Reason for financial variation and any associated management action
		Target £'000	Actual to Date £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	
CG-EL-01	Funding set aside to repay self-financed borrowing is no longer needed for this purpose and can be released	80	80	80	80	80	80	80	
CG-EL-02	Remove the budget for one-off small research and development projects	12	12	12	12	12	12	12	
CG-EL-03	Attendance, Compliance & Enforcement Service (ACE): Reduce the number of cases that require intervention, effective use of funding from the priority families programme, increase trading with academy schools outside Warwickshire and reductions in the service	67	67	67	206	206	206	206	
CG-EL-04	Responsibility will move to the early years sector to monitor and drive its own improvement. Also included in a restructure would be links with Health Visitors and the prioritisation of children for free childcare. Business support would have to be purchased by providers.	100	100	100	100	100	100	100	
CG-EL-05	Reduction in management and administration and the removal of the funding set aside for school-based projects that arise during the year.	300	300	300	410	410	410	410	
CG-EL-06	Restructure of the school improvement and early years quality improvement functions and the post-16 team to reflect the approach to school-led improvement approach and policy outlined in the Education for All Bill.	690	690	690	791	791	791	791	
CG-EL-07	Access and Organisation; a reduction in planning costs, the removal of funding for vacant sites and removing the provision for the set-up costs of new schools	0	0	0	35	35	70	70	
CG-EL-08	Stop funding redundancy costs for schools and only provide for existing commitments	0	0	0	100	100	221	221	
CG-EL-09	Reduction in the Home to School Transport Budget	0	0	0	320	320	1,648	1,648	
	Total	1,249	1,249	1,249	2,054	2,054	3,538	3,538	
	Target		1,249	1,249		2,054		3,538	
	Remaining Shortfall/(Over Achievement)		0	0		0		0	

B Education & Learning

2017/18 to 2020/21 Capital Programme

Project	Description	Approved Budget					Forecast					Variation		Reasons for Variation and Management Action
		Earlier Years £ 000's	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later £ 000's	Total £ 000's	Earlier Years £ 000's	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later £ 000's	Total £ 000's	Variance in Year £ 000's	Total Variance £ 000's	
Learning - Devolved														
10554000	Devolved/School Level Budgets 2010/11 (Self-financed)	5,270	4010	0	0	9,280	5,270	4,010	0	0	9,280	0	0	
Learning - Other														
11393000	Minor Works Block Header 2015/16	584	84	0	0	668	584	84	0	0	668	0	0	
11399000	CMS Musical Instruments 2015/16-2017-18	69	25	0	0	94	69	25	0	0	94	0	0	
11499000	Bidford Primary & Willow Tree Nursery separation works	5	33	0	0	38	5	33	0	0	38	0	0	
11556000	Education MIS	194	268	0	0	462	194	268	0	0	462	0	0	
11557000	Early Years Capital Fund / Knightlow Children's Partnership	0	150	0	0	150	0	150	0	0	150	0	0	
11558000	Early Years Capital Fund / Nic Nac Pre-School	0	174	0	0	174	0	174	0	0	174	0	0	
11559000	Early Years Capital Fund / Acorn Wood Day Nursery	0	195	0	0	195	0	195	0	0	195	0	0	
11560000	Early Years Capital Fund / Brooklyn Day Nursery	0	78	0	0	78	0	78	0	0	78	0	0	
11571000	Bridges Childcare	0	40	0	0	40	0	40	0	0	40	0	0	
11573000	Planning & Development block header 17/18	0	200	0	0	200	0	200	0	0	200	0	0	
11583000	Early Years Capital Fund / Dunchurch Infants	0	132	0	0	132	0	176	0	0	176	44	44	New funds for project approved at Cabinet on 9th November
11621000	High Meadow Infant School - New Classrooms, group rooms and Toilets	0	0	0	0	0	0	10	240	1,400	1,650	10	1,650	New project approved at Cabinet on 9th November
11630000	Minor Works 18/19	0	0	0	0	0	0	0	300	0	300	0	300	New project approved at Cabinet on 9th November
11633000	Weddington Nursery Provision - demolition and new build	0	0	0	0	0	0	10	378	0	388	10	388	New project approved at Cabinet on 9th November
Primary - expansion														
11067000	Camp Hill Primary Extension (Pupil Places)	1,316	0	0	0	1,316	1,316	0	0	0	1,316	0	0	
11069000	Sydenham Primary Extension (Pupil Places)	1,740	0	0	0	1,740	1,740	0	0	0	1,740	0	0	
11073000	All Saints Junior Extension (Pupil Places) Warwick	899	51	0	0	950	899	51	0	0	950	0	0	
11102000	Newdigate Primary (Pupil Places) Bedworth	878	25	0	0	903	878	25	0	0	903	0	0	
11174000	Kingsway Primary extension and reorg (pupil places)	1,013	8	0	0	1,021	1,013	8	0	0	1,021	0	0	
11202000	Quinton Primary expansion (pupil places)	1,213	0	0	0	1,213	1,213	0	0	0	1,213	0	0	
11209000	Wembrook Primary additional studio hall space	418	0	0	0	418	418	0	0	0	418	0	0	
11249000	Bishopston School extension - targeted basic need	2,618	82	0	0	2,700	2,618	82	0	0	2,700	0	0	
11253000	Lapworth School extension - targeted basic need	718	3	0	0	721	718	3	0	0	721	0	0	
11255000	Paddox School extension - targeted basic need	2,646	8	0	0	2,654	2,646	11	0	0	2,658	4	4	Increase in Forecast Expenditure following Final Account.
11256000	St Michael's CE School extension - targeted basic need	267	0	0	0	267	267	0	0	0	267	0	0	
11262000	Cawston Grange extension (pupil places)	2,678	16	0	0	2,694	2,678	17	0	0	2,695	1	1	
11263000	Long Lawford extension (pupil places)	770	105	0	0	875	770	105	0	0	875	0	0	
11270000	Shipston Primary extension	393	2	0	0	395	393	2	0	0	395	0	0	
11271000	Alcester St Nicholas Academy extension	316	0	0	0	316	316	0	0	0	316	0	0	
11322000	Whitnash primary basic need provision	647	3	0	0	650	647	3	0	0	650	0	0	
11323000	Boughton Leigh Jnr basic need provision	289	11	0	0	300	289	11	0	0	300	0	0	
11351000	Former Bridgeway CSS Centre - New KS2 Annexe For All Saints CE Infant School Bedworth	870	118	0	0	988	870	118	0	0	988	0	0	
11386000	Long Lawford Primary permanent expansion	194	347	2499	0	3,040	194	347	2,499	0	3,040	0	0	

B Education & Learning

Project	Description	Approved Budget					Forecast					Variation		Reasons for Variation and Management Action
		Earlier Years £ 000's	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later £ 000's	Total £ 000's	Earlier Years £ 000's	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later £ 000's	Total £ 000's	Variance in Year £ 000's	Total Variance £ 000's	
11389000	All Saints Primary, Nuneaton, replace temporary classrooms with new extension	566	184	0	0	750	566	184	0	0	750	0	0	
11390000	Nathaniel Newton Infants, internal alterations re bulge class	64	0	0	0	64	64	0	0	0	64	0	0	
11392000	St Peters Barford, expansion	308	22	0	0	330	308	22	0	0	330	0	0	
11401000	Hillmorton Primary Permanent Expansion	2,509	475	0	0	2,984	2,509	477	0	0	2,986	2	2	
11403000	St Michael's CE Primary, Bedworth Permanent Expansion	892	8	0	0	900	892	8	0	0	900	0	0	
11468000	Oakfield Primary expansion (Academy)	41	529	0	0	570	41	529	0	0	570	0	0	
11469000	Northlands Primary School - bulge class developer contribution	33	19	0	0	52	33	19	0	0	52	0	0	
11470000	Nathaniel Newton Infants, extension re bulge class	191	46	0	0	237	191	46	0	0	237	0	0	
11471000	The Ferncumbe Primary School	100	50	0	0	150	100	20	30	0	150	(30)	0	Forecast slippage due to temp removal in next financial year.
11474000	Newdigate Primary School Bedworth	103	47	0	0	150	103	17	30	0	150	(30)	0	Forecast slippage due to temp removal in next financial year.
11493000	Coleshill Church of England Primary School - contribution to additional classroom for bulge class	230	45	0	0	275	230	45	0	0	275	0	0	
11494000	Kingsway Primary - temporary classroom for bulge class	110	40	0	0	150	110	40	0	0	150	0	0	
11500000	Northlands Primary School - bulge class additional toilets & security door relocation	9	61	0	0	70	9	61	0	0	70	0	0	
11565000	Ettington Primary School	0	90	0	0	90	0	90	0	0	90	0	0	
11566000	The Ferncumbe Primary School	0	40	360	0	400	0	40	360	0	400	0	0	
11568000	Welford on Avon Primary School	0	150	1,350	0	1,500	0	150	1,350	0	1,500	0	0	
11570000	Coten End Kitchen Extension	0	165	0	0	165	0	165	0	0	165	0	0	
11572000	Stratford upon Avon Primary toilet facility improvements	0	29	0	0	29	0	29	0	0	29	0	0	
11497000	Acoms Primary School, Long Compton - new temporary classroom	7	253	0	0	260	7	38	215	0	260	(215)	(0)	Project delayed - School to apply for CIF funding.
11620000	Newdigate Primary School - Expansion and Internal referb	0	0	0	0	0	0	10	290	700	1,000	10	1,000	New project approved at Cabinet on 9th November
11627000	Wellesbourne Primary School - new small hall and servery to the annex site	0	0	0	0	0	0	10	190	700	900	10	900	New project approved at Cabinet on 9th November
11628000	Michael Drayton Primary - Expansion	0	0	0	0	0	0	20	480	1,000	1,500	20	1,500	New project approved at Cabinet on 9th November
Primary - new														
11313000	Aylesford Primary School - new primary provision at Aylesford school	3,007	9	0	0	3,017	3,007	9	0	0	3,017	0	0	
11384000	New School, The Gateway, Rugby	11	10	29	3100	3,150	11	10	29	3,100	3,150	0	0	
11391000	New school, South Warwick (Heathcote Farm site)	1,653	1747	0	0	3,400	1,653	1,755	0	0	3,408	8	8	Funding to be taken from the Education & Learning pot
11480000	Water Orton Primary School (re HS2 Conditional)	38	104	5,358	0	5,500	38	104	5,358	0	5,500	0	0	
Primary - other														
11204000	Tysoe temporary classroom replacement	277	0	0	0	277	277	0	0	0	277	0	0	
11260000	St Marys Southam Fire damage	186	14	0	0	200	186	14	0	0	200	0	0	
11319000	Eastlands Primary Temporary Classroom	95	8	0	0	102	95	8	20	80	202	0	100	New funding approved at Cabinet on 9th November
11321000	Long Lawford Pri temporary classroom	247	44	0	0	291	247	44	0	0	291	0	0	
11331000	Newburgh Primary School - New Play Area	140	10	0	0	150	140	10	0	0	150	0	0	
11345000	Paddox Primary School - New Temporary Classroom	120	0	0	0	120	120	0	0	0	120	0	0	
11348000	St James Southam - Fencing to School Boundary	45	5	0	0	50	45	5	0	0	50	0	0	
11387000	Long Lawford temporary arrangements	4	80	0	0	84	4	0	80	0	84	(80)	0	Forecast slippage due to continued hire of temporary buildings.

B Education & Learning

Project	Description	Approved Budget					Forecast					Variation		Reasons for Variation and Management Action
		Earlier Years £ 000's	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later £ 000's	Total £ 000's	Earlier Years £ 000's	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later £ 000's	Total £ 000's	Variance in Year £ 000's	Total Variance £ 000's	
11402000	Hillmorton Primary Temporary Classroom	179	0	0	0	179	179	0	0	0	179	0	0	
11411000	Race Leys Infant School - Universal Free School Meals	210	9	0	0	219	210	9	0	0	219	0	0	
11412000	St Francis Catholic Primary School - Universal Free School Meals	45	1	0	0	46	45	1	0	0	46	0	0	
11413000	Hampton Lucy CofE Primary - Universal Free School Meals	231	16	0	0	247	231	16	0	0	247	0	0	
11491000	Race Leys Infant School demolish classroom and extend playground	26	24	0	0	50	26	24	1	0	51	0	1	Increase due to final account and slippage to pay final retention.
11626000	Goodyers End Primary School - demolition of temporary classroom	0	0	0	0	0	0	200	0	0	200	200	200	New project approved at Cabinet on 9th November
Schools Access														
11267000	2013-14 Schools Disability Access block header	663	21	0	0	684	663	21	0	0	684	0	0	
11479000	Access works for SEN 16-17	56	244	0	0	300	56	243	0	0	299	(1)	(1)	
11629000	DDA Blockheader 18/19	0	0	0	0	0	0	0	400	0	400	0	400	New project approved at Cabinet on 9th November
Secondary - expansion														
11472000	Kineton High School	794	2,501	0	0	3,295	794	2,501	0	0	3,295	0	0	
11473000	Shipston High School	104	2,146	0	0	2,250	104	2,146	0	0	2,250	0	0	
11481000	Campion School - Phase 1 (Conditional) Feasibility only	6	44	0	0	50	6	47	0	0	53	3	3	Increase due to finalisation of Feasibility.
11482000	Southam College (Conditional)	55	345	0	0	400	55	345	0	0	400	0	0	
11619000	Campion Phase 1 (incl Sports Hall Refurb)	0	0	0	0	0	0	50	250	7,200	7,500	50	7,500	New project approved at Cabinet on 9th November
11632000	Aylesford Secondary School - Conversion of Bungalow	0	0	0	0	0	0	12	0	0	12	12	12	New project approved at Cabinet on 9th November
11634000	Bilton School Refocus Unit - Expansion and refurbishment	0	0	0	0	0	0	10	244	0	254	10	254	New project approved at Cabinet on 9th November
Secondary - other														
11320000	Shipston High temporary classroom	114	66	0	0	180	114	66	0	0	180	0	0	
11404000	Shipston Academy - Contribution to replacement gym	48	0	0	0	48	48	0	0	0	48	0	0	
11498000	Etone Secondary School grounds resurfacing & expansion enabling works	38	37	0	0	75	38	37	0	0	75	0	0	
SEN - other														
11178000	Woodlands School (improve facilities)	305	0	0	0	305	305	0	0	0	305	0	0	
11180000	Welcombe Hills vehicle access alterations	8	442	0	0	450	8	0	442	0	450	(442)	0	Slippage due to planning and Sport England delays to project.
11407000	SEN Resource base provision - Secondary Schools (Harris and George Eliot)	39	21	0	0	60	39	21	0	0	60	0	0	
11409000	New SEN provision - Complex Mental Health needs	53	0	0	0	53	53	0	0	0	53	0	0	
11477000	North Warwickshire & Hinckley College SEN provision	0	365	0	0	365	0	365	0	0	365	0	0	
11478000	Warwickshire College SEN provision	210	83	0	0	292	210	83	0	0	292	0	0	
11495000	Stockingford Primary School new SISG module building	118	282	0	0	400	118	282	0	0	400	0	0	
11496000	Middlemarch Junior School - SEN resourced provision facilities	44	56	0	0	100	44	56	0	0	100	0	0	
11569000	Paddox Primary SISG	0	300	0	0	300	0	10	290	0	300	(290)	0	Project slippage due to procurement issues for new building.
11589000	SEND facilities block	0	0	0	0	0	0	0	0	0	0	0	0	
11625000	Arden Fields Academy - creation of additional facilities	0	0	0	0	0	0	0	66	0	66	0	66	New project approved at Cabinet on 9th November
11631000	Specialist Nurture Provision at Special School	0	0	0	0	0	0	0	200	0	200	0	200	New project approved at Cabinet on 9th November
SEN - expansion														
11567000	Woodlands Special School school contribution to fencing & car park	0	10	0	0	10	0	10	0	0	10	0	0	

B Education & Learning

Project	Description	Approved Budget					Forecast					Variation		Reasons for Variation and Management Action
		Earlier Years £ 000's	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later £ 000's	Total £ 000's	Earlier Years £ 000's	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later £ 000's	Total £ 000's	Variance in Year £ 000's	Total Variance £ 000's	
11622000	Oakwood Special School - Conversion of music room to specialist teaching room	0	0	0	0	0	0	0	60	0	60	0	60	New project approved at Cabinet on 9th November
11623000	Ridgeway School - Reconfiguration of classrooms	0	0	0	0	0	0	0	100	25	125	0	125	New project approved at Cabinet on 9th November
11624000	Round Oak School - Reconfiguration of classrooms	0	0	0	0	0	0	0	100	25	125	0	125	New project approved at Cabinet on 9th November
SEN - new														
11350000	New AEN School McIntyre Discovery Academy (Former Manor Park)	5,766	234	0	0	6,000	5,766	234	0	0	6,000	0	0	
		46,106	17,696	9,595	3,100	76,498	46,106	17,002	14,001	14,230	91,339	(695)	14,841	

Public Health - John Linnane
Strategic Director - Monica Fogarty
Portfolio Holders - Councillor Caborn (Adult Social Care & Health)

2017/18 Revenue Budget

Service	Agreed Budget £'000	Agreed Changes £'000	Latest Budget £'000	Forecast Outturn £'000	Variation Over/ (Under) £'000	Reason for Variation and Management Action
Public Health Management	249		249	251	2	
Salaries and Service Overheads	1,534	6	1,540	1,932	392	The Government imposed unexpected additional savings of £1,470,000 to the Public Health Budget in 2016/17 which has resulted in a residual shortfall of £233,000 in the Public Health business unit.
Children's Health	8,941		8,941	8,948	7	
Health Checks and Wellbeing	551		551	456	(95)	Health Checks is a demand led service that has had lower uptake this financial year than budgeted for.
Physical Activity and Weight Management	1,442		1,442	1,451	9	
Smoking Cessation and Tobacco Control	400		400	330	(70)	
Substance Misuse	4,884		4,884	4,640	(244)	Negotiations with the Adult service provider has resulted in a saving of £377,000. However, this is part of already planned savings.
Health Protection and Resilience	4,280		4,280	4,133	(147)	This relates largely to the unpredictability of demand led services and the active management of out of area payments.
Population Health and Place	471		471	412	(59)	
Mental Health and Wellbeing	969		969	995	26	
Net Service Spending	23,721	6	23,727	23,548	(179)	

2017/18 Reserves Position

Reserve	Approved Opening Balance 01.04.17 £'000	Movement in Year £'000	Effect of Outturn £'000	Forecast Closing Balance 31.03.18 £'000	Transfer Request (To)/From Reserves £'000	Reason for Request
Savings	1,578	(529)	179	1,228		
DAAT	389	(389)		0		
Family Nurse Partnership	361	(361)		0		
Total	2,328	(1,279)	179	1,228	0	

C Public Health

2017/18 to 2019/20 Savings Plan

OOP Reference as per Service Estimate Report	Savings Proposal Title	2017/18			2018/19		2019/20		Reason for financial variation and any associated management action
		Target £'000	Actual to Date £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	
CG-PH-01	Redesigning current ways of working and the arrangements for external contracts	1200	900	1,200	1,200	1,200	1,200	1,200	
CG-PH-02	Drugs and Alcohol - a reduction in costs, prioritised through a redesign and recommissioning process	377	283	377	1,300	377	1,300	900	This shortfall will require Public Health to develop new savings proposals for the final year of OOP2020 as the full savings target of £1.300 million is not achievable in the Drug & Alcohol service.
CG-PH-03	Healthwatch - re-tendering and redesign of the service to allow greater use of different channels, of volunteers and alignment with other similar agencies	42	32	42	87	42	87	87	Delays in re-tendering services caused by the double purdah period in 2017, and the residual effect of previously imposed Public Health grant reductions, have led to a request to re-phase the 2018/19 savings into 2019/20.
CG-PH-04	Dietetics - retain the acute provision and move community provision towards the preventative approach with access criteria and lower priority requirements accessed through other community provision.	200	150	200	400	200	400	400	
CG-PH-05	Reduce staffing and overheads across the Business Unit	100	75	100	200	100	300	300	
CG-PH-06	Smoking Cessation - redesign services to accommodate the changes in how the public are choosing to quit smoking	200	150	200	300	200	300	300	
CG-PH-07	Health Visitors and Family Nurse Practitioners - reduction in costs, prioritised through a redesign and recommissioning process	415	311	415	1,150	415	1,150	1,150	
CG-PH-08	Advocacy - retendering and redesign of the service, combining the two advocacy approaches into one (see proposed saving from Healthwatch)	0	0	0	85	0	85	85	
Total		2,534	1,901	2,534	4,722	2,534	4,822	4,422	
Target			2,534	2,534		4,722		4822	
Remaining Shortfall/(Over Achievement)			634	0		2,188		400	

2017/18 to 2020/21 Capital Programme

Agresso Project Code	Description	Approved Budget					Forecast					Variation		Reasons for Variation and Management Action
		Earlier Years	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later £'000	Total £ 000's	Earlier Years	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later £'000	Total £ 000's	Variance in Year £ 000's	Total Variance £ 000's	
11492000	Urban Mile Markers	0	24	0	0	24	0	0	24	0	24	(24)	0	Project has slipped into 2018-19
		0	24	0	0	24	0	0	24	0	24	(24)	0	

Transport & Economy - Mark Ryder
Strategic Director - Monica Fogarty
Portfolio Holders - Jeff Clarke (Transport & Environment)

2017/18 Revenue Budget

Service	Agreed Budget £'000	Agreed Changes £'000	Latest Budget £'000	Forecast Outturn £'000	Variation Over/ (Under) £'000	Reason for Variation and Management Action
Transport & Economy Management	193	(27)	166	192	26	
Transport & Economy support costs	544		544	615	71	
Economy & Skills	1,238		1,238	1,243	5	
Economy & Skills - Business Centres	(377)		(377)	(378)	(1)	
Planning and Development & Flood Risk	772		772	1,100	328	Reduction in number of Planning Applications, staffing growth in Flood Team, flow of highways income and completion of non funded S38 legacy schemes.
Infrastructure & Regeneration	808		808	1,069	261	Delayed implementation of regeneration savings, HS2 Phase 2 costs.
Design Services	1,181		1,181	1,742	561	Purchase of Urban Traffic Management & Control upgrade (Traffic Signal Maintenance) & reduced call on commuted sums
Design Services (Traded Service)	(634)		(634)	(1,194)	(560)	Increased income
County Fleet Management	(381)		(381)	(279)	102	Purchase of vehicles
County Fleet Management (WES Traded Service)	(17)		(17)	(17)	0	
County Highways	15,117		15,117	15,401	284	Increased winter maintenance & cost of vehicles
Network Management	(197)		(197)	(1,104)	(907)	Increased income from Utilities offset by Rights of Way bridge repairs
Transport Operations	8,652		8,652	8,033	(619)	Concessionary Travel - downturn in the number of concessionary journeys (£466,000) & unfilled vacancies (£153,000)
Transport Planning	1,826		1,826	2,077	251	Mainly due to overspend on transport development and reduced income from Stratford Park & Ride - offset by (£169,000) underspend on Kenilworth Station - required in 18/19 - transfer to reserves request
Road Safety and Traffic Projects	(1,567)		(1,567)	(1,646)	(79)	Increased parking income
Road Safety - Minibus Driver Training (WES Traded Service)	(3)		(3)	(1)	2	
Net Service Spending	27,154	(27)	27,127	26,853	(274)	

2017/18 Reserves Position

Reserve	Approved Opening Balance 01.04.17 £'000	Movement in Year £'000	Effect of Outturn £'000	Forecast Closing Balance 31.03.18 £'000	Transfer Request (To)/From Reserves £'000	Reason for Request
Business Centres	640			640		
Speed Awareness Workshops	920			920	200	Payment to Warwickshire Police
Kenilworth Station	661	(661)	169	169	(169)	Contingency for 18-19 costs
County Fleet Maintenance	25	(25)		0		
Design Services Reserve	100	25		125		
Development Group Realignment Costs	134	(134)		0		
Concessionary Travel Reserve	340	(340)		0		
Women's Cycle Race 2016 Reserve	125	(125)		0		
Transport & Economy - Savings	1,219	469	105	1,793	(312)	(£167,000) Cycle Races 2018, (£75,000) Home to School database, (£70,000) Reserve for depots

D Transport & Economy

Reserve	Approved Opening Balance 01.04.17 £'000	Movement in Year £'000	Effect of Outturn £'000	Forecast Closing Balance 31.03.18 £'000	Transfer Request (To)/From Reserves £'000	Reason for Request
S38 Developer Funding	940			940		
Flood Management Reserve	630			630		
European Match Funding	376			376	100	To support Economic Development Projects
Infrastructure Group	58	(58)		0		
G4G Apprenticeship Hub	134	(134)		0		
Skills Delivery for Economic Growth	350	134		484	15	To support Economic Development Projects
Rural Growth Network	367			367		
HS2 Phase 2	157	(157)		0		
Traffic Model Revenue Fund	57	(57)		0		
Growth Deal Bid Development Reserve	50	(50)		0		
Total	7,283	(1,113)	274	6,444	(166)	

2017/18 to 2019/20 Savings Plan

OOP Reference as per Service Estimate Report	Savings Proposal Title	2017/18			2018/19		2019/20		Reason for financial variation and any associated management action
		Target £'000	Actual to Date £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	
CG-TE-01	Rationalisation of management capacity within Business Unit as a result of a reorganisation of groups and functions	185	88	185	185	185	185	185	
CG-TE-02	Road Safety - a reduction in staffing levels as a result of the amalgamation of two teams to better reflect service delivery needs.	80	80	80	80	80	80	80	
CG-TE-03	Increased income as a result of pricing changes in Design Services, bringing our charges in line with the sector norm.	100	100	100	150	150	200	200	
CG-TE-04	Maximise the extent to which the operational costs of design work of schemes is financed by the capital allocated for a the specific scheme.	100	100	100	100	100	100	100	
CG-TE-05	Removal of contingency fund for managing contractual risk and/or ensuring operational resilience in the event of extreme events.	400	400	400	400	400	400	400	
CG-TE-06	Generate income by an increase in the fees payable for licences and permits, including skips, scaffold, street café licenses and vehicular access requests.	50	50	50	55	55	60	60	
CG-TE-07	Increase income targets to reflect current activity levels from Section 184 and Minor Works, Section 38 Agreements and pre application advice for highways.	130	130	130	140	140	150	150	
CG-TE-08	Review the regeneration function with a view to reduce activity and increase income. The outcome of the review will result in a reduction in officer and project based support for place and community based work, including Pride in Camp Hill.	180	70	70	180	180	180	180	These savings will be made, but have been delayed and will not be realised in 2017/18
CG-TE-09	Increase parking income as a result of re-tendering for the Civil Parking Enforcement operation, increased residential parking permits and on-street parking charges	441	441	441	485	485	529	529	
CG-TE-10	Increased income from the permit scheme for working on the highway as a result of systems development efficiencies and a more targeted site inspection regime will ensure compliance with permit scheme approvals.	3	3	3	88	88	253	253	
CG-TE-11	Reduction in highway drainage maintenance.	200	200	200	200	200	200	200	

D Transport & Economy

OOP Reference as per Service Estimate Report	Savings Proposal Title	2017/18			2018/19		2019/20		Reason for financial variation and any associated management action
		Target £'000	Actual to Date £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	
CG-TE-12	To reduce the Public Transport Revenue Support Budget by £500,000. This will result in bus users across the county having less choice and reduced access opportunities to services and facilities. However, all communities with a population of more than 50 will retain a level of public transport provision as stipulated in the Local Transport Plan. This saving has been delivered as part of the OOP1 Savings Plan.	500	500	500	500	500	500	500	
CG-TE-13	Reduce capacity to develop Going for Growth bids	200	200	200	200	200	200	200	
CG-TE-14	Commissioning of the cycle training service to an external provider.	15	15	15	20	20	20	20	
CG-TE-15	Energy savings as a result of the capital investment into LED technology within our street lighting stock.	200	200	200	600	600	900	900	
CG-TE-16	Increased income from the current portfolio of business centres as a result of sustained higher levels of occupancy and through pro-active measures to improve service quality to enable increased rents in line with market conditions.	20	20	20	40	40	70	70	
CG-TE-17	Increased income and surplus from County Fleet Maintenance following the installation of an MOT test facility at the new Hawkes Point site.	0	0	0	25	25	50	50	
CG-TE-18	Develop the market for pre application advice, with the introduction of the pre-application charges in Flood Risk	0	0	0	20	20	20	20	
CG-TE-19	Generate new income from the implementation and operation of a highway permit scheme for Solihull MBC. The County Council currently manages a similar permit scheme for Coventry City Council.	0	0	0	25	25	50	50	
CG-TE-20	Winter gritting route optimisation as a result of rationalising depots to a single south depot.	0	0	0	0	0	25	25	
CG-TE-21	Reduction in depot maintenance costs as a result of rationalising depots to a single south depot.	0	0	0	0	0	75	75	
CG-TE-22	Increased income by the introduction of a new charging schedule for parking permits, including a consideration of a business parking permit scheme.	0	0	0	0	0	698	698	
CG-TE-23	Increased income by developing portfolio of business centres, creating new units in areas of demand to support local economic growth and generate a positive financial return to the Council	0	0	0	0	0	80	80	
Total		2,804	2,597	2,694	3,493	3,493	5,025	5,025	
Target			2,804	2,804		3,493		5025	
Remaining Shortfall/(Over Achievement)			207	110		0		0	

2017/18 to 2020/21 Capital Programme

Agresso Project Code	Description	Approved Budget					Forecast					Variation		Reasons for Variation and Management Action
		Earlier Years	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later	Total	Earlier Years	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later	Total	Variance in Year	Total	
Area Delegated Funded Schemes														
10478000	Hwys Maint/Road Safety 2013/14 Nun & Bed Area Com	343	12	0	0	355	343	0	12	0	355	(12)	0	Unallocated funding now expected to be utilised in 2018/19
10479000	Hwys Maint/Road Safety 2013/14 Warwick Area Com	315	0	0	0	315	315	0	0	0	315	0	0	
10482000	Hwys Maint/Road Safety 2013/14 N Warks Area Com	362	19	0	0	381	362	4	15	0	381	(15)	(0)	Unallocated funding now expected to be utilised in 2018/19
10490000	Hwys Maint/Road Safety 2013/14 Stratford Area Com	440	18	0	0	459	440	0	18	0	459	(18)	(0)	Unallocated funding now expected to be utilised in 2018/19

D Transport & Economy

Agresso Project Code	Description	Approved Budget					Forecast					Variation		Reasons for Variation and Management Action
		Earlier Years	2017/18	2018/19	2019/20 and later	Total	Earlier Years	2017/18	2018/19	2019/20 and later	Total	Variance in Year	Total	
			£ 000's	£ 000's				£ 000's	£ 000's					
10491000	Hwys Maint/Road Safety 2013/14 Rugby Area Com	540	42	0	0	582	540	1	41	0	582	(41)	0	Unallocated funding now expected to be utilised in 2018/19
11274000	North Warwickshire Area Committee	369	41	58	0	468	369	61	0	0	430	20	(38)	Additional scheme in 2017/18 brought forward; £38k funding transferred to Fillongley Crossroads (11330000) previously moved from 11354000
11275000	Nuneaton and Bedworth Area Committee	460	56	38	0	555	460	10	84	0	555	(46)	0	Unallocated funding now expected to be utilised in 2018/19
11276000	Rugby Area Committee	403	15	36	0	455	403	15	36	0	455	0	0	
11277000	Stratford Area Committee	292	45	0	0	336	292	12	32	0	336	(32)	(0)	Unallocated funding now expected to be utilised in 2018/19
11278000	Warwick Area Committee	431	35	0	0	466	431	14	21	0	466	(21)	0	Unallocated funding now expected to be utilised in 2018/19
11354000	Area Delegated Funding 17-18	0	0	2,920	0	2,920	0	0	2,573	0	2,573	0	(346)	Funding held here until it is allocated to schemes; movement in funding is when it is transferred to individual service blocks; transfer of £20k from here to Coton Arches scheme 11509000 for Cllr requested works to be included in the overall project; return of £15k from Ladbroke Flood scheme (11427000) no longer required.
11394000	Transport & Roads Area Delegated Funding	390	198	0	0	588	390	98	116	0	604	(100)	16	Unallocated funding now expected to be utilised in 2018/19; additional funding overall from 11354000
11395000	Street Lights Area Delegated Funding	161	1	0	0	162	161	1	0	0	162	0	0	
11396000	County Highways Area Delegated Funding	267	65	0	0	333	267	63	0	0	331	(2)	(2)	Unallocated funding now expected to be utilised in 2018/19; overall funding adjustment transferred to 11354000
11397000	Transport Planning Unit Area Delegated Funding	62	24	0	0	86	62	0	0	0	62	(24)	(24)	Unallocated funding now expected to be utilised in 2018/19; overall funding adjustment transferred to 11354000
11398000	Design Services Area Delegated Funding	101	59	0	0	160	101	47	12	0	160	(12)	0	Unallocated funding now expected to be utilised in 2018/19
11452000	Area Delegated Funding 18-19	0	0	2,000	0	2,000	0	0	2,000	0	2,000	0	0	
11483000	Delegated Budget 2016-17 Traffic Signals & pedestrian crossings	5	70	0	0	75	5	70	0	0	75	0	0	
11484000	Delegated Budget 2016-17 Bridge Maintenance	0	6	0	0	6	0	6	0	0	6	0	0	
11485000	Delegated Budget 2016-17 Road Safety	263	429	0	0	692	263	358	94	0	715	(71)	23	Unallocated funding now expected to be utilised in 2018/19; additional funding overall from 11354000
11487000	Delegated Budget 2016-17 Transport Planning	65	72	0	0	137	65	52	10	0	127	(20)	(10)	Unallocated funding now expected to be utilised in 2018/19; overall funding adjustment transferred to 11354000
11488000	Delegated Budget 2016-17 Casualty reduction	0	26	0	0	26	0	26	0	0	26	0	0	
11489000	Delegated Budget 2016-17 Street Lighting	15	7	0	0	21	15	7	0	0	21	0	0	
11490000	Delegated Budget 2016-17 Programmes	421	142	0	0	563	421	142	0	0	563	0	0	
11547000	Area Delegated Funding 19-20	0	0	0	2,000	2,000	0	0	0	2,000	2,000	0	0	
11588000	Delegated Budget For Traffic Signals Gaf Din 2017 /2018	0	6	0	0	6	0	6	0	0	6	0	0	
11590000	Delegated Budget 2017-18 Road Safety	0	270	0	0	270	0	449	0	0	449	180	180	New schemes allocated with funding transferred from 11354000
11592000	Delegated 17-18 County Highways	0	233	0	0	233	0	403	0	0	403	170	170	New schemes allocated with funding transferred from 11354000
11593000	Delegated Budget 2017-18 Transport Planning	0	28	0	0	28	0	44	0	0	44	16	16	New schemes allocated with funding transferred from 11354000

D Transport & Economy

Agresso Project Code	Description	Approved Budget					Forecast					Variation		Reasons for Variation and Management Action
		Earlier Years	2017/18	2018/19	2019/20 and later	Total	Earlier Years	2017/18	2018/19	2019/20 and later	Total	Variance in Year	Total	
			£ 000's	£ 000's				£ 000's						
11594000	Delegated Budget 2017-18 Street Lighting	0	6	0	0	6	0	16	0	0	16	10	10	New schemes allocated with funding transferred from 11354000
Economic Development														
10154000	Centenary Business Centre Phase 3	1,883	0	7	0	1,890	1,883	0	7	0	1,890	0	0	
10258000	Nuneaton and Bedworth Town Centre - Queens Road West Improvements	586	20	114	0	720	586	30	104	0	720	10	0	£30k envisaged spend on Spacehive commitments in 2018/19 rather than current year
11425000	Capital Growth Fund Business Loans and Grants	705	882	450	0	2,038	705	882	500	0	2,088	0	50	A further £50k of WCC's £150k loan in 2015/ 2016 has now been re-paid. This funding will be "recycled" in 2018/19 and used to provide further loans.
11549000	Vicarage Street Site Investigations	0	40	0	0	40	0	40	0	0	40	0	0	
11596000	Eliot Park Innovation Centre - improvements to the car park	0	500	0	0	500	0	500	0	0	500	0	0	
11611000	Transforming Nuneaton	0	0	0	0	0	0	0	500	7,055	7,555	0	7,555	New project approved at Cabinet 7th Sept / Council 21st Sept; fully funded from CWLEP Grant (£7.5m) and S106 developer funding (£55k)
11612000	Capital Investment Fund/ Duplex Fund	0	0	0	0	0	0	0	480	1,520	2,000	0	2,000	New project approved via the Capital Investment Fund
11613000	Capital Investment Fund/ Small Business Grants	0	0	0	0	0	0	0	300	0	300	0	300	New project approved via the Capital Investment Fund
Flood Management														
11424000	Snitterfield Flood Alleviation	2,282	517	70	0	2,869	2,282	511	70	0	2,863	(6)	(6)	Project nearing completion with a few issues to resolve; small reduction in forecast due to refund from utility company
11427000	Ladbroke Flood Alleviation	0	94	0	0	94	0	45	21	0	66	(49)	(28)	Continuing negotiations with homeowners, expected total number of properties requiring Property Flood Resilience will be less than originally thought.
11513000	Bulkington Property Level Protection	0	0	0	0	0	0	0	0	0	0	0	0	
11514000	Grendon Property Level Protection	0	8	0	0	8	0	8	0	0	8	0	0	
11550000	Flood modelling	0	40	41	0	81	0	60	21	0	81	20	0	Reprofiling of works - more expected in this financial year
11574000	Kites Hardwick flood alleviation	0	51	0	0	51	0	52	8	0	60	1	9	Tender prices received for Property Flood Resilience greater than previously forecast due to the nature of the properties. Still awaiting a decision from one property owner so forecast £8,480 spend for next FY.
11599000	Cherrington Flood Risk Management Scheme		97	0	0	97	0	19	46	0	65	(78)	(32)	Flood Defence Grant in Aid received. 7 properties to receive Property Flood Resilience are listed buildings therefore spend is delayed but will be less than original forecasts
Integrated Transport - Casualty Reduction Schemes														
11355000	Casualty Reduction Schemes 15/16	400	117	0	0	517	400	117	0	0	517	0	0	
11356000	Casualty Reduction Schemes 16/17	153	174	0	0	327	153	104	70	0	327	(70)	0	Delays in feasibility studies have resulted in some works not being due for completion until 2018/19
11357000	Casualty Reduction Schemes 17/18	0	56	151	0	207	0	56	151	0	207	0	0	
11453000	Casualty Reduction Schemes 18-19	0	0	350	0	350	0	0	350	0	350	0	0	
11546000	Casualty Reduction Schemes 19-20	0	0	0	350	350	0	0	0	350	350	0	0	
Integrated Transport - Cycle Schemes														
10324000	Lawford Road Cycle Route	498	17	0	0	515	498	17	0	0	515	0	0	
10385000	Warwick, Myton Rd Cycle Link (Myton and Warwick School)	21	123	6	0	150	21	6	123	0	150	(117)	0	Design issues have delayed construction start date to early 2018/19
10434000	North West Warwick Cycle Scheme	772	9	0	0	781	772	9	0	0	781	0	0	
10924000	Imps to foot/cycleways 2005/2006 (pava-h) improv2	55	0	0	0	55	55	0	0	0	55	0	0	
11330000	Fillongley Crossroads realigning crossroad junction	0	38	0	0	38	0	39	0	0	39	1	1	Additional £1k funding from Revenue (RCCO)
Integrated Transport - Other Schemes														

D Transport & Economy

11456000	Stratford Park & Ride site alterations	68	17	15	0	100	68	17	15	0	100	0	0	
Integrated Transport - Public Transport														
11193000	Access to Stations - Leamington	173	26	0	0	200	173	36	0	0	209	10	10	Increased spend due to increase in contractor costs, funded from a revenue contribution
11325000	Stratford Town Station Upgrade	17	110	110	0	237	17	110	110	0	237	0	0	
Integrated Transport - Safer Routes to Schools														
11281000	Safer routes to schools and 20mph school safety zones 15/16. Renamed Home to School Routes 15-16.	30	161	-	0	191	30	10	153	0	193	(151)	2	Programme slippage due to consultation delays for some projects; funding balanced overall from Home to School Routes 16-17
11282000	Safer routes to schools and 20mph school safety zones 16/17. Renamed Home to School Routes 16-17.	68	30	-	0	99	68	13	0	0	81	(17)	(17)	Waiting final accounts from Balfour Beatty
11635000	Home to School Routes 17-18	0	-	-	0	0	0	0	1,716	0	1,716	0	1,716	Programme delayed awaiting post consultation decisions over routes - funding allocated in error to School Safety Zones in original 2017/18 budget resolution, now resolved
Integrated Transport - Safety Camera Schemes														
10192000	Safety Camera Funded Schemes	1,562	34	0	0	1,596	1,562	34	0	0	1,596	0	0	
Integrated Transport - School safety zones														
11358000	School Safety Zones 15/16	301	0	0	0	301	301	0	0	0	301	0	0	All projects complete, Dec 17
11359000	School Safety Zones 16/17	1,039	649	0	0	1,688	1,039	627	118	0	1,784	(22)	96	Programme slippage due to consultation delays for some projects; funding balanced overall from School Safety Zones 17-18
11564000	School Safety Zones 17/18 A	0	2,228	-	0	2,228	0	447	455	0	902	(1,781)	(1,325)	Funding allocated in error to School Safety Zones in original 2017/18 budget resolution now transferred to 11635000 Home to School Routes 17-18
11525000	School Safety Zones 17/18 B	6	477	-	0	483	6	6	0	0	12	(471)	(471)	Funding allocated in error to School Safety Zones in original 2017/18 budget resolution now transferred to 11635000 Home to School Routes 17-18
11585000	School Safety Zones 18/19	0	0	500	0	500	0	0	500	0	500	0	0	
11586000	School Safety Zones 19/20	0	0	-	500	500	0	0	0	500	500	0	0	
Major Transport Projects														
10203000	Rugby Western Relief Road	59,055	1,000	441	0	60,496	59,055	400	291	0	59,746	(600)	(750)	Reduction in Part 1 compensation provision as majority of settlement figures now agreed
10362000	Kenilworth Station	8,871	5,139	0	0	14,009	8,871	5,139	0	0	14,009	0	0	Current forecast is as per approved budget but delays to station implementation may affect the final position of this project in 2018/19.
11333000	Kenilworth Station Contingency	0	0	0	0	0	0	0	0	0	0	0	0	
10366000	Stratford-upon-Avon Local Sustainable Transport Project	5,562	34	0	0	5,596	5,562	0	34	0	5,596	(34)	(0)	Residual monies to be used for a signage scheme. Alternative funding is being sought to deliver the entire scheme. Funding therefore carried forward to 2018/19
10981000	NUCKLE	1,897	33	0	0	1,930	1,897	33	0	0	1,930	0	0	
11100000	Footbridge at Stratford Town Station	2,067	0	0	0	2,067	2,067	5	0	0	2,072	5	5	Residual work required due to a small defect, to be funded from a revenue contribution
11221000	M40 Junction 12	11,439	133	500	0	12,072	11,439	133	500	0	12,072	0	0	
11272000	Rugby Gyrotory Improvements	1,553	59	0	0	1,612	1,553	0	59	0	1,612	(59)	(0)	Post opening monitoring is a condition of the DfT funding utilised in this project, the funding is required for this work in 2018/19
11339000	Bermuda Connectivity	1,127	270	2305	0	3,702	1,127	306	2,269	0	3,702	36	0	Increased scheme development costs resulted in an update to the expenditure forecast for 2017-18, e.g. costs incurred in producing supporting information in regard to a bid for WCC Capital Investment Fund monies.

D Transport & Economy

Agresso Project Code	Description	Approved Budget					Forecast					Variation		Reasons for Variation and Management Action
		Earlier Years	2017/18	2018/19	2019/20 and later	Total	Earlier Years	2017/18	2018/19	2019/20 and later	Total	Variance in Year	Total	
			£ 000's	£ 000's				£ 000's	£ 000's					
11509000	A444 Coton Arches, Nuneaton	121	1,675	1,804	100	3,700	121	447	3,052	100	3,720	(1,228)	20	Works are not due to start on site until the new year therefore the majority of spend is now forecast to be spent in 2018/19 financial year. The additional £20,000 is from Councillor Delegated Budget for minor works at College Street.
11510000	A46 Stanks Island, Warwick	178	2,231	3,591	0	6,000	178	679	5,143	0	6,000	(1,552)	(0)	The majority of scheme funding has been moved into 2018/19 financial year due to ongoing external delays with the project. The CWLEP have been informed and have approved this change.
11604000	A444 Corridor Improvements - Phase 2	0	0	4,270	0	4,270	0	0	4,270	0	4,270	0	0	
11605000	A3400 Bham Road Stratford Corridor Improvements	0	150	350	3,000	3,500	0	160	1,250	2,090	3,500	10	0	£2.4 million National Productivity Infrastructure Fund grant received, which reduces the call on the WCC Capital Investment Fund contribution. However, a potential application for a further CIF monies may be initiated when scheme cost updated after completion of detailed design.
Street Lighting														
11125000	Street Lighting Column Replacement 2014/2015	1,238	0	0	0	1,238	1,238	0	0	0	1,238	0	0	
11220000	Street Lighting Column Replacement 2015/2016	1,054	4	0	0	1,057	1,054	4	0	0	1,057	0	0	
11279000	Pump Priming allocation for LED street lighting	1,234	900	1,000	1,000	4,134	1,234	1,000	1,000	1,000	4,234	100	100	New budgets allocated from RCCO
11360000	LED Street Lights March Funding	5,508	2,631	0	0	8,139	5,508	2,631	0	0	8,139	0	0	
11459000	Street Lighting Column Replacement 2016-17	1,111	0	0	0	1,111	1,111	0	0	0	1,111	0	0	
11563000	Street Lighting base budget 17-18	0	761	0	0	761	0	761	0	0	761	0	0	
Structural Bridge Maintenance														
10413000	Structural Maintenance of Bridges 2009/10	1,395	(12)	0	0	1,382	1,395	(12)	0	0	1,382	0	0	
10421000	Portobello Bridge	523	5	67	1,466	2,060	523	5	67	1,466	2,060	0	0	
10977000	Minor Bridge Maintenance Schemes 2011/2012	996	27	0	0	1,023	996	24	0	0	1,020	(3)	(3)	Funds reallocated across other financial years
11171000	Minor Bridge Maintenance Schemes 2012/2013	2,340	(66)	0	0	2,274	2,340	(66)	0	0	2,274	0	0	Funds reallocated across other financial years
11241000	Minor Bridge Maintenance Schemes 2013/2014	291	90	0	0	381	291	60	130	0	481	(30)	100	Works spanning 2 financial years due to utility diversions
11308000	Minor Bridge Maintenance schemes 2014/2015	860	6	0	0	866	860	6	0	0	866	0	0	Funds reallocated across other financial years
11382000	Minor Bridge Maintenance schemes 2015/2016	1,206	401	0	0	1,607	1,206	351	81	0	1,638	(50)	31	Increase in works at Hasley Mill and works delayed at Kingsbury rail due to Network Rail agreements
11457000	Minor Bridge Maintenance schemes 2016/2017	439	78	0	0	516	439	130	0	0	568	52	52	Funds reallocated across other financial years
11587000	Minor Bridge Maintenance schemes 2017/2018	0	1,260	0	0	1,260	0	1,080	0	0	1,080	(180)	(180)	Funds reallocated across other financial years and correction to Clopton dwarf wall repairs forecast
Structural Maintenance of Roads														
11361000	Highways Maintenance 16-17	15,278	0	0	0	15,278	15,278	0	0	0	15,278	0	0	
11362000	Highways Maintenance 17-18	0	15,362	0	0	15,362	0	15,540	0	0	15,540	178	178	Additional RCCO contribution from both Highways and CFM
11451000	Highways Maintenance 18-19	0	0	12,708	0	12,708	0	0	12,708	0	12,708	0	0	
11454000	Highways Maintenance Additional Funding 16-17	0	0	0	0	0	0	0	0	0	0	0	0	
11455000	Highways Maintenance Additional Funding 17-18	0	0	0	0	0	0	0	0	0	0	0	0	
11545000	Highways Maintenance 19-20	0	0	0	12,708	12,708	0	0	0	12,708	12,708	0	0	
11548000	Pot Hole budget 2017-18	0	0	0	0	0	0	0	0	0	0	0	0	
11553000	National Productivity Investment Fund Money	0	0	0	0	0	0	0	0	0	0	0	0	
Traffic Signals														
11309000	Traffic Signals 2014-15	203	9	0	0	212	203	9	0	0	212	0	0	UTC to be funded from revenue as a major project
11381000	Traffic Signals 2015-16	191	13	0	0	205	191	13	0	0	205	0	0	

D Transport & Economy

Agresso Project Code	Description	Approved Budget				Forecast					Variation		Reasons for Variation and Management Action	
		Earlier Years	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later	Total	Earlier Years	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later	Total	Variance in Year		Total
11458000	Traffic Signals 2016-17	195	3	0	0	198	195	3	0	0	198	0	0	
11591000	Traffic Signals Base Budget 2017-18	0	311	0	0	311	0	311	0	0	311	0	0	
Total Transport & Economy (excluding funded developer schemes)		142,255	40,945	33,903	21,124	238,227	142,255	34,851	41,740	28,789	247,634	(6,095)	9,407	
Developer Funded Transport - s106 schemes														
11419000	A423 Priority Junction and A425 Banbury Road Toucan Crossing in Southam S278					0	0	3	0	0	3	3	3	Final work & fees to complete scheme
11464000	Clifton on Dunsmore Traffic Calming S106	49	271	0	0	320	49	0	271	0	320	(271)	0	Budget moved for delivery in 2018/19
11607000	Southbound bus stop on A426 Leicester Road Rugby	0	79	0	0	79	0	79	0	0	79	0	0	
11614000	Bus Stop Enhancement Works In Alderminster	0	0	0	0	0	0	7	15	0	21	7	21	New Developer Funded Project.
11615000	Provision Of Replacement Bus Shelter On Kinwarton Rd,Alcester	0	0	0	0	0	0	15	0	0	15	15	15	New Developer Funded Project.
11618000	Clifton on Dunsmore Traffic Calming Scheme	0	0	0	0	0	0	0	0	0	0	0	0	
Developer Funded Transport - minor schemes														
11194001	Cycle Improvement Link York Road	42	6	0	0	48	42	6	0	0	48	0	0	
11194002	New Bus Shelter on Tachbrook Park Drive near Leamington	12	0	0	0	12	12	0	0	0	12	0	0	
11194004	Install CCTV on Emscote Road Warwick (Tesco Stores)	0	9	0	0	9	0	0	9	0	9	(9)	0	Works delayed to 2018/19
11194005	Install MOVA operation on traffic signal junctions Emscote Road Warwick (Tesco Stores)	0	75	0	0	75	0	0	75	0	75	(75)	0	works delayed to 2018/19
11194006	Install Variable Message Signs A444 (Prologis)	0	0	82	0	82	0	0	82	0	82	0	0	
11194007	Install Traffic Signals junction Colliery lane / Back Lane Exhall (David Wilson Homes)	0	0	45	0	45	0	0	45	0	45	0	0	
11194008	Provision of new bus shelter at Whitnash Section 106	7	0	0	0	7	7	0	0	0	7	0	0	
11194009	Bridleways Improvements Brownsover Rugby	0	6	0	0	6	0	6	0	0	6	0	0	
11195003	S106 Rights of Way Scheme at Long Shoot Development Nuneaton		0	0	0	0	0	0	6	0	6	0	6	
11195005	Puffin Crossing - Father Hudson's site at Coventry Road , Coleshill		0	0	0	0	0	0	0	0	0	0	0	
11195006	S106 Traffic Calming and Signage Improvements for Bidford-on- Avon bridge and Welford bridge		5	26	0	31	0	31	0	0	31	26	0	Forecast back into this year as works will be complete prior to the end of this financial year.
11195008	SHAKESPEARE AVENUE/ PEDESTRIAN FACILITIES		0	0	0	0	0	0	0	0	0	0	0	
11195009	40/50MPH SPEED LIMIT AND MINOR KERBING WORKS LONGMARSTON ROAD WELFORD ON AVON.		4	0	0	4	0	4	0	0	4	0	0	
11195010	S278 DE33034 Western Rd and Bham Rd Stratford (McDonalds)		0	0	0	0	0	0	0	0	0	0	0	
11195011	S278 Crabtree Medical Centre Bidford - Bus Stops		0	0	0	0	0	0	0	0	0	0	0	
11195013	S278 Wellesbourne Distribution Park Signs		0	0	0	0	0	0	0	0	0	0	0	
11196001	S278 Boughton Road Environmental Weight Limit Signs		0	0	0	0	0	0	0	0	0	0	0	
11196004	Minor wks Coton Park Drive & Stonechat Rd Rbt.	66	(10)	0	0	56	66	(10)	0	0	56	0	0	
11441002	Nuneaton Town Centre Signing Improvement	25	0	0	0	25	25	0	0	0	25	0	0	
11441004	Clifton on Dunsmore Traffic Calming Scheme	0	0	68	0	68	0	0	68	0	68	0	0	
11441005	Section 106 Funded Bus Stop Enhancement Works (Salford Rd , Bidford)	5	19	0	0	24	5	19	0	0	24	0	0	
11441006	Bus Shelter Coventry Street , Southam S106	1	12	0	0	13	1	15	0	0	16	3	3	Increased Balfour Beatty Costs to be met by WCC Passenger Transport Team S106 Revenue Budget
11441007	S106 2 Bus shelters at bus stops on Narrow Hall Meadow nr GP Surgery Chase Meadow	0	0	20	0	20	0	0	20	0	20	0	0	

D Transport & Economy

Agresso Project Code	Description	Approved Budget				Forecast					Variation		Reasons for Variation and Management Action	
		Earlier Years	2017/18	2018/19	2019/20 and later	Total	Earlier Years	2017/18	2018/19	2019/20 and later	Total	Variance in Year		Total
			£ 000's	£ 000's				£ 000's	£ 000's					
11441009	Bus Stop Opposite Land Between 256 and 346 Bham Road Stratford	2	17	0	0	18	2	17	0	0	18	0	0	
11441010	Birmingham Road Cycle Route enhancements	0	11	6	0	16	0	11	6	0	16	0	0	
11441011	Heathcote Primary School Puffin Crossing Harbury Lne Nr Nightingale Avenue Leamington Spa	0	65	0	0	65	0	65	0	0	65	0	0	
11441012	Heathcote Primary School Puffin Crossing Harbury Lne Nr Garrett Drive Leamington Spa	0	65	0	0	65	0	69	0	0	69	4	4	Additional costs for street lighting funded by developer
11441013	Enhance Existing Bus Stops Land Adj to the Gaydon Inn Banbury Road Gaydon S106	0	18	0	0	18	0	18	0	0	18	0	0	
11441014	Highways improvements to bus stops at land off the Longshoot S106	0	20	0	0	20	0	20	0	0	20	0	0	
11441015	Relocation of Northbound bus stop on Wellesbourne Rd in Barford		9	0	0	9	0	9	0	0	9	0	0	
Developer Funded Transport - other schemes														
10257000	South west Warwickshire Fisher Brook Flood Alleviation	915	62	0	0	977	915	62	0	0	977	0	0	
10438000	Leamington, Junction Alterations at Former Potterton Works	4	396	0	0	401	4	0	396	0	401	(396)	0	Scheme delayed whilst scope is agreed with the Developer. Now expected 2018/19
11054000	Rugby, Hunters Ln - Through Route New Tech Dr To Newbold Rd	58	332	0	0	391	58	0	332	0	391	(332)	(0)	Scheme has been delayed whilst negotiations continue to acquire the necessary land.
11099000	Upgrade traffic signals Blackhorse Road	137	11	0	0	148	137	0	11	0	148	(11)	0	Delayed to 2018/19
11305000	New Roundabout on the A444 Weddington Road, Nuneaton	621	100	150	0	871	621	100	150	0	871	0	0	
11326000	Elliot's Field Retail Park	815	3	0	0	817	815	3	0	0	817	0	0	
11327000	B4113 Gipsy Lane Junction	5	0	199	0	204	5	0	199	0	204	0	0	
11328000	New Roundabout Southam Road Kineton	464	35	0	0	499	464	35	0	0	499	0	0	
11336000	Ansty Business Park Phase 3	1,303	725	500	0	2,528	1,303	216	1,034	0	2,553	(509)	25	The final junction improvement has been delayed whilst elements of the scheme are re-designed including some additions to the overall costs funded by the developer
11337000	A426 Leicester Road, Rugby - Toucan Crossing	329	6	0	0	334	329	6	0	0	334	0	0	
11417000	A426 /A4071 Avon Mill Roundabout Rugby Improvement Scheme	319	25	0	273	617	319	25	0	273	617	0	0	
11418000	Phase Gateway Rugby to Rugby from Centre Cycle Scheme	18	15	115	109	257	18	15	115	109	257	0	0	
Developer Funded Transport - s278 schemes														
10010001	Unallocated S278 developer funds	(41)	1,458	0	0	1,417	(41)	1,458	0	0	1,417	0	0	The balance of funding on this project will be subject to a separate report to Cabinet regarding its allocation
11429000	A3400 Birmingham Road, Stratford upon Avon, New right turn land S278	245	30	0	0	275	245	30	0	0	275	0	0	
11430000	A428 Rugby Radio Station Mass Site S278 Highways Work	2,079	621	0	0	2,700	2,079	621	0	0	2,700	0	0	
11435000	A3400 Birmingham Road, Stratford upon Avon - 3 arm traffic signal junction to 4 arm conversion	303	47	0	0	350	303	47	0	0	350	0	0	
11436000	B4087 Oakley Wood Road Bishops Tachbrook	357	3	0	0	360	357	3	0	0	360	0	0	
11437000	B4632 Campden Road / C47 Station Road	361	189	0	0	550	361	209	80	0	650	20	100	Substantial additional work identified in safety audit. 100% of the cost will be paid by the developer under the terms of the S278
11438000	B4642 Coventry Road / site access Cawston	532	18	0	0	550	532	18	0	0	550	0	0	
11439000	B4642 Coventry Road / Cawston Grange Drive 5th arm of roundabout	577	873	0	0	1,450	577	873	0	0	1,450	0	0	
11460000	C204 Birmingham Road, Alcester - new right turn land outside Alcester Grammar	0	0	500	0	500	0	0	500	0	500	0	0	

D Transport & Economy

Agresso Project Code	Description	Approved Budget					Forecast					Variation		Reasons for Variation and Management Action
		Earlier Years	2017/18	2018/19	2019/20 and later	Total	Earlier Years	2017/18	2018/19	2019/20 and later	Total	Variance in Year	Total	
			£ 000's	£ 000's				£ 000's	£ 000's					
11461000	A47 The Long Shoot Nuneaton	0	600	0	0	600	0	300	300	0	600	(300)	0	Start of scheme delayed until early 2018 and construction is now expected to continue into 2018/19
11462000	B4035 Campden Road, Shipston on Stour new right turn lane	98	450	0	0	548	98	450	0	0	548	0	0	
11463000	B4451 Kineton Road, Southam - new roundabout	3	597	0	0	600	3	597	0	0	600	0	0	
11467000	C43 Traffic Junction for Country Park on Harbury Lane	542	58	0	0	600	542	58	0	0	600	0	0	
11505000	A422 Alcester Road, Stratford upon Avon	2	223	0	0	225	2	242	0	0	245	20	20	Scheme now substantially complete. Increase in final costs will be 100% covered by the Developer under the terms of the S278
11506000	A426 Southam Road, Southam	0	245	0	0	245	0	279	0	0	279	34	34	Increase in cost for additional drainage and embankment works. 100% of this increase will be covered by the Developer under the terms of the S278 Agreement
11507000	A428 Lawford Road, Rugby	0	0	450	0	450	0	0	450	0	450	0	0	
11508000	B4429 Ashlawn Road, Rugby	47	75	0	0	122	47	75	0	0	122	0	0	
11511000	A429 Ettington Road, Wellesbourne	0	980	0	0	980	0	980	0	0	980	0	0	
11515000	A4254 Eastbro Way Nuneaton Traffic Signals at Junctions with Camborne Drive S278	0	1,450	0	0	1,450	0	1,450	0	0	1,450	0	0	
11516000	A444 Weddington Road Nuneaton Right Turn Lane to Site Access S278	37	513	0	0	550	37	630	0	0	667	117	117	Additional statutory undertakers works required which will be 100% covered by the Developer via the S278 Agreement
11517000	A47 Hinkley Road Nuneaton Puffin Crossing	0	100	0	0	100	0	100	0	0	100	0	0	
11518000	D2206 Siskin Drive Baginton Right Turn Lane S278	0	250	0	0	250	0	250	0	0	250	0	0	
11519000	D3108 Back Lane Long Lawford Traffic Signals & Junction Improvements S278	0	850	0	0	850	0	650	200	0	850	(200)	0	Scheme due on site in Jan 18 but likely to continue into 2018/19
11527000	A423 Marton Road, Long Itchington - new footway and site access.	0	100	0	0	100	0	155	0	0	155	55	55	Project costs higher than estimated but will be 100% recoverable under the terms of the S278
11528000	A444 Weddington Road, Nuneaton - new Puffin crossing.	3	150	0	0	153	3	150	0	0	153	0	0	
11529000	B4642 Coventry Road, Cawston - new right turn lane.	1	0	150	0	151	1	0	150	0	151	0	0	
11530000	C33 Stockton Road and A423 Southam Road, Long Itchington - new footway on Stockton Road and upgrade of zebra crossing to Puffin crossing on Southam Road.	1	300	0	0	301	1	300	0	0	301	0	0	
11531000	D1643 Park Road, Bedworth - new car park egress.	1	200	0	0	201	1	0	200	0	201	(200)	0	The changes required as a result of the Technical Review has meant that construction is now expected in 2018/19
11551000	A47 Long Shoot - relocation of a refuge island	7	75	0	0	82	7	0	75	0	82	(75)	0	S278 Agreement now expected to be signed in 2018/19
11552000	Warwick Town Centre transport proposals	0	550	0	0	550	0	250	300	0	550	(300)	0	The budget relates to 2 town centre schemes. 1 will be delivered in 2017/18, the other has slipped to 2018/19
11575000	A426 Leicester Road, Rugby.	0	0	0	0	0	0	0	0	0	0	0	0	
11576000	A3400 Banbury Road / Tiddington Road, Stratford upon Avon.	0	500	500	0	1,000	0	500	500	0	1,000	0	0	
11577000	A3400 Bridgefoot / Bridgeway, Stratford upon Avon	0	400	0	0	400	0	400	0	0	400	0	0	
11578000	C98 Loxley Road, Tiddington.	0	150	500	0	650	0	150	500	0	650	0	0	
11579000	D7050 Common Lane, Kenilworth.	0	1,300	0	0	1,300	0	1,300	0	0	1,300	0	0	
11580000	A452 Europa Way (Lower Heathcote Farm), Warwick. Developer – Gallagher Estates Ltd.	0	1,000	1,800	0	2,800	0	1,000	1,800	0	2,800	0	0	
11581000	Butlers Leap Link Road, Rugby. Developer – Urban and Civic PLC.	0	700	2,000	0	2,700	0	700	2,000	0	2,700	0	0	

D Transport & Economy

Agresso Project Code	Description	Approved Budget				Forecast					Variation		Reasons for Variation and Management Action	
		Earlier Years	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later	Total	Earlier Years	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later	Total	Variance in Year		Total
11582000	S Bloor (Tewkesbury) Ltd and Hallam Land Management Ltd.	0	750	750	0	1,500	0	750	750	0	1,500	0	0	
11595000	A422 Banbury Road Ettington Ghost island	0	200	0	0	200	0	200	0	0	200	0	0	
11597000	B4451 Station Road Bishops Itchington Ghost Island Right Turn Lane S278	0	500	0	0	500	0	0	500	0	500	(500)	0	Technical Review and S278 delays mean that the work is now expected to be carried out in 2018/19
11598000	A422 Banbury Road Ettington Highway improvements S278	0	1,800	0	0	1,800	0	1,800	0	0	1,800	0	0	
11602000	A452 Europa Way / Olympus Avenue Traffic Signal Controlled Junction S278	0	0	3,500	0	3,500	0	4	3,500	0	3,504	4	4	Main works expected to start in Summer 2018; project entirely funded by developer
11603000	B439 Salford Road Bidford - Access And Puffin Crossing	0	0	150	0	150	0	0	150	0	150	0	0	
11608000	Highway Impt A446 Lichfield Road , Coleshill S278	0	150	0	0	150	0	0	150	0	150	(150)	0	Technical Review and S278 delays mean that the construction is likely to start in 2018/19
11609000	Highway Impt C104 Milcote Rd Welford On Avon S278	0	0	200	0	200	0	0	200	0	200	0	0	
11616000	A47 The Long Shoot (Callendar Farm) highway alterations S278	0	0	0	0	0	0	0	150	0	150	0	150	New project approved by Deputy Leader on 20th October
11617000	C12 Plough Hill Road , Galley Common - installation of Puffin crossing & associated fway works	0	0	0	0	0	0	0	300	0	300	0	300	New project approved by Deputy Leader on 20th October
11636000	A452 Myton Road and Shire Park Roundabouts	0	0	0	0	0	0	0	0	3,800	3,800	0	3,800	New project approved by Council on 21st September
11637000	A452 Europa South of Olympus Avenue to Heathcote Lane Roundabout	0	0	0	0	0	0	0	0	7,500	7,500	0	7,500	New project approved by Council on 21st September
11638000	A452 M40 spur west of Banbury Road	0	0	0	0	0	0	0	0	7,600	7,600	0	7,600	New project approved by Council on 21st September
Total Funded Developer Schemes		10,350	20,845	11,712	382	43,289	10,350	17,823	15,590	19,282	63,045	(3,022)	19,756	

Grand Total - All Transport & Economy	152,604	61,791	45,615	21,506	281,516	152,604	52,674	57,330	48,071	310,679	(9,117)	29,163
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Net Red Risk Commentary

Risk Ref	Risk	Risk Owner	Last Review date	Gross Risk Rating	Existing Risk Action	Net Risk Rating	Further Risk Action
R0869	Deterioration of Highway Network condition	Mark Ryder	31/12/2017	16	<p>The Council has agreed the investment of an additional £2m a year for the next two years to supplement government capital grant allocations for maintaining the condition of Warwickshire's roads.</p> <p>Road maintenance are prioritised using a number of criteria including traffic volumes, types of usage and conditions of the road These priorities are based upon inspections, surveys, known defects and accident data.</p> <p>Road construction strategy has been reviewed and updated to take into account changes to the Specification for Highways Works and to reflect increased emphasis on safety, sustainability, environment and minimisation of resource use.</p> <p>Highways maintenance contract has been renewed with Balfour Beatty in partnership with Solihull and Coventry Councils.</p> <p>Increased, and ongoing, monitoring and review of Term Contractors operational performance in place to ensure effective delivery of all revenue and capital investment programmes</p>	12	<p>Further developing asset management approach including life cycle planning scenarios to ensure best use is made of available resources.</p> <p>Work on Balfour Beatty contract to ensure effective delivery</p>

D Transport & Economy

Risk Ref	Risk	Risk Owner	Last Review date	Gross Risk Rating	Existing Risk Action	Net Risk Rating	Further Risk Action
R0895	A major flood risk materialises	Michael Green	31/12/2017	16	<p>Maximise the opportunities to get funding to deliver schemes to alleviate flooding.</p> <p>Publicise all we are doing to manage flood risk (e.g. Flood Summits)</p> <p>Putting operational procedure for team in place for flood events.</p> <p>Working with communities with CSW Resilience to help them better manage local flood risk and be more resilient to flooding.</p> <p>Through statutory consultee role, ensuring no increase in flood risk and, where possible, reducing flood risk through development.</p> <p>Identifying third party assets in Trent catchment with high risk of failure (such as old large culverts).</p>	12	<p>Surface Water Management Plan (SWMP) to be further developed with draft investment plan.</p> <p>Identify third party assets in Severn catchment with high risk of failure (such as old large culverts).</p> <p>Working with members to identify and secure WCC match funding to enable successful bids for external funding.</p>

Children & Families - Beate Wagner
Strategic Director - Nigel Minns
Portfolio Holders - Councillor Morgan (Children's Services)

2017/18 Revenue Budget

Service	Agreed Budget £'000	Agreed Changes £'000	Latest Budget £'000	Forecast Outturn £'000	Variation Over/ (Under) £'000	Reason for Variation and Management Action
Head of Service	5,638	0	5,638	4,583	(1,055)	This variance is partially the planned use of 0-5 Transformation funding for 2018/19 and beyond. A definitive programme of work has been agreed and timetabled for this year and the under-spend will be requested to be put into the earmarked reserve at year-end, (approx. £600,000). There are also one off under-spends accumulated early in the OOP2020 plan ahead of the budget ceasing at the end of this financial year and /or being reallocated as part of the C&F Medium Term Financial Plan.
Priority Families	677	0	677	677	0	
Transition	712	0	712	491	(221)	This under-spend relates to both the local and national HOUSE project for Care leavers of which the funding is provided by the DfE. This under-spend will need to be held in an earmarked reserve for use in 2018/19.
Social Care North	16,106	0	16,106	17,832	1,726	Overall Forecasts for Children Looked After Placements costs for North & South are forecast to be £1,340,000 over-spend (Including Internal Foster care forecasting an under-spend of £443,000, Residential an over-spend of £722,000 and External Foster care forecasting a £838,000 over-spend). Staffing is showing an overall over-spend of £884,000 of which is £1,410,000 is on agency social workers and there is an under-spend of £236,000 on social workers, and £192,000 under-spend on sessional workers. Section 17 is forecast to overspend by £48,000. The full impact of the Social Worker recruitment strategy is still to be reflected fully in changes to the type and number of Children Looked After placements with aspirations of both numbers declining further and there being greater use (and availability) of less expensive Internal foster carers. It is envisaged that this will also have an impact on the reduction of the use and cost of Agency Social Workers. There has also be a large forecasted increase on the SEND children's equipment spend of £129,000. Further investigation on the varying cost drivers for this large increase are being sought from the ICES service. Direct Payments have seen a slight increase this month and is now predicted to over-spend by £188,000. On-going analysis of the increases is being looked into in order to provide a robust forecast for the year.
Social Care South	13,720	(1,376)	12,345	13,571	1,226	
Social Care South - WES Traded Services	(20)	0	(20)	(50)	(30)	
Social Care Countywide	10,113	0	10,113	10,602	489	Overall Forecasts for Children Looked After Placements costs for Countywide are forecast to be £71,000 over-spend (including Internal Foster care forecasting an over-spend of £193,000 Residential an under-spend of £181,000 and External Foster care forecasting a £18,000 over-spend). Staffing is showing an overall under-spend of £200,000 of which there is an over-spend of £162,000 on agency social workers which is off set by an under-spend of £329,000 on social workers. There is a large over-spend of £333,000 on 16+ accommodation and allowances but this is reflective of a more robust forecast. School transport is showing a £203,000 over-spend and the buying and selling of adoptive places is showing an over-spend of £219,000 against budget.
Family Support	6,832	0	6,832	6,625	(207)	Vacancies are being held due to potential changes to the service following consultation on the future of the Children's Centres & savings.
Initial Response	1,787	1,387	3,174	3,317	143	The over-spend is due to the demand for staff within Child Sexual Exploitation team. Management is reviewing the work capacity within this service line but it seems unlikely that this over-spend can be reduced.
Principal & Education Social Work	320	0	320	303	(17)	
Service Development & Assurance (Children's)	1,803	(12)	1,791	1,725	(66)	
Net Service Spending	57,688	(1)	57,688	59,676	1,988	

2017/18 Reserves Position

Reserve	Approved Opening Balance 01.04.17 £'000	Movement in Year £'000	Effect of Outturn £'000	Forecast Closing Balance 31.03.18 £'000	Transfer Request (To)/From Reserves £'000	Reason for Request
Savings	0		(2,913)	(2,913)		This will be funded via Peoples Group General Reserve
Young Carers Contract	100	(50)	0	50		
Priority Families	930	(300)	0	630		
Ring Fenced House Project Grant	0	0	233	233		
Traded	126	0	50	176		
0-5 Strategy For Children	844	0	612	1,456		
DSG	0	0	30	30		
Total	2,000	(350)	(1,988)	(338)	0	

2017/18 to 2019/20 Savings Plan

OOP Reference as per Service Estimate Report	Savings Proposal Title	2017/18			2018/19		2019/20		Reason for financial variation and any associated management action
		Target £'000	Actual to Date £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	
PG-CF-01	Reductions, savings and efficiencies in the operation of the Business Unit including a refocus of council-led parenting training, efficiency savings from the establishment of a regional adoption agency and fully integrating the Priority Families team into the management and operational structures of the Business Unit	359	269	327	508	508	568	568	This saving is being achieved via a range of efficiencies including general efficiencies, administrative staff efficiencies, reduction in agency workers, reduction in management capacity, service remodelling. The current shortfall is arising from: 1. An overspend in financial support for families at risk, reflecting increase in demand on 'no recourse to public funds'; legal advice is that we are constrained in the actions we can take to reduce this overspend. 2. An overspend identified by internal audit in costs of court ordered contact some of which we may be able to recover. 3. Cost pressures in the Regional Adoption Agency (loss of central government grant for Hard to Reach children); As the project to Build the Family Hub Offer/ financial inclusion/stepped approach is developed, it is expected that it will to support these OOP saving for 2018/19 and 2019/20.
PG-CF-02	Planned reduction in pre-court proceedings/processes leading to reduced disbursement costs	250	150	150	250	250	250	250	There has been a sharp increase in court and legal Service Level Agreement costs in the past two months which has meant that this demand led saving will not now be achievable in full. It should be noted that savings of over £1,000,000 have been saved in previous years.
PG-CF-04	Delivery of a reduction in the need for children to become or remain looked after in Warwickshire	408	308	408	2,600	1,628	5,200	3,000	This saving is intrinsically linked to PG-CF-06 (see below)
PG-CF-05	Children's Centres - a redesign of the service to reflect targeting support on those with greatest need	0	0	0	420	420	420	420	
PG-CF-06	Changes to the placement mix of Children Looked After and improved management of placements, including building on best practice to improve the numbers of women that go on to successfully parent or make a positive choice not to have further children and delivery of a specialist single placement fostercare scheme	711	80	110	1,151	851	1,571	1,000	It has taken a longer lead-time than anticipated for the in-house fostering recruitment campaign to gain traction. We are therefore using a higher number of external agencies and there is a lower than anticipated number of internal foster placements. A placement crisis in the Summer has led to an increase in the use of residential placements by 6 which will have a significant negative impact. This reflects a national issue. A bid has been made to re-profile these savings in anticipation of £500,000 slippage from 17/18 and an estimated further reduction in savings of £400,000 in 2018/19. Estimated Savings for 2019/20 have been prudently reported but all effort will be made to achieve the savings in full.
PG-CF-07	Savings in the commissioning of services including a reduction in external residential placement costs through a move to more collaborative provision and the development of a framework agreement to reduce the cost of psychological assessments	115	12	15	330	330	330	330	The 2017/18 savings are made up of: 1. £100,000 planned to come through the Bright Care contract, but this saving will not be delivered in 2017/18 as the contract award is not expected to be awarded until January 2018 with admissions from April 2018. (5 year block contract with a risk sharing/outcomes element built in for all the most complex children including SEND). 2. £15,000 of the saving for 2017/18 is for the development of the framework agreement. In 2017/18 costs have come down but due to ending of placements rather than unit costs, also via an underutilised contract. Continued and future years savings are reliant on the success of the framework agreement with providers to reduce the cost of psychological assessments. This contract planned start was August 2017.

E Children & Families

OOP Reference as per Service Estimate Report	Savings Proposal Title	2017/18			2018/19		2019/20		Reason for financial variation and any associated management action
		Target £'000	Actual to Date £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	
PG-CF-08	Increase the income generated from traded services including new income generation opportunities within the CAMHS contract	10	5	5	120	120	170	170	For 2017/18 Traded Services is achieving the £10,000 savings as anticipated. For 2018/19 savings of £100,000 are anticipated from youth interventions (pre-CAMHS) with a further £50,000 in 2019/20 following the award of the CAMHS contract Discussions between the service manager & Commissioning and others are starting from Q3 2017/18 in preparation for 2018/19. This is in order to identify the interested subcontractors and to agree the pre-CAMHS interventions; the commissioning vehicle will also need to be agreed with the lead provider. These savings cannot be guaranteed at this stage.
PG-CF-09	Full year effect of existing savings and one-off under-spends to manage the phasing of savings relative to the need to spend.	436	336	436	161	161	167	167	
CF-OOP14-18	Childrens Centres	0	0	0	700	700	700	700	
PG-PPA-06	Reduction in the funding allocated to provide training for the Adults and Children's Safeguarding Boards	0	0	0	40	40	40	40	
PG-PPA-07	Integration of the support services provided to the Adult and Children's Safeguarding Boards	0	0	0	31	0	31	31	The service is working with external partners to mitigate the probable slippage of these savings for 2018/19 and achieve them in full in 2019/20.
Total		2,289	1,160	1,451	6,311	5,008	9,447	6,676	
Target			2,289	2,289		6,311		9447	
Remaining Shortfall/(Over Achievement)			1,130	838		1,303		2,771	

2017/18 to 2020/21 Capital Programme

Project	Description	Approved Budget					Forecast					Variation		Reasons for Variation and Management Action
		Earlier Years £ 000's	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later £ 000's	Total £ 000's	Earlier Years £ 000's	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later £ 000's	Total £ 000's	Variance in Year £ 000's	Total Variance £ 000's	
11295000	Children and Families property adaptations, purchases and vehicles	11	120	120	150	401	11	120	120	150	401	0	0	
		11	120	120	150	401	11	120	120	150	401	0	0	

Social Care & Support - Pete Sidgwick
Strategic Director - Nigel Minns
Portfolio Holders - Councillor Caborn (Adult Social Care & Health)

2017/18 Revenue Budget

Service	Agreed Budget £'000	Agreed Changes £'000	Latest Budget £'000	Forecast Outturn £'000	Variation Over/ (Under) £'000	Reason for Variation and Management Action
Head of Service	9,657	200	9,857	8,506	(1,351)	This is a combination of delays in implementing expenditure plans and also the level of some one-off expenditure plans being less than expected this year. The additional costs to address the outstanding Deprivation of Liberty assessments is also expected to be less than previously forecast.
Disabilities	62,803	(200)	62,603	62,771	168	There is an over spend of £327,000 against the learning disabilities budget which is partially offset by an under spend of £159,000 against the physical disabilities budget. Supported Living remains to be the single greatest pressure within the learning disabilities budget, however this forecast has reduced significantly during the period as the result of work that has been undertaken to review these package costs now showing results. The underspend against Physical Disabilities is primarily driven by homecare where there are lower customer numbers and unit costs than used at budget setting. The disparity across the two budgets will need to be reviewed for 2018/19.
Mental Health	8,400	0	8,400	7,898	(502)	There is an under spend of £310,000 against Service Level Agreement's for this year, which is non-recurrent. Current activity for Deprivation of Liberty has increased, resulting in increased expenditure. Plans are in place to reduce the level of outstanding Deprivation of Liberty assessments, with the expenditure for this included in the Head of Service forecast. The remaining under spend relates to staffing budgets due to the normal delays to recruitment and lower expenditure for homecare and are non-recurrent.
Practice Development	0	0	0	0	0	
Service Development and Assurance (Adults)	330	17	347	269	(78)	Under spend relates to funding transferred from reserves for the Adults Safeguarding Boards following transfer of the PPA business unit.
Older People	41,815	0	41,815	43,449	1,634	Pressures on the service relate to Residential & Nursing and Direct Payments. Analysis of placements shows more packages/units of care are being supported at higher unit rates. The overspend is also in part to do with savings plans which are not fully expected to deliver in year. Pressures are being closely monitored. The forecasts have been adjusted for additional in-year budget for the impact on the services of increased Home Care rates which took effect during Q3.
Integrated Care	10,029	0	10,029	8,063	(1,966)	The forecast underspend has increased by £800,000, this is where previous forecast spend against projects such as the Assistive Technology Pilot have been reassessed and now more accurately reflect what will actually be spent by the end of the financial year.
Net Service Spending	133,034	17	133,051	130,956	(2,095)	

2017/18 Reserves Position

Reserve	Approved Opening Balance 01.04.17 £'000	Movement in Year £'000	Effect of Outturn £'000	Forecast Closing Balance 31.03.18 £'000	Transfer Request (To)/From Reserves £'000	Reason for Request
Savings	5,318	3,000	2,095	10,413		
Total	5,318	3,000	2,095	10,413	0	

2017/18 to 2019/20 Savings Plan

OOP Reference as per Service Estimate Report	Savings Proposal Title	2017/18			2018/19		2019/20		Reason for financial variation and any associated management action
		Target £'000	Actual to Date £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	
PG-SCS-01	Decommission the non-statutory additional dementia navigator and specialist support services contracts and decommission the stroke contract, ensuring the training offer and specifications of other external contracts include appropriate stroke support	212	212	212	212	212	212	212	
PG-SCS-02	Ensure residential care for people with a disability appropriately meeting need and is cost effective	317	238	317	317	317	317	317	
PG-SCS-03	Ensure supported living services for people with a disability are appropriately meeting need and are cost effective	300	266	300	300	300	300	300	
PG-SCS-04	Redesign contract arrangements for short breaks for people with disabilities, ensuring more consistent use of residential respite	0	0	0	332	332	723	723	The ASC MTFP for 2018/19 and 2019/20 fully mitigates the saving
PG-SCS-05	Reshape the day opportunities offer for people with disabilities	200	35	35	200	35	200	35	Plans are delayed but some savings have been made through community led approach Under achievement mitigated in 2017/18 by savings elsewhere in Disabilities Reshaping of plans will continue 2018/19
PG-SCS-06	Ensure the personal budget offer is consistent and appropriate to need, including the use of the Resource Allocation System	200	0	0	724	724	1,002	1,002	Savings delivery will be achieved in line with delivery of the transformation programme in social care. The ASC MTFP for 2018/19 and 2019/20 mitigates some of this saving and the plan for the remainder of the savings is still being scoped.
PG-SCS-07	Increased reliance on mainstream transport solutions to enable customers to access the services they need	0	0	0	165	0	408	0	There is a large risk around this saving and corporate support is being sought to deliver changes to how transport is delivered for adult and children's services - as the saving cannot be delivered by changes in practice in adults services alone
PG-SCS-08	Development of Reablement services	447	335	447	447	447	447	447	
PG-SCS-09	Maximise all customer charging opportunities	200	200	200	200	200	200	200	
PG-SCS-10	Occupational therapy - improve moving and handling training services	878	658	878	878	878	878	878	
PG-SCS-11	Service redesign for Social Care and Support teams (except Reablement - separate savings plan), reshaping the workforce to meet the future model of adult social care	239	239	239	789	789	1,428	1,428	Savings delivery will be achieved in line with delivery of the transformation programme in social care. The ASC MTFP for 2018/19 and 2019/20 mitigates some of this saving.
PG-SCS-12	Increase the range of reasonable cost services (e.g. Assistive Technology) to continue personalised approach to meeting needs within resources available to reduce the need for more expensive forms of care	300	300	300	300	300	300	300	
PG-SCS-13	Improved 'whole life' and transitions pathway for children with disability who grow up and need adult care services.	300	150	200	300	300	300	300	Delivery of this saving is delayed (but can be mitigated in 2017/18) and further work is being undertaken.
PG-SCS-14	Develop care and support services within the County so people do not need to move out-of-county to receive specialist services	22	22	22	22	22	22	22	
PG-SCS-15	Management of the National Living Wage and inflation impacts through the development of a revised commissioning approach	1000	1000	1,000	2,100	2,100	2,100	2,100	The ASC MTFP for 2018/19 and 2019/20 fully mitigates the saving so treat as fully met i.e. RAG green
PG-SCS-16	Use alternative 24 hour care options e.g. extra care housing and supported living	423	423	423	1,092	1,092	1,717	1,717	
PG-SCS-17	Develop and shape community alternatives and improve social capital to reduce demand on statutory social care services - reducing the budget for commissioned services in line with a planned approach to developing community alternatives and local capacity, capacity building of existing and emerging third sector and informal organisations and securing strong connections between real and virtual sources of information so that self-help is the first option with a consequent reduction in demand.	0	0	0	960	0	1,980	780	Delivery of this plan remains a risk. The ASC MTFP for 2019/20 mitigates £780,000 of the saving. Further work is needed to plan remaining required delivery.
PG-SCS-18	Alternative solutions for low level needs for home care e.g. assistive technology, information, advice and community resources	0	0	0	416	416	830	830	Savings on track. The ASC MTFP for 2018/19 and 2019/20 mitigates some of this saving and the plan for the remainder of the savings is being scoped.
PG-SCS-19	Consideration of alternatives to day opportunities	0	0	0	701	701	1,402	1,402	The ASC MTFP for 2018/19 and 2019/20 fully mitigates the saving so treat as fully met i.e. RAG green
PG-SCS-20	Remodel direct payment employment support services	0	0	0	0	0	150	150	
PG-SCS-21	Reshaping the information and advice contract aimed at supporting people to return home safely from hospital	0	0	0	0	0	100	100	

OOP Reference as per Service Estimate Report	Savings Proposal Title	2017/18			2018/19		2019/20		Reason for financial variation and any associated management action
		Target £'000	Actual to Date £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	
PG-CF-03	Warwickshire Employment Services Team	280	280	280	280	140	280	280	There is a plan to tender the service by March '18 with the service in place by September '18. Mitigation is in place for 2017/18 and there is a potential shortfall of £140k for 2018/19
PG-PPA-01	Reduction in the planning and research functions supporting the delivery of adult social care services	25	25	25	25	25	25	25	
PG-PPA-06	Reduction in the funding allocated to provide training for the Adults and Children's Safeguarding Boards	0	0	0	40	40	40	40	
PG-PPA-07	Integration of the support services provided to the Adult and Children's Safeguarding Boards	0	0	0	30	30	30	30	The ASC MTFP for 2018/19 and 2019/20 fully mitigates the savings
Total		5,343	4,383	4,878	10,830	9,400	15,391	13,618	
Target			5,343	5,343		10,830		15,391	
Remaining Shortfall/(Over Achievement)			960	465		1,430		1,773	

2017/18 to 2020/21 Capital Programme

Project	Description	Approved Budget					Forecast					Variation		Reasons for Variation and Management Action
		Earlier Years £ 000's	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later £ 000's	Total £ 000's	Earlier Years £ 000's	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later £ 000's	Total £ 000's	Variance in Year £ 000's	Total Variance £ 000's	
10964000	CAF Development Team - Social Care IT 2010/11	0	50	300	0	350	0	50	300	0	350	0	0	
11555000	Extra Care Housing	0	0	2,000	1,000	3,000	0	0	2,000	1,000	3,000	0	0	
		0	50	2,300	1,000	3,350	0	50	2,300	1,000	3,350	0	0	

Net Red Risk Commentary

Risk Ref	Risk	Risk Owner	Last Review date	Gross Risk Rating	Existing Risk Action	Net Risk Rating	Further Risk Action
R0887	Demand for Services & Current market forces continue to put financial pressure on Disability Services	Pete Sidgwick	22/12/2017	12	Programme of activity established to deliver changes required to help manage demand, costs and achieve efficiencies Further mitigation plans are being developed Review of demand and capacity undertaken identifying resources needed to achieve savings and efficiently manage demand	12	Review of Programme Activity A further review of the programme of activity is being undertaken including a detailed analysis to determine the pressure areas in Disabilities. This work will support with confirming the immediate priority areas and actions for the service that is deliverable.

Strategic Commissioning - Chris Lewington

Strategic Director - Nigel Minns

Portfolio Holders - Councillor Caborn (Adult Social Care & Health) and Councillor Hayfield (Education & Learning)

2017/18 Revenue Budget

Service	Agreed Budget £'000	Agreed Changes £'000	Latest Budget £'000	Forecast Outturn £'000	Variation Over/ (Under) £'000	Reason for Variation and Management Action
Head of Service	1,947	(180)	1,767	1,582	(185)	Reduced expenditure for project management and agency staff
Service Development and Assurance (Business and Systems)	2,275	0	2,275	1,069	(1,206)	The majority of the underspend relates to the Client System Review (Mosaic) project. The project has been funded from a number of sources and is forecast to underspend this year. It is planned to transfer the majority of the underspend to reserves to fund post project developments and support as planned and agreed with Programme Board. The remainder of the under spend relates to early achievement of 18/19 savings through reduced staffing costs.
All Age Disabilities	954	0	954	903	(51)	
Integrated Elderly Care	1,470	0	1,470	1,562	92	Increased costs for the Meals Service £20,000 and the Dementia Navigator service £116,000, offset by reduced expenditure against Carers transitional funding and higher than budgeted income.
Market Management and Quality	723	122	845	681	(164)	Under spend is due to additional budget received to increase capacity and the normal delays to recruitment.
Children's Commissioning	5,665	40	5,705	5,413	(292)	£248,000 underspend for Housing Support due to reduced funding for HEART, reduced costs for Single Homeless and lower than expected contingency required. Further under spend of £37,000 due to non-renewal of Home Safety Check scheme.
Net Service Spending	13,034	(18)	13,016	11,210	(1,806)	

2017/18 Reserves Position

Reserve	Approved Opening Balance 01.04.17 £'000	Movement in Year £'000	Effect of Outturn £'000	Forecast Closing Balance 31.03.18 £'000	Transfer Request (To)/From Reserves £'000	Reason for Request
Savings	3,836		1,806	5,642	-1,008	This transfer is required to fund post project developments and support as planned and agreed with the Mosaic Board.
DSG	0			0		
Total	3,836	0	1,806	5,642	(1,008)	

2017/18 to 2019/20 Savings Plan

OOP Reference as per Service Estimate Report	Savings Proposal Title	2017/18			2018/19		2019/20		Reason for financial variation and any associated management action
		Target £'000	Actual to Date £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	
PG-SCOM-01	Reduction in the Housing Related Support Programme through a further redesign of the service to ensure support is provided to the most vulnerable, supporting individuals to become more independent and self-sufficient. Review of contracts with a view to reducing costs/services, including decommissioning some specialist services and re-modelling and recommissioning generic housing related support services.	0	0	0	0	0	400	400	
PG-SCOM-02	Review of the necessary staffing levels to support the inspection / improvement activity across People Group with a view to reducing posts	120	120	120	120	120	120	120	
PG-SCOM-03	Review of the necessary staffing levels to support quality assurance and contract management functions across the business unit with a view to reducing posts	37	37	37	37	37	37	37	
PG-SCOM-04	Reduce and reshape the staffing structure within the Business Unit and a reduction in programme and management support	203	203	203	252	252	374	374	
PG-SCOM-05	All Age Disabilities - commission only statutory advocacy services and redesign appointee services	104	75	104	153	153	153	153	
PG-SCOM-06	Integration of existing commissioning functions into a single commissioning service and generation of an income stream through joint commissioning with and on behalf of partner organisations	0	0	0	125	125	150	150	
SC-OOP14-18	Supporting People Programme - review of contracts with a view to reducing costs/services, including decommissioning some specialist services and re-modelling and recommissioning generic housing related support services	1,897	1897	1,897	1,897	1,897	1,897	1,897	
PG-PPA-02	Reduction in secretarial support for the senior management of the People Group through the release of a vacant post	24	24	24	24	24	24	24	
PG-PPA-03	Redistribution of project budgets across PPA.	126	126	126	126	126	126	126	
PG-PPA-04	Reduction in historic pension costs that will decline naturally over time	12	12	12	24	24	36	36	
PG-PPA-05	Reduction in the contingency and projects budget of the Business Unit and the delivery of a rationalised Head of Service structure once the redesign and transformation work has been delivered.	214	214	214	236	236	418	418	
PG-PPA-08	Rationalisation of the system supporting the Local Authority Designated Officer function with the main social care ICT systems to enable a saving in licensing costs and reductions in Google licence costs	0	0	0	4	4	24	24	
PG-PPA-09	Redesign of the support function for Care Records ICT Systems	0	0	0	65	65	65	65	Savings dependent on successful implementation of Mosaic within 2017/18 financial year.
PG-PPA-10	Reduction in business redesign and collaboration functions and funding for service specific learning and development activity	0	0	0	0	0	66	66	
Total		2,737	2,708	2,737	3,063	3,063	3,890	3,890	
Target			2,737	2,737		3,063		3,890	
Remaining Shortfall/(Over Achievement)			29	0		0		0	

2017/18 to 2020/21 Capital Programme

Project	Description	Approved Budget					Forecast					Variation		Reasons for Variation and Management Action
		Earlier Years £ 000's	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later £ 000's	Total £ 000's	Earlier Years £ 000's	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later £ 000's	Total £ 000's	Variance in Year £ 000's	Total Variance £ 000's	
10608000	Mental Health Grant 2010/11	130	86	0	0	216	130	30	56	0	216	(56)	0	Possible proposals now slipped to 2018/19.
11021000	Adult Social Care Modernisation & Capacity 2012-13	46	0	951	0	997	46	55	896	0	997	55	0	5 new projects to be funded for a total of £200k as follows: £50k for 11021004 The Grange, Valley Road, £125k for 11021005 Dementia Friendly Environments in ECH and £150k for 11021006 Changing Places (2017)
11365000	Autism Capital Grant - Brain in Hand Assistive Technology	18	0	0	0	18	18	0	0	0	18	0	0	
11420000	Disabled Facilities Capital Grant	5,436	3,848	0	0	9,284	5,436	3,848	0	0	9,284	0	0	
11310000	Client Information Systems Review	2,132	1,507	555	0	4,194	2,132	1,507	555	0	4,194	0	0	
		7,762	5,442	1,506	0	14,710	7,762	5,441	1,507	0	14,710	(1)	0	

Net Red Risk Commentary

Risk Ref	Risk	Risk Owner	Last Review date	Gross Risk Rating	Existing Risk Action	Net Risk Rating	Further Risk Action
R0558	Poor data quality and sharing protocols not in place. Fragmented, incomplete and/or inaccurate data sharing protocol	Andy Morrall	31/07/2017	12	Lead for data sharing identified through Better Care Fund. Working groups across Health and Social Care established. NHS unique number trialled and in place for some client groups. Appendix E now being used for D2A projects and BCF. Update: IG workshop in place. National digital road map incorporated into workshop design. Update: Working Group have produced data sharing strategy across all health and care partners across Coventry & Warwickshire. Signed at this HWB Exec Team	12	Joint Data Sharing Strategy in place.

Customer Services - Kushal Birla
Strategic Director - David Carter
Portfolio Holders - Councillor Kaur (Customer & Transformation)

2017/18 Revenue Budget

Service	Agreed Budget £'000	Agreed Changes £'000	Latest Budget £'000	Forecast Outturn £'000	Variation Over/ (Under) £'000	Reason for Variation and Management Action
Marketing and Communications	355		355	354	(1)	
Customer Service Centre	2,410		2,410	2,258	(152)	This Service has a number of vacancies - difficulties are being experienced in recruiting the right calibre of staff
Customer Relations	234		234	236	2	
Face to Face (including Libraries and Registration Service)	3,911		3,911	3,926	15	Under recovery of income in the Registration Service - marketing plan in place to promote the Service
Head of Service and Business Unit Projects	743		743	634	(109)	There has been challenges to recruit staff to support the digital programme.
E Services and Business Development	776		776	772	(4)	
Family Information Service	157		157	166	9	
Traded Services - Educational	(37)		(37)	(35)	2	
Traded Services - Non Educational	0		0	0	0	
Net Service Spending	8,549	0	8,549	8,311	(238)	

2017/18 Reserves Position

Reserve	Approved Opening Balance 01.04.17 £'000	Movement in Year £'000	Effect of Outturn £'000	Forecast Closing Balance 31.03.18 £'000	Transfer Request (To)/From Reserves £'000	Reason for Request
Savings	102	(102)		0		
Phasing of Libraries Sunday opening for 2017/2018	54	(54)		0		
Corporate Customer Journey Programme	259		159	418		
Warwickshire Local Welfare Scheme	714		79	793		
Total	1,129	(156)	238	1,211	0	

2017/18 to 2019/20 Savings Plan

OOP Reference as per Service Estimate Report	Savings Proposal Title	2017/18			2018/19		2019/20		Reason for financial variation and any associated management action
		Target £'000	Actual to Date £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	
RG-CS-01	Reduction in the staff supporting the senior management of the Business Unit.	30	30	30	30	30	30	30	
RG-CS-02	Increase income from the Registration Service	100	66	66	110	110	145	145	A marketing plan is in place to increase income generation
RG-CS-03	Reduction in the resources available to undertake projects within Customer Services	30	30	30	30	30	30	30	
RG-CS-04	Implementation of the Digital by Default Programme by reducing opening hours and reducing the demand placed on the Customer Service Centre and face to face outlets.	196	196	196	196	196	196	196	
RG-CS-05	Reduction in Library and One Stop Shop management and support staff consistent with the restructure and redesign of these services	0	0	0	0	0	90	90	
Total		356	322	322	366	366	491	491	
Target			356	356		366		491	
Remaining Shortfall/(Over Achievement)			34	34		0		0	

2017/18 to 2020/21 Capital Programme

Project	Description	Approved Budget					Forecast					Variation		Reasons for Variation and Management Action
		Earlier Years £ 000's	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later £ 000's	Total £ 000's	Earlier Years £ 000's	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later £ 000's	Total £ 000's	Variance in Year £ 000's	Total Variance £ 000's	
10155000	Improve Customer Experience in Council Buildings and DDA Works 2009/10	66	0	0	186	252	66	0	0	0	66	0	(186)	£185,504 transferred to 11040000 as per previous request by Head of Service
10645000	One-Stop Shops Expansion Programme 2009/10	70	112	0	21	203	70	112	0	21	203	0	0	
11040000	Improving the Customer Experience/One Front Door Improvements	225	134	161	2,153	2,673	225	287	509	1,600	2,620	152	(52)	£238k Budget decreased Capital receipt works at Alcester Library (project 11400000) as sale of property has fallen through, £185,504 transferred to 11040000 as per previous request by Head of Service
11293000	Community Information Hubs	59	0	0	50	109	59	0	0	50	109	0	0	
11422000	Stratford Library – Registrars Accommodation Works and Library Alterations	94	280	0	0	374	94	280	0	0	374	(0)	(0)	
		514	526	161	2,408	3,610	514	679	509	1,670	3,372	152	(238)	

Finance - John Betts
Strategic Director - David Carter
Portfolio Holders - Councillor Butlin (Finance & Governance)

2017/18 Revenue Budget

Service	Agreed Budget £'000	Agreed Changes £'000	Latest Budget £'000	Forecast Outturn £'000	Variation Over/ (Under) £'000	Reason for Variation and Management Action
Head of Service	224		224	266	42	Minor overspend mainly from additional one-off investment on Finance transformation work, incurred in the knowledge of compensating underspends elsewhere within the Business Unit.
Corporate Finance & Advice and Resources Local Finance	1,129		1,129	1,108	(21)	
Treasury, Exchequers, Financial Systems, Pensions & Schools Traded	27		27	14	(13)	
Communities Group and Fire and Rescue Local Finance, Procurement	656		656	506	(150)	This is mainly a result of more income from procurement than originally planned, plus some other minor underspends across other budget headings. There is a proposal (see below) to ring fence some of this to invest in better contract management.
People Group Local Finance, Financial Benefits and Advice	1,818		1,818	1,631	(187)	This underspend is mainly due to vacancies and the length of time taken to recruit replacements (the service is experiencing a higher level of turnover than normal and some grades are proving very difficult to fill). Two senior posts (Strategic Finance Manager and Group Finance Manager) to support the People Group have now been filled.
Traded Services - Education	(237)		(237)	(280)	(43)	This is a combination of additional income being generated and an underspend on staffing due to delays in replacing staff.
Traded Services - Non Education	0		0	0	0	
Net Service Spending	3,617	0	3,617	3,245	(372)	

2017/18 Reserves Position

Reserve	Approved Opening Balance 01.04.17 £'000	Movement in Year £'000	Effect of Outturn £'000	Forecast Closing Balance 31.03.18 £'000	Transfer Request (To)/From Reserves £'000	Reason for Request
Savings	274		375	649		
Finance - Service Improvement Projects	325			325	(107)	Income to be set aside to invest in contract management development and training for the organisation in 2018/19 (£100k) and additional capacity to support the financial aspects of the Fire "inspection", which will now occur in 2018/19.
Finance Training Reserve	95		(3)	92		
Total	694	0	372	1,066	(107)	

2017/18 to 2019/20 Savings Plan

OOP Reference as per Service Estimate Report	Savings Proposal Title	2017/18			2018/19		2019/20		Reason for financial variation and any associated management action
		Target £'000	Actual to Date £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	
RG-FIN-01	The service will make the final payment to repay borrowing to pay for the Council's financial system (Agresso) and so can release the budget as an ongoing saving.	150	150	150	150	150	150	150	
RG-FIN-02	The procurement team will prioritise additional service activity to target additional income from contract rebates	60	60	60	60	60	60	60	
RG-FIN-03	Better use of financial systems to generate efficiencies, maximise income and minimise transaction costs.	249	249	249	249	249	249	249	
RG-FIN-04	The service will reduce the number of staff it employs to support both service managers and Elected Members for budget setting, quarterly financial monitoring and final accounts, by focussing more on training and on-line support and redesigning services to improve the "financial literacy" of the organisation.	165	200	200	200	200	205	205	
RG-FIN-05	The service will reduce the need for current staffing capacity by focussing on greater use of standardised processing of transactions, less manual intervention and exploring the benefits of a broader transactional service across the organisation.	0	0	0	30	30	120	120	
	Total	624	659	659	689	689	784	784	
	Target		624	624		689		784	
	Remaining Shortfall/(Over Achievement)		(35)	(35)		0		0	

Human Resources & Organisational Development - Sarah Duxbury
Strategic Director - David Carter
Portfolio Holders - Councillor Kaur (Customer & Transformation)

2017/18 Revenue Budget

Service	Agreed Budget £'000	Agreed Changes £'000	Latest Budget £'000	Forecast Outturn £'000	Variation Over/ (Under) £'000	Reason for Variation and Management Action
Employee Relationships	1,403		1,403	1,287	(116)	This is largely due to staffing vacancies (turnover and maternity) which have proved difficult to recruit to. The service has now gone slightly over capacity in HR advisory to provide stability.
Human Resources Service Centre	2,427		2,427	2,530	103	Agreed overspend to be offset against wider service underspend. The current overspend is due to additional staffing costs to support the implementation of Your HR. This may increase if additional staffing is needed to implement Phases 2 and 3.
Business Partners and Learning and Organisational Development	1,671		1,671	1,611	(60)	Vacancies in the team in the process of being recruited to.
Human Resources Head of Service and Internal Apprenticeship Programme	703		703	503	(200)	Head of Service post which has not been replaced and vacancies within the apprenticeship team.
Traded Services - Education	(119)		(119)	(149)	(30)	Reduced expenditure due to staffing vacancies.
Traded Services - Non Education	38		38	27	(11)	Increased levels of trading income
Net Service Spending	6,123	0	6,123	5,809	(314)	

2017/18 Reserves Position

Reserve	Approved Opening Balance 01.04.17 £'000	Movement in Year £'000	Effect of Outturn £'000	Forecast Closing Balance 31.03.18 £'000	Transfer Request (To)/From Reserves £'000	Reason for Request
Savings	537			537		
Human Resources - Service Improvement Projects	30		248	278		
Growing for Growth Apprenticeship Scheme	711	(557)	66	220		
Total	1,278	(557)	314	1,035	0	

2017/18 to 2019/20 Savings Plan

OOP Reference as per Service Estimate Report	Savings Proposal Title	2017/18			2018/19		2019/20		Reason for financial variation and any associated management action
		Target £'000	Actual to Date £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	
RG-HR-01	Reduction in the Business Unit's management team as a result of a reorganisation of operational teams across the service	60	60	60	60	60	60	60	
RG-HR-02	Re-design HR Business Partnership Service and reduce capacity. Reduce the spend on the corporately funded learning menu.	68	68	68	68	68	68	68	
RG-HR-03	Redesign employee relations (including HR and equalities and diversity advisory services), policy development and manage demand by increasing self-service	40	40	40	40	40	40	40	
RG-HR-04	Reduction in agency / temp staff spend in HRSC	34	34	34	34	34	34	34	
RG-HR-05	Workforce Strategy and Organisational Development Service - Redesign the service reducing management and team capacity; streamlining learning and development processes with the HR Service Centre and reducing spend on corporately funded learning.	111	138	138	138	138	187	187	
RG-HR-06	Implement a new HR and payroll system to replace HRMS and restructure the HR Service Centre. This will include the review of charges for all external customers	0	0	0	0	0	229	229	
RG-HR-07	The purchase of the new HR and payroll system will provide an alternative learning management and e-learning option resulting in the decommissioning of WILMA and a reduction in the current licence costs.	0	0	0	0	0	31	31	
RG-HR-08	Employee welfare - Review the employee welfare service, including seeking a more cost effective provider of staff care and a reduction of support to managers in health and safety and well-being.	0	0	0	48	48	48	48	
	Total	313	340	340	388	388	697	697	
	Target		313	313		388		697	
	Remaining Shortfall/(Over Achievement)		(27)	(27)		0		0	

ICT Services - Tricia Morrison
Strategic Director - David Carter
Portfolio Holders - Councillor Kaur (Customer & Transformation)

2017/18 Revenue Budget

Service	Agreed Budget £'000	Agreed Changes £'000	Latest Budget £'000	Forecast Outturn £'000	Variation Over/ (Under) £'000	Reason for Variation and Management Action
Head of Service	259		259	252	(7)	
Members Support	35		35	26	(9)	
Strategy and Programme and Innovation	1,012		1,012	967	(45)	Variation is due to a reduction in staffing costs. The plan is to use this to support the shortfall in the Warwickshire Education Service surplus target
Corporate ICT Development	1,277		1,277	1,010	(267)	A number of projects have confirmed underspends. There are also a number of projects that are on hold pending external decisions.
Customer and Supplier Services	1,433		1,433	1,388	(45)	Variation is due to staff vacancies. The plan is to use this to support the shortfall in the Warwickshire Education Service surplus target
Production Services	3,155		3,155	3,159	4	
Systems Design and Architecture	1,088		1,088	1,048	(40)	Variation is due to staff vacancies. The plan is to use this to support the shortfall in the Warwickshire Education Service surplus target
Network Services	821	2	823	793	(30)	Variation is due to staff vacancies. The plan is to use this to support the shortfall in the Warwickshire Education Service surplus target
Information Management	359		359	345	(14)	
Traded Services - Education	(303)		(303)	(146)	157	The schools service will not be able to deliver their full Traded Surplus target, this position has been anticipated since the start of the year. Planning for any under delivery to be covered by utilising underspends in other areas of the business unit.
Net Service Spending	9,136	2	9,138	8,842	(296)	

2017/18 Reserves Position

Reserve	Approved Opening Balance 01.04.17 £'000	Movement in Year £'000	Effect of Outturn £'000	Forecast Closing Balance 31.03.18 £'000	Transfer Request (To)/From Reserves £'000	Reason for Request
Information Assets - Savings	188	(188)	265	265		
Going for Growth - BDUK	589	(373)	31	247		
Total	777	(561)	296	512	0	

2017/18 to 2019/20 Savings Plan

OOP Reference as per Service Estimate Report	Savings Proposal Title	2017/18			2018/19		2019/20		Reason for financial variation and any associated management action
		Target £'000	Actual to Date £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	
RG-IA-01	Release of the trading surplus delivered by the Schools ICT Service	200	146	200	200	200	200	200	
RG-IA-02	Make saving in the use of the Corporate ICT Development Budget by seeking to use either fixed term contract/student placements as an alternative to some of the contractor approaches currently employed. This should allow us to make a saving without a reduction in the quality and output of the service.	150	150	150	150	150	150	150	
RG-IA-03	Reduction in spend on specification, building, procurement, implementation, support and enhancement of information systems	117	117	117	117	117	117	117	

L IT Services

OOP Reference as per Service Estimate Report	Savings Proposal Title	2017/18			2018/19		2019/20		Reason for financial variation and any associated management action
		Target £'000	Actual to Date £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	
RG-IA-04	Reduction in the cost of maintaining the availability of the core ICT infrastructure equipment and services that deliver our ICT systems and access to systems, including some 24x7 availability, when required by services.	50	50	50	50	50	50	50	
RG-IA-05	Reduction in the scale and approach of the service that provides a single point of contact for IT support queries to assist staff and Elected Members with ICT problems	146	146	146	146	146	146	146	
RG-IA-06	Reduction in spend on designing, managing and implementing ICT programmes and projects that improve service delivery through the effective use of ICT and process redesign	58	58	58	58	58	58	58	
RG-IA-07	Reduction in the cost of the management, the technical development/build and deployment of personal computing devices	35	35	35	35	35	35	35	
RG-IA-08	Savings associated with the provision of ICT training to ensure that staff have the appropriate skills and knowledge to allow them to make best use of the Authority's ICT facilities.	43	43	43	43	43	43	43	
RG-IA-09	Scale back the records management service that provides advice to seek to ensure that corporate documents and records are correctly classified, tagged, stored and disposed of	17	17	17	17	17	17	17	
RG-IA-10	Savings in the costs associated with the management of the Information Assets Service. This includes options to rationalise the management structure associated with the refocused operational activity and a more commissioning style structure. It also includes an option to offer staff alternative working arrangements such as reduced hours.	116	116	116	174	174	239	239	
RG-IA-11	Reduction in the costs associated with the management and support of the ICT Infrastructure equipment that is used to deliver our ICT systems and related facilities. This includes savings associated with the introduction of a new modern telephony service, further contract benefits and adoption of a capital approach for some projects/products.	170	170	170	280	280	380	380	
RG-IA-12	Reduction in the funding associated with the provision of ICT Help Desk and Support Services, and a further reduction in the volume and costs of the personal computing facilities provided to staff and elected members.	0	0	0	145	145	285	285	
RG-IA-13	Savings in the staffing budget for the Strategy, Programme and Information Team as Project and Programme management support capacity is reduced as part of the general reduction in size of the Council.	0	0	0	50	50	150	150	
	Total	1,102	1,048	1,102	1,465	1,465	1,870	1,870	
	Target		1,102	1,102		1,465		1,870	
	Remaining Shortfall/(Over Achievement)		54	0		0		0	

2017/18 to 2020/21 Capital Programme

Project	Description	Approved Budget					Forecast					Variation		Reasons for Variation and Management Action
		Earlier Years £ 000's	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later £ 000's	Total £ 000's	Earlier Years £ 000's	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later £ 000's	Total £ 000's	Variance in Year £ 000's	Total Variance £ 000's	
10363000	Property Systems Development	329	0	0	0	329	329	0	0	0	329	0	0	
11121000	Development of Rural Broadband	11,559	7,048	8,084	10,479	37,170	11,559	3,439	9,715	12,457	37,170	(3,609)	0	
11465000	WCC Information Assets Purchases (multiple years)	546	373	428	400	1,746	546	131	548	521	1,746	(241)	0	Slippage owing to contract for Project Connect (Unified Comms) not yet signed hence costs being deferred into 18/19 onwards
11606000	2017-18 ICT Software Development	0	622	0	0	622	0	590	0	0	590	(32)	(32)	The forecast value has changed as a result of changing business priorities increasing the proportion of work on projects that do not create software assets versus those that do create software assets. The forecasting technique has also been enhanced
		12,434	8,042	8,512	10,879	39,867	12,434	4,161	10,263	12,977	39,835	(3,882)	(32)	

Law & Governance - Sarah Duxbury
Strategic Director - David Carter
Portfolio Holders - Councillor Butlin (Finance & Governance)

2017/18 Revenue Budget

Service	Agreed Budget £'000	Agreed Changes £'000	Latest Budget £'000	Forecast Outturn £'000	Variation Over/ (Under) £'000	Reason for Variation and Management Action
Democratic Services	525		525	592	67	The overspend is as a result of the investment in webstreaming. Implementation plan being worked up to deliver this financial year subject to contractor availability.
Insurance, Internal Audit and Risk Management	578	(81)	497	462	(35)	
Law & Governance Administration	96		96	3	(93)	£69,000 of this underspend is to be used to support the overspend within Democratic Services resulting from the investment in webstreaming.
Legal Core	409		409	446	37	
Traded Services - Educational	(96)		(96)	(43)	53	The overspend is a result of greater costs in service delivery, level of expected new work not realised and more external educational legal work now being routed through the new legal company. Plans being developed for new services to schools.
Traded Services - Non Educational	(635)	81	(554)	(823)	(269)	Increase in external customer trading particularly in Legal Services
Net Service Spending	878	0	878	637	(241)	

2017/18 Reserves Position

Reserve	Approved Opening Balance 01.04.17 £'000	Movement in Year £'000	Effect of Outturn £'000	Forecast Closing Balance 31.03.18 £'000	Transfer Request (To)/From Reserves £'000	Reason for Request
Savings	105	(105)	241	241		
Warwickshire Counter Fraud Partnership	36	(16)		20		
Total	141	(121)	241	261	0	

2017/18 to 2019/20 Savings Plan

OOP Reference as per Service Estimate Report	Savings Proposal Title	2017/18			2018/19		2019/20		Reason for financial variation and any associated management action
		Target £'000	Actual to Date £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	
RG-LG-01	Increase External Income Potential through Legal Services	8	8	8	8	8	8	8	
RG-LG-02	Internal Audit - Savings achieved through streamlining processes and restructure of service	35	35	35	55	55	55	55	
RG-LG-03	Increased surplus from external legal work - combination of reducing operating costs, increasing utilisation and delivering more external hours to external customers at increased hourly rates.	22	22	22	51	51	85	85	
	Total	65	65	65	114	114	148	148	
	Target		65	65		114		148	
	Remaining Shortfall/(Over Achievement)		0	0		0		0	

Performance - Tricia Morrison
Strategic Director - David Carter
Portfolio Holders - Councillor Kaur (Customer & Transformation)

2017/18 Revenue Budget

Service	Agreed Budget £'000	Agreed Changes £'000	Latest Budget £'000	Forecast Outturn £'000	Variation Over/(Under) £'000	Reason for Variation and Management Action
Insight	1,204	17	1,221	1,210	(11)	
Transformation Assurance & Performance	1,390		1,390	1,348	(42)	Variation due to ongoing staff vacancies
Performance Administration	399	(17)	382	272	(110)	Variation is due to underspends on staffing costs and staff vacancies to be funded from the Corporate Transformation Fund, recruitment is now underway.
Business Improvement & Support	459		459	444	(15)	
Commercial Enterprise	243		243	243	0	
Resources Transformation	526	439	965	927	(38)	Variation is due to underspends on fixed term and agency staff
Net Service Spending	4,221	439	4,660	4,444	(216)	

2017/18 Reserves Position

Reserve	Approved Opening Balance 01.04.17 £'000	Movement in Year £'000	Effect of Outturn £'000	Forecast Closing Balance 31.03.18 £'000	Transfer Request (To)/From Reserves £'000	Reason for Request
Savings	222	(222)	97	97		
Resources Transformation Fund			38	38		
Corporate Transformation Fund			81	81		
Total	222	(222)	216	97	0	

2017/18 to 2019/20 Savings Plan

OOP Reference as per Service Estimate Report	Savings Proposal Title	2017/18			2018/19		2019/20		Reason for financial variation and any associated management action
		Target £'000	Actual to Date £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	
RG-PE-01	Reduction of management team as a result of the release of a vacant post	70	70	70	70	70	70	70	
RG-PE-02	Reduction in the cost of providing a commissioning and business intelligence service through the release of a vacant post	20	20	20	20	20	20	20	
RG-PE-03	Reduction in management and operational capacity through streamlining processes and redesigning the service.	0	0	0	45	45	90	90	
RG-PE-04	Reduction in software tools and procured data sets which are used to provide insight and intelligence in support of transformation and service delivery for the Council.	0	0	0	10	10	20	20	
	Total	90	90	90	145	145	200	200	
	Target		90	90		145		200	
	Remaining Shortfall/(Over Achievement)		0	0		0		0	

Property Services - Steve Smith
Strategic Director - David Carter
Portfolio Holders - Councillor Butlin (Finance & Property)

2017/18 Revenue Budget

Service	Agreed Budget £'000	Agreed Changes £'000	Latest Budget £'000	Forecast Outturn £'000	Variation Over/ (Under) £'000	Reason for Variation and Management Action
Physical Assets General	1,024	0	1,024	1,018	(6)	Reliant upon redundancy cost being covered by WES Surplus. £70,000 staff cover cost for Strategic Asset Management; £1,400 Landlord consent costs re WCC Landlord duties in respect of schools, Confirmation of estimate for Hawkes point self financed borrowing costs (reducing forecast from £84,000 to £5,000)
Construction Services	1,447	0	1,447	1,520	73	Increase in expenditure on Ground Mounted Solar and Battery Storage projects.
Facilities Management	8,651	(200)	8,451	8,329	(122)	Reduced forecast for building maintenance, security, Equipment & Equipment repair, professional and legal fees, IT support and reimbursement income from external organisations due to actuals info.
Estates and Smallholdings	(754)	2	(752)	(171)	581	Forecast now excludes the savings from the sales of Meadow Farm and Eastboro Way for which the capital receipts are under risk of not being received in year. Estates and smallholdings include staffing savings made through redundancies and maternity leave.
Asset Strategy	261	0	261	205	(56)	Savings from the restructure of Strategic Asset Management
Property Rationalisation Savings	(825)	259	(566)	41	607	Forecast for PRP savings has been reduced to £470,550 to account for the actual savings forecast to be achieved this year. Savings from (Exhall Grange, Alcester Library, Atherstone, Binley woods Library and Montague road) are now either not going to materialise in this year or may potentially slip. Additional PRP expenditure costs at £70,000 each for both Montague Rd and Barrack St - strategic review RIBA Stages 0 and 1
Traded Services - Education	(1,057)	0	(1,057)	(1,145)	(88)	Forecast includes an estimate of the Catering Dividend from Educaterers and Increased WES income due to new Asbestos remedial works contract with Barford St Peters school.
Traded Services - Non Education	(178)	0	(178)	(208)	(30)	Revision to capital maintenance work programme increasing forecasted fees.
Net Service Spending	8,570	61	8,631	9,589	958	

2017/18 Reserves Position

Reserve	Approved Opening Balance 01.04.17 £'000	Movement in Year £'000	Effect of Outturn £'000	Forecast Closing Balance 31.03.18 £'000	Transfer Request (To)/From Reserves £'000	Reason for Request
Savings	0		(958)	(958)		
Community Energy scheme	94	(94)		0		
Catering Equalisation Account	401	(100)		301		
Total	495	(194)	(958)	(657)	0	

2017/18 to 2019/20 Savings Plan

OOP Reference as per Service Estimate Report	Savings Proposal Title	2017/18			2018/19		2019/20		Reason for financial variation and any associated management action
		Target £'000	Actual to Date £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	
RG-PA-01	Reduction in the running costs of property as a consequence of Property Rationalisation	406	406	406	406	406	406	406	
RG-PA-02	Reduce property costs in Stratford by moving from Elizabeth House to smaller alternative premises	154	154	154	154	154	154	154	
RG-PA-03	Reduction in the Council's borrowing costs as a result of using capital receipts from the sale of land and buildings (both urban sites and smallholdings) to reduce long term debt	750	149	149	1,250	1,250	1,640	1,640	Surplus property OOPs Savings forecast shows £148,619 to reflect the capital receipts for Kenilworth Greenway and Weddington Top Farm (Part land sale) that have come in this financial year. Forecast now excludes the savings from the sales of Kenilworth Library access road, Meadow Farm and Eastboro Way reflecting that the capital receipts are under risk of not completing in this financial year due to late abnormal development cost claims being made by the purchasers and other planning adjustments needing to be negotiated before sales can complete. These disposals are being monitored on a weekly basis as the forecast could significantly improve if negotiations can be completed before the end of the financial year. Controls are in place to ensure that the service continues to accurately forecast the timing of these significant receipts within the OOP2020 overall timeframe.
RG-PA-04	Reductions in WCC's landlord maintenance budget commensurate with the reduction in property holdings	220	220	220	270	270	320	320	
RG-PA-05	Reduction in the cost of corporate cleaning and catering through changes to specifications and working practices	77	77	77	77	77	77	77	
RG-PA-06	Deliver a 2nd phase of Property Rationalisation known as PRP2 which will see a reduction in the number of Council buildings and their associated running costs	550	44	44	500	500	500	500	PRP savings from the vacation of Lancaster House at Exhall Grange, disposal of Alcester Library, Unit at Racemeadow Road Atherstone, Binley woods Library and Montague road are unlikely to be achieved in this financial year due to slippages. Savings of over £470,000 have been achieved to date, which has been used to offset unmet savings from the previous year, and that adjustment is reflected here. The service continues to identify additional property rationalisation and disposal projects in order to meet this target within the OOP2020 overall timeframe.
RG-PA-07	Reduce property costs in Warwick by vacating the Barrack Street block and accommodating staff in other existing premises	0	0	0	0	0	250	250	
Total		2,157	1,050	1,050	2,657	2,657	3,347	3,347	
Target			2,157	2,157		2,657		3,347	
Remaining Shortfall/(Over Achievement)			1,107	1,107		0		0	

2017/18 to 2020/21 Capital Programme

Agresso Project Code	Description	Approved Budget					Forecast					Variation		Reasons for Variation and Management Action	
		Earlier Years	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later £'000	Total £ 000's	Earlier Years	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later £'000	Total £ 000's	Variance in Year £ 000's	Total Variance £ 000's		
Building & Construction															
11134000	Wark Shire Hall - Refurb Of Old Shire Hall	281	1,405	0	0	1,686	281	705	700	0	1,686	(700)	0	Slippage due to revised completion date for project works extended into 2018/19.	
Special Projects															
11432000	Multi Agency Safeguarding Hub (MASH) accommodation works	938	57	0	0	995	938	57	0	0	995	0	0		
Estates															
10971000	Wark Aylesford Flood Alleviation Scheme - Contbtn	739	0	174.5	-	914	739	0	0	0	739	0	(175)	£174,500 transferred to Strategic Site Planning Block Header 11440000 to cover anticipated costs	
10972000	Planning Consent For Europa Way	531	0	0	0	531	531	100	20	0	651	100	120	Report to follow to cabinet to explain increase in costs and to agree funding	
11400000	Globe House Alcester - Remodelling of Globe House	211	29	0	0	240	211	29	0	0	240	0	0		

O Property Services

Agresso Project Code	Description	Approved Budget					Forecast					Variation		Reasons for Variation and Management Action
		Earlier Years	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later £'000	Total £ 000's	Earlier Years	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later £'000	Total £ 000's	Variance in Year £ 000's	Total Variance £ 000's	
11440000	Strategic Site Planning applications	884	506	0	0	1,390	884	404	340	321	1,949	(102)	559	£174,500 transferred from 10971000 (Aylesford flood alleviation) Report to follow to cabinet to explain increase in costs and to agree funding
11503000	Planning Consent re the disposal of Dunchurch depot	10	70	0	0	80	10	30	40	0	80	(40)	0	Planning still to be submitted for Paynes Lane site.
Property Rationalisation Programme														
11041000	Rationalisation Of The Council's Property	717	162	0	0	879	717	162	0	0	879	0	0	
11335000	Rationalisation of County Storage	2,788	1,612	0	0	4,400	2,788	40	1,572	0	4,400	(1,572)	0	Project slippage due to procurement delays.
11338000	Re-wire & refurbishment of Pound Lane	501	0	0	0	501	501	0	0	0	501	0	0	
11532000	Saltway Centre Stratford upon Avon	524	0	0	0	524	524	0	0	0	524	0	0	
Structural Maintenance														
11037000	Non Schools Planned Capital Building Mech & Elect Maintenance 2013/14	2,617	1,995	0	0	2,618	2,617	2	0	0	2,618	0	0	
11039000	Schools - Planned Capital Building, Mechanical & Electrical backlog maintenance 2013-14	6,028	0	0	0	6,028	6,028	0	0	0	6,028	0	0	
11142000	Non Schools Asb & Safe Water Remedials 2014/15	213	7	0	0	221	213	7	0	0	221	0	0	
11143000	Schools Asbestos & Safe Water Remedials 2014/15	1,326	26	0	0	1,352	1,326	26	0	0	1,352	0	0	
11144000	Non Sch - Planned Bldg, Mech & Elect Backlog 2014/15	2,737	0	0	0	2,737	2,737	9	0	0	2,746	9	9	Additional £9020 funded from 11226000
11145000	Schools Planned Bldg, Mech & Elect Backlog 2014/15	5,741	145	0	0	5,886	5,741	120	0	0	5,862	(24)	(24)	£24,395 transferred to 11290000
11224000	Non-Schools Capital Asbestos And Safe Water Remedial Works 2015/16	376	5	0	0	381	376	5	0	0	381	0	0	
11225000	Schools Asbestos & Safe Water Remedials 2015/16	1,235	0	0	0	1,235	1,235	(15)	0	0	1,220	(15)	(15)	£6,724 transferred to 11287000 and £8,318 transfereed to 11288000 = £15.042 Total
11226000	Non Sch - Planned Bldg, Mech & Elect Backlog 2015/16	2,679	0	0	0	2,679	2,679	(43)	0	0	2,636	(43)	(43)	£9,020 transferred to 11144000 and £33,980 transferred to 11286000 = £43000 Total
11227000	Schools Planned Bldg, Mech & Elect Backlog 2015/16	5,791	0	0	0	5,791	5,791	(79)	0	0	5,712	(79)	(79)	£78,691 transferred to 11290000
11283000	Non Schools Asb & Safe Water Remedials 2016/17	196	114	0	0	310	196	114	0	0	310	0	0	
11284000	Non Schools Asb & Safe Water Remedials 2017/18	0	360	0	0	360	-	360	0	0	360	0	0	
11285000	Non Sch - Planned Bldg, Mech & Elect Backlog 2016/17	2,047	14	0	0	2,060	2,047	14	0	0	2,060	0	0	
11286000	Non Sch - Planned Bldg, Mech & Elect Backlog 2017/18	0	1,679	0	0	1,679	-	1,762	0	0	1,762	82	82	£33,980 transferred from 11226000 & another £48k from 10400000
11287000	Schools Asbestos & Safe Water Remedials 2016/17	1,251	(11)	0	0	1,240	1,251	(4)	0	0	1,247	7	7	£6,724 transferred from 11225000
11288000	Schools Asbestos & Safe Water Remedials 2017/18	0	770	0	0	770	-	778	0	0	778	8	8	£8,318 transferred from 11225000
11289000	Schools Planned Bldg, Mech & Elect Backlog 2016/17	5,520	(122)	0	0	5,398	5,520	(122)	0	0	5,398	0	0	
11290000	Schools Planned Bldg, Mech & Elect Backlog 2017/18	0	7,070	0	0	7,070	-	7,173	0	0	7,173	103	103	£78,691 transferred from 11227000 and £24,395 transferred from 11145000 = Total £103,086
11442000	Non Schools Asb & Safe Water Remedials 2018/19	0	0	325	0	325	-	0	325	0	325	0	0	
11443000	Non Sch - Planned Bldg, Mech & Elect Backlog 2018/19	0	0	2,122	0	2,122	-	0	2,122	0	2,122	0	0	
11444000	Schools Asbestos & Safe Water Remedials 2018/19	0	0	731	0	731	-	0	731	0	731	0	0	
11445000	Schools Planned Bldg, Mech & Elect Backlog 2018/19	0	0	3,431	0	3,431	-	0	3,431	0	3,431	0	0	
11538000	Non Schools Asb & Safe Water Remedials 2019/20	0	0	0	325	325	-	0	0	325	325	0	0	
11539000	Non Sch - Planned Bldg, Mech & Elect Backlog 2019/20	0	0	0	2,122	2,122	-	0	0	2,122	2,122	0	0	
11540000	Schools Asbestos & Safe Water Remedials 2019/20	0	0	0	731	731	-	0	0	731	731	0	0	
11541000	Schools Planned Bldg, Mech & Elect Backlog 2019/20	0	0	0	3,431	3,431	-	0	0	3,431	3,431	0	0	
Facilities														
10592000	Small Scale Reactive / Minor Improvements County-Wide	443	10	38,191	0	491	443	10	38	0	491	0	0	

O Property Services

Agresso Project Code	Description	Approved Budget					Forecast					Variation		Reasons for Variation and Management Action
		Earlier Years	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later £'000	Total £ 000's	Earlier Years	2017/18 £ 000's	2018/19 £ 000's	2019/20 and later £'000	Total £ 000's	Variance in Year £ 000's	Total Variance £ 000's	
11318000	Universal Free School Meals Programme	1,156	50	0	0	1,206	1,156	50	0	0	1,206	0	0	
Energy														
10400000	Climate Change 2009/10	179	48	0	0	227	179	0	0	0	179	(48)	(48)	Transferred to 11286000 for contribution towards planned maintenance projects involving energy efficiency works
11136000	Various Properties - Renewable Energy	240	0	0	995	1,235	240	0	0	995	1,235	0	0	
11561000	Dunsmore Home Farm, Clifton on Dunsmore - Ground Mounted Solar	0	0	3,600	1,630	5,230	-	0	3,600	1,630	5,230	0	0	
11562000	Former Landfill site - Stockton	0	0	0	0	0	-	0	0	0	0	0	0	
Smallholdings														
11228000	Rural Services Capital Maintenance 2015/16	794	0	0	0	794	794	(19)	0	0	775	(19)	(19)	Creditor from 16/17 on project 11228039 that we will no longer be receiving a charge for.
11291000	Rural Services Capital Maintenance 2016/17	561	268	0	0	829	561	313	0	0	874	45	45	Actual spend higher than forecast for projects 11291014, 11291017-19, 11291021, 11291026-27, 11291032, 11291035, 11291038-39, 11291042-43
11292000	Rural Services Capital Maintenance 2017/18	0	519	0	0	519	-	476	0	0	476	(42)	(42)	Start dates of some original potential projects have been moved to 2018/19 - reduction in planned projects
11446000	Rural Services Capital Maintenance 2018/19	0	0	496	0	496	-	0	496	0	496	0	0	
11542000	Rural Services Capital Maintenance 2019/20	0	0	0	496	496	-	0	0	496	496	0	0	
		49,256	14,793	10,918	9,730	84,696	49,256	12,462	13,415	10,051	85,184	(2,331)	488	

Fire - Andy Hickmott
Strategic Director - Monica Fogarty
Portfolio Holders - Councillor Roberts (Fire and Community Safety)

2017/18 Revenue Budget

Service	Agreed Budget £'000	Agreed Changes £'000	Latest Budget £'000	Forecast Outturn £'000	Variation Over/ (Under) £'000	Reason for Variation and Management Action
Service Delivery - Operational Response	10,020		10,020	10,559	539	Since reporting at Q2 the Service has continued to see the pressure of establishment vacancies and long term sickness due to mostly to shoulder, knee and hip operations. The Service continues to use a business continuity crewing pool to cover these shortfalls. However, following a successful recruitment campaign during the summer the Service now has new recruits in place which will significantly reduce the need for the use of this pool. During OOP 1 the Service delivered savings ahead of schedule to build up a limited amount of capacity funding in order to deliver a planned approach to known future pressures, of the £540,000 overspend in this area the Service has earmarked £252,000 from the Service Saving reserve to support this variance.
Service Delivery - Planning and Protection	810		810	877	67	The majority of this overspend is related to staffing within the Fire Protection department. Due to the specialist nature of the roles the Service has funded a handover period at management level to ensure business continuity. In addition the Water department has received new Highways road closure charges. The Service has earmarked the planned use of £15,000 from the Service Saving Reserve to support these.
Service Delivery - Fire Control	765		765	756	(9)	
Service Delivery - Prevention	587		587	553	(34)	The Service is currently forecasting an overspend of £40,000 to deliver the Heartshield project in partnership with Public Health. Funding for this is currently being held in the Service Saving reserve and a request to draw down £40,000 will be made at Q3. In response to performance information and in order to address an increase in deliberate fires and anti social behaviour some additional planned capacity within the Arson Reduction department has also resulted in an overspend of £24,000 this will also be funded from Service Savings. The Service received additional one off funding from the County Council in 17/18 to support the Vulnerable People agenda due to the time required to recruit the necessary fixed term contracts it is unlikely that this will all be spent before the end of March 2018 so Cabinet will be requested to approve £75,000 to carry forward into 2018/19.
Service Support - Technical Support	2,306		2,306	2,357	51	This overspend is a result of the planned purchase of additional operational equipment, during OOP 1 the Service delivered savings ahead of schedule to build up a limited amount of capacity funding in order to deliver a planned approach to known future pressures and this £48,000 overspend has been planned to be funded from the Service Saving Reserve.
Service Support - Training & Development	1,485		1,485	1,802	317	This overspend is a result of the additional costs associated with the training of new recruits. This planned over spend is to be supported by the Training Reserve of £198,000 which was previously earmarked in order to plan for the costs of initial training. This remaining overspend of £52,000 will be met from the Service Saving Reserve.
Service Improvement - Business Transformation & Projects	342		342	623	281	There are planned overspends of £73,000 on the Joint Control Programme, £41,000 on Emergency Services Network programme and £48,000 on the project to replace ICT systems. All of these are planned to be met from reserves either provided by central government funding or other funding set aside for these purposes. Due to an immediate need to improve operational preparedness following real events and training exercises during the year the remainder is to provide extra capacity to support business continuity and operational assurance. The remaining overspend is planned to be funded from the Service Saving reserve £131,000.
Brigade Management	565		565	581	16	
Service Support - HR, IT, Finance & Pensions	1,837		1,837	1,737	(100)	If, as expected there are no ill health retirements during 2017/18, the pension budget will be £162,000 underspent. Off setting this is additional planned expenditure of £75,000 within the Communications department which is planned to be funded from Service Saving reserve and other minor variations.
Net Service Spending	18,717	0	18,717	19,845	1,128	

2017/18 Reserves Position

Reserve	Approved Opening Balance 01.04.17 £'000	Movement in Year £'000	Effect of Outturn £'000	Forecast Closing Balance 31.03.18 £'000	Transfer Request (To)/From Reserves £'000	Reason for Request
Pensions Reserve	762	(495)	0	267	0	
Operational Training	198		(198)	0	198	To fund the costs of training new recruits
RSFRS Project	132		(48)	84	48	To fund the costs of replacement of critical systems

Reserve	Approved Opening Balance 01.04.17 £'000	Movement in Year £'000	Effect of Outturn £'000	Forecast Closing Balance 31.03.18 £'000	Transfer Request (To)/From Reserves £'000	Reason for Request
Emergency Services Mobile Communications Plan	545		(41)	504	41	To fund project management costs associated with the implementation of the new National Emergency Services Network
Fire Control Project	279		(73)	206	73	To support the ongoing costs of this project due for completion in 2018/19
Service Savings Reserve	821	495	(843)	473	562	To support planned additional capacity expenditure
Vulnerable People earmarked reserve	0		75	75	(75)	As part of setting the 2017/18 budget Cabinet approved an allocation of £200,000 for WFRS to deliver enhanced services supporting the Vulnerable People agenda. Cabinet is asked to approve the carry forward of £75,000 to complete the delivery of these services in 2018/19.
Total	2,737	0	(1,128)	1,609	847	

2017/18 to 2019/20 Savings Plan

OOP Reference as per Service Estimate Report	Savings Proposal Title	2017/18			2018/19		2019/20		Reason for financial variation and any associated management action
		Target £'000	Actual to Date £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	
FR-FR-01	Implement a new response model	353	353	353	353	353	353	353	
FR-FR-02	A reduction in fire engines, clothing, protective equipment, operational equipment and training in line with the reduction in staff numbers	15	15	15	15	15	15	15	
FR-FR-03	Implementation of alternative arrangements for the Service's Fire Control, working with a partner agency	0	0	0	300	0	300	0	
FR-FR-04	Merger of Warwickshire Fire and Rescue Service (FRS) with another FRS or alliance/strategic collaborative partnership of Warwickshire FRS with another Blue Light organisation or commission Warwickshire FRS to a neighbouring Fire Authority	0	0	0	0	0	2,000	0	
	Total	368	368	368	668	368	2,668	368	
	Target		368	368		668		2,668	
	Remaining Shortfall/(Over Achievement)		0	0		300		2,300	

Net Red Risk Commentary

Risk Ref	Risk	Risk Owner	Last Review date	Gross Risk Rating	Existing Risk Action	Net Risk Rating	Further Risk Action
R0890	N/WFRS not achieving the aims and objectives within the Fire Control Project A & B scopes and/or failing to achieve system functionality by November 2017 deadline.	DCFO Rob Moyney	02/01/2018	12	<ol style="list-style-type: none"> 1. Single programme board has been established with responsibility for delivering the Control Programme, with an AC providing daily supervision and scrutiny. 2. Project risk registers for Command and Control project workstreams populated with emerging risks. 3. Warwickshire and Northamptonshire have had separate control program boards with officers from both services attending and reporting into both boards. It was has now been agreed to move to one main decision making board. 4. Improved communications established with Capita through programme board. 5. Capita reporting to project board with confirmed revised schedule to complete project by an agreed date. 6. Business Continuity arrangements as set out in R0901. 7. Regular meetings between Board members and senior Capita managers to identify issues and risks and ensure sufficient resources are in place and milestones are being achieved. Variations to agreed milestones are agreed by DCFO if appropriate. 8. Weekly meetings between DCFO, Lead AC and Project Manager to review progress. 9. Weekly stakeholder meetings within WFRS, led by AC and Project Manager. 10. Reporting by exception to the Home Office leads. 11. Request for specific dedicated resource from CAPITA to assist with completion of project. 12. Review Current payment schedule, particularly SAT and UAT contract and payment milestones. 13. Legal letter to Capita re changes to SAT and UAT contract and payment milestones. 14. Calculate and collate budget pressures incurred as a result of project delays 15. Legal advice taken around contractual arrangements with Capita and possibility of obtaining compensation. 	12	<ol style="list-style-type: none"> 1. Continue to take legal advice around contractual arrangements with Capita. 2. Continue to take legal advice around possibility of obtaining compensation from capita. 3. Withhold final payment until full system functionality is confirmed by NWFRS.
R0888	Inability to keep our communities safe from harm	The Chief Fire Officer	02/01/2018	16	<ol style="list-style-type: none"> 1) Current senior officer oversight manages the performance of the Fire Service to ensure that any changes maintain a safe, effective and resilient Fire and Rescue capability. 2) The Fire Service maintains departmental, programme and business unit risk registers which are reviewed monthly. 3) The Fire Service has a Command Assurance Officer to highlight any specific areas of operational risk. 4) A cross party working group supports the development of options and informs Fire Authority Members on any emerging issues -senior officers maintain an open dialogue with Fire Authority members on any emerging issues. 5) Corporate Business Continuity Plan and Policy approved by Corporate Board. 6) An Integrated Risk Management Plan has been drafted and consultation with the public completed. This will form our final IRMP which will propose recommendations for managing the Fire and Rescue within its resources and budget. 7) Links between the WCC Emergency Plan and corporate Business Continuity Plan are in place to respond to increased demand for WCC services and ensure continuity in the delivery of critical business services to the community during a civil emergency. 8) WCC is a member of the Local Resilience Forum and works with partner agencies to fulfil duties under the Civil Contingencies Act, and to prepare, respond and recover from different emergencies. 9) WFRS will priorities its resources and capacity in line with its purpose, priorities and principles as contained within the 2017/18 WFRS Business Unit Plan. 10)WFRS has taken all possible action both managerially and legally to deliver key projects. 11)A range of key actions have been completed as part of the operational preparedness & resilience work schedule 	12	<p>WFRS will deliver an annual action plan as part of its new Integrated Risk Management Plan (IRMP) 2017-2020</p> <p>WFRS will deliver an action plan as a result of the Fire and Rescue Service Peer Review 2017.</p> <p>Continue desktop and live testing of business continuity and emergency plans.</p> <p>GC Response to develop options for providing a more resilient incident command structure.</p>

Risk Ref	Risk	Risk Owner	Last Review date	Gross Risk Rating	Existing Risk Action	Net Risk Rating	Further Risk Action
R0889	Inability to provide sufficient resources to respond to emergencies	DCFO Rob Moyney	02/01/2018	16	1) Implementation of new duty systems, e.g. Day Crewing Plus, Peak Demand to release resources for redeployment around the service 2) Monthly performance measures to monitor effectiveness of response activity including duty systems, availability and response times, and sickness levels. 3) Business Continuity plans to deal with spate conditions and periods of seasonal demand such as hot weather or wide scale flooding. 4) Use of crewing pool to fill short term gaps in crewing levels. 5) Daily dynamic movement of resources by Fire Control 6) Use of flexible contracts 7) Developed an IRMP during 2016, presenting a response model with sufficient resilience built in to maintain minimum crewing levels. 8) Implement new Resources Manager role to co-ordinate and manage crew availability. 9) Enhanced remuneration for Business Continuity crewing pool. 10) WDS and RDS recruitment processes implemented. 11) New Business Continuity Post introduced. 12) New Operational Preparedness role introduced to develop, implement and maintain a command structure for operational readiness, be responsible for testing and exercising command arrangements for significant events and be the Services representative at the LRF and provide the ongoing link to multi agency readiness. 13) 13 new WDS staff employed and assimilated into establishment. 14) Development and implementation of Workforce Plan 15) Application of Sickness Absence policy and sickness management arrangements	12	Continue to review and test Business Continuity and emergency plans to ensure they are suitable and sufficient. Operational Preparedness Officer to develop proposals for a more resilient incident command structure 16 WDS personnel to complete recruit training and be assimilated into the establishment
R0916	WFRS is unable to deliver the financial savings for OOP 2020 (2017 - 2020) - financial risk	DCFO Rob Moyney	02/01/2018	12	Monthly monitoring of the budget is provided through the People and Finance Meeting. Monthly monitoring of performance is provided by the Brigade Command Team Dialogue continues with NFRS around the joint control project, but progress towards a single control is uncertain Dialogue continues with neighbouring agencies, but limited progress in identifying a suitable merger-combination. The RAG rating of the OOP monthly highlight report to Corporate Board has been upgraded to red.	12	Close monitoring of the emerging options for OOP 2020 and the likely impact of these are regularly monitored by the CFO and DCFO Continue political discussion with Portfolio Holder and political lead for transformation programmes. Continue to explore the opportunities for expanding the trading arm of Training and Development.

Other Services - Virginia Rennie
Strategic Director - David Carter

2017/18 Revenue Budget

Service	Agreed Budget £'000	Agreed Changes £'000	Latest Budget £'000	Forecast Outturn £'000	Variation Over/ (Under) £'000	Reason for Variation and Management Action
Government Grants & Business Rates	(138,367)		(138,367)	(139,124)	(757)	Additional grant income received as a result of the late announcement of grant to compensate for changes to business rates reliefs and discounts. The level of these grants was not known at the time the 2017/18 budget was agreed, but have been built into the 2018/19 OOP financial refresh.
Central Block DSG and other central grants to support schools and pupils	(76,133)	89	(76,044)	(76,044)	0	
Capital Financing Costs	34,880	(61)	34,819	33,271	(1,548)	Underspend is a result of a reduction in the required repayment of our long term borrowing (Minimum Revenue Provision) in 2017/18. The amount we are required to pay is based on the debt outstanding at the end of the previous financial year. This was lower than anticipated due to the levels of slippage in 2016/17.
Strategic Management Team	1,455	68	1,523	1,231	(292)	Underspend on staff budgets
County Coroner	416		416	441	25	
Environment Agency (Flood Defence Levy)	232		232	232	0	
External Audit Fees	175		175	120	(55)	The clean audit of the Council's 2016/17 accounts meant the supplementary work undertaken was less than provided for. The underspend will be used to meet the costs of additional work needed to meet the enhanced audit requirements in 2018/19 and to deliver against the statutory requirement for an earlier closedown of our annual accounts at the end of 2017/18.
Provision for redundancy costs	(51)	(82)	(133)	0	133	This is the net call on the provision for redundancy costs in 2017/18 to date. This cost along with any further redundancy costs to be met corporately in 2017/18 will be offset against the reserve set aside for this purpose.
County Council Elections	255		255	797	542	May 2017 local elections costs to be funded from specific reserve once actual costs for all districts/boroughs are known
Members Allowances and Expenses	1,064		1,064	1,064	0	
Other Administrative Expenses and Income	545		545	1,174	629	In 2017/18 the payment of insurance claims has been greater than the amount charged to services for the cost of insurance. The overspend will be to be funded from the Insurance Fund - a reserve purposely set up to cover both areas of self insurance and the inevitable year on year variability between the cost of premiums and claims paid.
Subscriptions	127		127	135	8	
Transformation Fund	4,064	(4,064)	0	0	0	
Apprenticeship Levy	1,200		1,200	580	(620)	A portion of this budget was to fund the salary costs of new entrant apprentices, through the work of the Apprenticeship Hub. The uncertainty about how the Apprenticeship levy would work at the start of the year means there was a delay in the programme starting. The underspend will to be added to the Apprenticeship reserve to fund salary costs in future years.
Net Service Spending	(170,138)	(4,050)	(174,188)	(176,123)	(1,935)	

2017/18 Reserves Position

Reserve	Approved Opening Balance 01.04.17 £'000	Movement in Year £'000	Effect of Outturn £'000	Forecast Closing Balance 31.03.18 £'000	Transfer Request (To)/From Reserves £'000	Reason for Request
Corporate						
General Reserves	25,213	750	2,544	28,507		
Medium Term Contingency	16,985	(2,945)		14,040		
Provision for Redundancy Costs	12,424		(133)	12,291		
Capital Fund	1,037			1,037		
Insurance Fund	8,435		(609)	7,826		
Schools and Centrally Managed Dedicated Schools Grant	15,652			15,652		
Total Corporate Reserves	79,746	(2,195)	1,802	79,353	0	
Other Services						
Audit Fee Reserve	717		55	772		
Transformation Fund	1,154	2,896		4,050		
Adult Social Care (BCF) Reserve	1,154	1,154		2,308		
Community Infrastructure Levy	301			301		
Interest Rate Volatility Reserve	5,436			5,436		
Provision for Business Rates Appeals	1,047			1,047		
Coventry and Warwickshire Business Rates Pool	971			971		
Quadrennial Elections	730		(542)	188		
Pensions Deficit Reserve	0	466		466		
Apprenticeship Fund	0		620	620	(600)	To fund salary costs of future apprenticeship schemes to meet government targets
Total Other Services Reserves	11,510	4,516	133	16,159	(600)	
Group Reserves						
Resources Transformation Fund	2,130	(965)		1,165		
Resources Systems Replacement Fund	2,872	(1,365)		1,507		
Resources Traded Service Reserve	263			263		
Resources Service Savings	663			663		
People Group Reserve	5,319	(1,341)		3,978		
Total Group Reserves	11,247	(3,671)	0	7,576	0	
Total	102,503	(1,350)	1,935	103,088	(600)	

2017/18 to 2019/20 Savings Plan

OOP Reference as per Service Estimate Report	Savings Proposal Title	2017/18			2018/19		2019/20		Reason for financial variation and any associated management action
		Target £'000	Actual to Date £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	Target £'000	Forecast Outturn £'000	
OS-OS-01	Implementation of a revised approach to assessing the prudent level of debt to repay each year	3,000	3,000	3,000	3,000	3,000	3,000	3,000	
OS-OS-02	Reduction in the provision for borrowing costs.	3,300	3,300	3,300	3,300	3,300	3,300	3,300	
OS-OS-03	Management restructure	150	95	95	250	250	250	250	Whilst the management restructure has taken place as planned there are some one-off costs in 2017/18 associated with the restructure which means the full savings cannot be released until 2018/19.
OS-OS-04	Removal of the provision for funding redundancy costs.	2,000	2,000	2,000	2,000	2,000	2,000	2,000	
	Total	8,450	8,395	8,395	8,550	8,550	8,550	8,550	
	Target		8,450	8,450		8,550		8,550	
	Remaining Shortfall/(Over Achievement)		55	55		0		0	

Annex R
Children are safe

BU	Key Business Measure (KBM)	Aim-is Higher or Lower Better	Q3 Actual	Year End Forecast	2017-18 Target	Year End Forecast RAG	Comments	Actions to be taken
C&F	No. of early help assessments initiated	Higher	693	980	1000	Amber	<p>The 693 initiated is an actual figure up to 12 December 2017. The year end forecast extrapolates this performance for a 12 month period, but I would expect us to meet the year end target if we allow for a delay in initiation paperwork being returned.</p> <p>Initiation is consistent with last year, however the increase in initiations from social care is a change in initiator agency demographic to some extent. The Early Help Team has also worked to ensure that Early Help Single Assessments (EHSA) are being used at the appropriate level and brokering to the stepped approach wherever possible before a EHSA is initiated.</p> <p>This year we have also not recorded any duplicates by 2 siblings having an EHSA each.</p>	No Actions at this time.
C&F	No. of Child Protection Plans-Reduction in	Lower	553	500	443	Red	Actual as at 30 November 2017. Across the region Child Protection numbers have been rising, within Warwickshire, this rise is concentrated in 2 districts in the main and we have begun an analysis to understand why that is occurring and to address it.	We will complete the analysis of the increase in trends and put in measures to address that.
C&F	No. of Children Looked After (excl. UASC) -Reduction in	Lower	643	620	605	Amber	<p>Actual as at end of November 2017. There has been a rise in Looked After numbers over the past quarter by 8, this has been as a result of initiating care proceedings on a number larger families and also an increase in the number of older young people becoming looked after because of issues relating to Child Sexual Exploitation, Missing, Homelessness, plus emotional and mental health issues. The increase reflects the regional picture.</p> <p>The Transformation Operations Manager has been identifying cases for rehabilitation and developing packages to support that. The Head of Service has introduced a weekly challenge process to review all the young people that have become looked after over the previous week and we are identifying themes to address the rise.</p>	<p>We have identified a number of children (20) where we will be seeking to discharge care orders over the next few months, so they will no longer be looked after. There are a further 9 children where Special Guardianship or Adoption Orders will be granted.</p> <p>There are also 20 Young People that will turn 18 before the end of March 2018, thereby leaving the Looked After population.</p>
C&F	% of Children Looked after (exc. Unaccompanied Asylum Seeking Children) that left care via an Adoption Order; Special Guardianship Order or Children Arrangement Order	Higher	35.3	34	34	Green	Actual cumulative from April to November 2017. We recognise that the Actual is already above the Year End Target and we expect that to continue, having completed analysis of young people, we expect to be adopted or subject to a Special Guardianship Order (SGO) by the end of year.	
C&F	No. of children placed in residential care at 31 March (excluding IDS)	Lower	29	27	26	Amber	<p>Actual as at end of November 2017.</p> <p>Over the Summer we experienced a shortage of internal and external foster placements that resulted in us having to place a small number of additional children in residential placements. Since then we have been endeavouring to move those young people back to foster placements, but that is proving to be a challenge because of the natural shortage of foster placements.</p>	<p>Fostering have appointed new members of staff to their central recruitment team and are adopting new recruitment strategies for internal foster carers.</p> <p>Commissioning are in the process of recruiting a new broker to enhance our external fostering placement.</p>
C&F	No of Children in Care in internal foster care (excluding UASC)	Higher	349	355	360	Amber	<p>Actual as at end of November 2017</p> <p>The strategy to improve the recruitment of in house foster carers has taken longer than expected to gain traction, we now have in post 2 Managers and have recruited 2 additional Social Workers, so we would expect by the end of January 2018 to have a fully active Foster Carer recruitment team. We are continuing to see increases in requests, applications and assessments of foster carers.</p>	The Foster Carer Recruitment Campaign will be launched in January 2018.
C&F	No. of CiC in external foster care (excluding UASC)	Lower	121	111	106	Amber	<p>Actual as at end of November 2017</p> <p>The reduction of numbers of children in external foster placements is dependent on additional recruitment of in house foster carers. We now have in post 2 Managers and have recruited 2 additional Social Workers, so we would expect by the end of January 2018 to have a fully active Foster Carer recruitment team.</p>	The Foster Carer Recruitment Campaign will be launched in January 2018.
C&F	No. of average caseloads per FTE Social Worker (excluding Team Managers) for the 7 Frontline Children & Families teams only.	Lower	19.3	15.5	15	Amber	<p>Actual as at the end of November 2017. Despite the increase in social workers recruited, there has also been an increase in workload which is making it difficult to bring caseload averages down.</p> <p>We have introduced a new Child in Need pilot in Rugby which has brought that team's average caseload down by 3 in the last month. It is planned to roll this scheme out across the County in the New Year, which should result in a further reduction in caseloads, but because of the upward pressure on total Children in Need (CIN) case numbers, we may not hit the target of 15 by Year End.</p>	Roll out the new Child in Need process. Continue to recruit the additional Social Workers.
C&F	No. of average caseload per FTE for the Independent Reviewing Officer Service-reduction in	Lower	141	115	110	Amber	Actual as at the end of November 2017.	The caseloads currently reflects the high number of children looked after and children subject to child protection plans and vacancies through long-term sickness absence and staff turnover. However, we anticipate this will improve as we continue to recruit to vacancies and new posts. We are also actively reviewing child protection cases to ensure that plans remain appropriate.

Annex R Children are safe

BU	Key Business Measure (KBM)	Aim-is Higher or Lower Better	Q3 Actual	Year End Forecast	2017-18 Target	Year End Forecast RAG	Comments	Actions to be taken
C&F	% of CLA aged under 16 who have been looked after continuously for at least 2.5 years, who were living in the same placement for at least 2 years, or are placed for adoption	Higher	58.4	60	62	Amber	Actual as at end of November 2017. We have put in place a number of measures to improve placement stability, and these are regularly reviewed at Permanence Panel (a meeting to ensure clear planning for children and young people) with a number of Special Guardianship Orders being obtained for children who have been in long term placements. The number may drop due to their Legal Status changing and them no longer being looked after.	Continue to review cases at Permanence Panel.
C&F	% of Care Leavers aged 19-21 who are not in education, employment or training (NEET)	Lower	21	25	25	Green	Please note that data quality is being improved by a new recording mechanism via Mosaic which has recently been implemented.	A Care leaver participation strategy strategy including the recruitment of a careers support and guidance advisor is being developed.

C&F = Children & Families



Annex R Adult Social Care

BU	Key Business Measure (KBM)	Aim-is Higher or Lower Better	Q3 Actual	Year End Forecast	2017-18 Target	Year End Forecast RAG	Comments	Actions to be taken
SCS & SSC	No of permanent admissions of older people (aged 65 and over) to residential and nursing care homes	Lower	421	629	528	Red	Actual as at 30 November 2017. Year end forecast based on average admissions per month.	Pressure within residential and nursing care continues. No further "alternatives" to 24 hour care are available following the last Extra Care Housing (ECH) scheme in North Warwickshire being filled this year. Voids within ECH remain low and no new units planned for 2018 for Older People. Teams can continue to maximise voids and increase the use of block contract beds. There are plans to ensure ECH schemes have night support on site to ensure moves from ECH into residential care are minimal. Pressure of admissions come from Hospital discharges and Continuing healthcare exit's, as well as community teams. Recent increases in residential admissions are also in direct relation to the reduction of Older People waiting lists and more responsive times in assessment completion.
SCS & SSC	No. of permanent admissions of people to residential and nursing care homes (aged 18-64)	Lower	37	53	33	Red	Actual as at 30 November 2017. Year end forecast based on average admissions per month. Transfers of eligibility and funding responsibility from Continuing healthcare (CHC) to social care continues to remain a risk particularly for people with a Physical Disability	There are a number of specialised accommodation with care units opening in 2017/18 for people under 55 and including people out of county which will offer an alternative solution to people than residential care. Application of Continuing healthcare (CHC) criteria and challenging decisions will continue to be required to ensure numbers of people in residential care do not increase.
SCS & SSC	No. of admissions to long term community care (including both residential and community settings) (all ages 18+).	Lower	1101	1649	2000	Amber	Actual as at 30 November 2017. Year end forecast based on average admissions per month.	-
SCS & SSC	Proportion of adults receiving a direct payment ASCOF 1C Part 2A	Higher	28.10%	29	30	Amber	Actual as at 30 November 2017. All customers who are eligible for council funded support are expected to be offered a Direct Payment. This needs to be evidenced in customer recording and measured in case file audits	All customers who are eligible for council funded support will be offered a Direct Payment. Evidence of this is required in case file recording and one of the measures audited in case file audits. All new staff are required to complete mandatory e-learning on Direct payments and a refresher is being arranged via team meetings for existing staff. Operational guidance on Direct Payments is also being reviewed to streamline current guidance.

Annex R Adult Social Care

BU	Key Business Measure (KBM)	Aim-is Higher or Lower Better	Q3 Actual	Year End Forecast	2017-18 Target	Year End Forecast RAG	Comments	Actions to be taken
SCS & SSC	Delayed transfers of care (delayed days) from hospital per 100,000 population (average per month) BCF.	Lower	366	353	271	Red	<p>Actual as at October 2017, this is the latest available information.</p> <p>As stated above, the target set by NHS England is that by Nov-17 there should be no more than 40 beds occupied by a delayed Warwickshire resident on an average day and that this should be maintained until Mar-19. This equates to 271 days delayed per 100k population in an average month, as such the target for this measure has been amended from 396 to 271.</p>	<p>The Delayed Transfer of Care (DTOC) project has been focusing on key elements that have direct impact on the day to day customer discharges across the County.</p> <p>Driven through the implementation of a standard DToC Dashboard analysis tools and bespoke statistics, that provide accurate and weekly delay reasons allowing Route Cause Analysis to evidence the areas that are causing the most problems, leading to actions to resolve delays quickly. This has had a very positive impact with the performance improving constantly and continually each month.</p> <p>There has been very positive input and support from Senior stakeholders over this period with strong support in identifying and engaging with key personnel across both Health and Social Care for supporting the workstreams.</p> <p>The project has identified the requirements for key communications and agreed a way forward utilising existing communications structures but ensuring that all areas are represented and engaged. As the project progresses this will be strengthened to ensure that the structures provide for two way communication as the initiatives from the workstreams roll out into services.</p> <p>The next key activities are around:</p> <ul style="list-style-type: none"> - Standards and coding workshop to ensure aligned understanding and agreement to use across the County. - Consolidation of service criteria across the system to identify key issues and blockages across Intermediate Care Team (ICT), Community Emergency Response Team (CERT) and Reablement via the DToC Digit Requirements Workshop - Continued County wide roll-out across all the hospitals of the DToC Dashboard Google Sheets - Supporting DToC Dashboard Standard Operating Procedure to be developed, to support staff training and understanding. - Ongoing detailed analysis of deep dive results to be conducted at University Hospitals Coventry and Warwickshire NHS Trust (UHCW) and St.Cross to look at the constraints behind the DToC Reason Codes :- "E-Care Package in own home" and "Di – Residential Home Placement" - Further roll-out of the Deep Dive process across the Community hospitals.
SCS & SSC	% of customers not needing on-going social care 91 days after leaving reablement (all ages).	Higher	78.00%	78	75	Green	Actual as at 30 November 2017	-

SS & SSC = Social Care & Support and Strategic Commissioning



Annex R Health & Wellbeing

BU	Key Business Measure (KBM)	Aim-is Higher or Lower Better	Q3 Actual	Year End Forecast	2017-18 Target	Year End Forecast RAG	Comments	Actions to be taken
PH	% smoking at the time of delivery (Warwickshire whole)	Lower				N/A		
PH	Teenage conception rate per 1,000 population (Warwickshire)	Lower		19.6	18	Red	<p>There is time lag with data for teenage conception rate. The rate per 1,000 population for 2016 will be available in March/April 2018. The target is set as 7.5/1000 decrease over 5 years (=1.5/1000 decrease for 1 year using 2015 figure as baseline) and the YE forecast is taken as the average of the last 4 quarters worth of data available.</p> <p>Warwickshire's rate continues to be below the national teenage conception rate; the latest figure (2015) was 19.5 per 1,000 (this is what has been used for the 2016/17 actual figure) compared to 20.8 for England (statistically similar). However, there was some variation at District/Borough level: North Warwickshire 29.6 per 1,000 (n=32); Nuneaton & Bedworth 25.4 per 1,000 (n=56); Rugby 18.8 per 1,000 (36); Stratford-on-Avon 11.5 per 1,000 (n=23); and Warwick 16.2 per 1,000 (n=34).</p> <p>Rates for North Warwickshire, Rugby and Warwick increased from 2014 but decreased in Nuneaton & Bedworth and Stratford on Avon. However, the small numbers of pregnancies involved can result in these annual fluctuations and all Districts and Boroughs rates were either statistically similar, or in the case of Stratford on Avon better, than the England rate.</p>	<p>The condom distribution programme has now commenced in the North of the County to assist in the reduction of the teenage pregnancy rates, along with the 'Acting on Teenage Pregnancy' group which is looking specifically at this issue.</p> <p>The increases seen in some areas of the county will continue to be closely monitored to understand if a trend emerges.</p>
PH	% children aged 11 who are obese	Lower	17.1	17.1	17	Amber	<p>This is the 2016/17 annual rate.</p> <p>Although the level of obesity at 17.1% is very slightly above target it is considerably better than the England rate of 20.0% for children aged 11.</p>	<p>The Warwickshire Fitter Future service aims to address child obesity; referrals are made by other agencies, with results showing a positive improvement for participants through increases in: intake of fruit & vegetables, physical activity and self-esteem score.</p> <p>Increase referrals to Family Weight Management Services (Fitter Futures)</p>
PH	Alcohol related admissions per 100,000 (KBM)	Lower	594	625	625	Green	<p>The data is published annually usually at the end of the financial year, therefore the target is a modelled estimate based on the previous year's data.</p> <p>Quarterly reporting is not possible for this indicator, however, we estimate that the modelled target will be met.</p>	<p>Continued partnership work with groups/teams including Criminal Justice, Social Care, Health etc. The Public Health England update on their Fingertips tool has indicated a lower actual but prevalence is increasing. Work with Clinical Commissioning Groups (CCGs) to agree oversight of Commissioning for Quality and Innovation (CQUIN) in community health this year and acute health environments next year.</p>
PH	Hospital admissions as a result of self-harm - children and young people 10-24 per 100,000	Lower	510.7	510.7	510.7	Green	<p>This data relates to 2015/16.</p> <p>The 2016/17 data will not be released until the Child Health Profiles are updated in March 2018.</p>	
PH	% health check offers taken up (seen) by eligible population each year across all CCGs	Higher	37.4	40	40	Green	<p>This data is cumulative to Q2 for 2107/18</p>	<p>Expect to achieve YE target</p>

PH = Public Health



Annex R Education & Learning

BU	Key Business Measure (KBM)	Aim-is Higher or Lower Better	Q3 Actual	Year End Forecast	2017-18 Target	Year End Forecast RAG	Comments	Actions to be taken
EL	Closing the Gap - % disadvantaged children achieving age related expectations at the end of Key Stage 2 in reading, writing and maths	Higher	42	42	44	Amber	42% of disadvantaged children in Warwickshire achieved the expected standard in reading, writing and maths at the end of Key Stage 2 in 2017, an increase from 38% in 2016. This compares to 68% of non disadvantaged children reaching the same standard. National disadvantaged data is not yet available for comparison. Original target 57% but has been revised to 44%. The target adjusted as was set too high - performance is amber not red.	WCC have been recently successful in a bid to the Department of Education in regards to the Strategic School Improvement Fund (SSFC) to the total of £500,000, from Sep 17 to July 19, this fund will help go towards funding activities which are focused on helping disadvantaged children reach their potential
EL	Closing the Gap - % disadvantaged children achieving expected level at end of Key Stage 4: A*-C in English & Maths	Higher	44	44	41	Green	Unvalidated GCSE performance data shows 44% of Warwickshire disadvantaged achieving grade 4+ (standard pass) GCSE in English and maths, a 3% increase on 2016. This is above target. There is no national disadvantaged data available for comparison yet. Final validated data due at end of January 2018	WCC have been recently successful in a bid to the Department of Education in regards to the Strategic School Improvement Fund (SSFC) to the total of £500,000, from Sep 17 to July 19, this fund will help go towards funding activities which are focused on helping disadvantaged children reach their potential
EL	Progress points of children achieving expected progress between Key Stage 2 and Key Stage 4 in English.	Higher	0.02	0.02	0.01	Green	Unvalidated GCSE performance data shows Progress in English as 0.02, this is up from -0.01 in 2016, above target and well above national figure of -0.03. Final validated data due at end of January 2018.	Boys reading has been identified as a priority in Warwickshire's successful Department of Education Strategic School Improvement bid for £500,000, Sept 17 to July 2019.
EL	Progress points of children achieving expected progress between Key Stage 2 and Key Stage 4 in Maths	Higher	0.05	0.05	0.01	Green	Unvalidated GCSE performance data shows Progress in maths as 0.05, this is slightly down from 0.06 in 2016, it is above target and well above national figure of -0.02. Final validated data due at end of January 2018.	Maths problem solving has been identified as a priority in Warwickshire's successful Department of Education Strategic School Improvement bid for £500,000, Sept 17 to July 2019.
EL	% 16 & 17 year olds who are not in education, employment or training (NEET)	Lower	2.4	2.4		N/A	Not in Education, Employment or Training' figures are the average proportion of 16 and 17 year olds 'Not in Education, Employment or Training' at the end of Dec, Jan & Feb. Data is collected by Prospects on behalf of the Local Authority. The Department of Education publish official figures the following spring. The count date and age range has changed for 2016/17 therefore data is not comparable to previous years. This also means a baseline or target has not been set. The figure is reported on annually not quarterly. Warwickshire stands at 2.4% 16 and 17 year olds 'Not in Education, Employment or Training' which compares favourably to national figure of 2.8%.	
EL	No. of learners with EHC plan educated in Resourced Provision	Higher	34	46	46	Green	Special Educational Needs and Disability (SEND) Resourced Provision reduces pressures on specialist provision, by provided additional resources for learners with SEND on mainstream sites. The number of placements will increase as the academic year progresses.	
EL	% vulnerable children and those with SEND educated in out of County provision (KBM)	Lower	8.8	9.9	9.9	Green	The impact of new Specialist provision and SEND Resourced Provision is beginning to show in the reduction in placements in Independent Specialist Provision. As a result we are educating young people locally and reducing costs.	
EL	% pupils attending schools (including nursery schools) judged good or outstanding by Ofsted	Higher	88	88	90	Amber	Ofsted release official reporting in December for the Local Authority's (LA) position at the end of August. However monthly updates show performance at the end of August 17 as 88% (68,411 children) attending Good or Outstanding schools in Warwickshire. (This represents 90% of all schools.) By end of October this stood at 89%.	Head of Service (HoS) is introducing Nexus system (module to be purchased) which gives live data for this measure. Education Challenge Board to review Ofsted inspection predictor and target vulnerable schools for earlier intervention.

EL = Education & Learning



Annex R Economy & Infrastructure

BU	Key Business Measure (KBM)	Aim-is Higher or Lower Better	Q3 Actual	Year End Forecast	2017-18 Target	Year End Forecast RAG	Comments	Actions to be taken
TE	Warwickshire's GVA relative to UK average	Lower	2.1	2	2	Green	Gross Value Added (GVA) is a measure of the total value of all goods and services produced in the economy, minus the costs of their inputs. To enable comparative analysis, you can look at GVA per head of population (a measure of prosperity), and GVA per worker (a measure of productivity). Productivity is a key issue for the UK and local economy, and so we focus on GVA per worker, and our relative gap with the UK average. We have seen our gap in performance narrow significantly in recent years, and wider economic data suggest a continuing improvement. Latest data is, however, for 2015. Data for 2016 will be released in January, and the figures will be updated for Q4.	
TE	Warwickshire Employment rate (aim is higher)	Higher	78.7	78.5	76	Green	Latest data relates to period June 2016-July 2017, and reflects the strong demand for labour in Warwickshire currently	
TE	No. of people employed in key target growth sectors in Warwickshire	Higher	84,000	84,000	87,000	Amber	Data is latest release and relates to 2016. Further data will not be available this financial year, so this reflects year end position. We have seen a slight drop in employment in our target sectors, which could be linked to the significant improvements in productivity being experienced in the economy.	Continue to promote and support growth in our target sectors through targeted business support and inward investment activity.
TE	No. of businesses supported in growing	Higher	206	320	320	Green	The actual number shown is for activity of the project during the April - September 2017 period only. Figures are not reported for the April to December period to DCLG until end Jan 2018 so will be updated at that point.	
TE	Amount of funding provided to businesses through the Warwickshire County Council grants and loans programme	Higher	345065	813024	414630	Green	Loans and grants up to the end of September 2017.	
TE	No. of people aged under 25 who start an apprenticeship in Warwickshire	Higher	1,460	1,460	2,300	Red	The YE forecast is higher than the target because Cabinet agreed to expand the grants programme to meet demand.	Continue to work with businesses through our skills advisor, and with our education and training partners, to promote apprenticeships as a viable and attractive route for recruitment and developing skills within companies.
TE	% completion of infrastructure improvements programmed for the current financial year	Higher	40	60	60	Green	Change in reporting tools by Government has seen reduction in overall numbers reported, hence a drop in relation to the original target. More widely, numbers have fallen on previous year due to changes in the apprenticeship system, and this trend may continue for 2016/17 - but this data will not be available until April. Provisional figures do however suggest a drop.	
TE	% Warwickshire road network meeting specified condition	Higher		83	83	Green	6 out of the 15 schemes (i.e 40%) of the planned highways infrastructure improvements have been completed so far in 2017/18	
TE	% Core Highways Maintenance Contract performance measures achieving target	Higher	90	90	100	Red	Network condition is measured annually, which does not allow reporting quarterly	
TE	% Core Highways Maintenance Contract performance measures achieving target	Higher	90	90	100	Red	Balfour Beatty report against 11 Core Performance Measures. 9 are measured monthly, and 2 are measured annually. Summary: - Meeting threshold for 8 out of 9 monthly measures - No data for 2 annual measures (will be reported at year end) YE Forecast of 90% assumes Balfour Beatty will meet the 2 annual measures, and continue to meet 8 out of 9 monthly measures. The one monthly measure which Balfour are not meeting is showing improvement over the last quarter.	This performance issue is being jointly managed by WCC and Balfour Beatty at all levels, by identifying issues and looking for ways of improvement during our Monthly Operations Board, Monthly Core Performance review and our joint weekly Performance Review Meetings. Also, from an operational delivery point of view, both WCC and BBLP are using joint dashboards to monitor daily performance. The dashboards give our operational teams 'live' information on performance, which allows prompt action to be taken.

Annex R Economy & Infrastructure

BU	Key Business Measure (KBM)	Aim-is Higher or Lower Better	Q3 Actual	Year End Forecast	2017-18 Target	Year End Forecast RAG	Comments
TE	% Highway Authority consultations which were responded to within statutory period	Higher	78	80	80	Green	Up to the 7th December 2017, 2285 applications had been received, of which 1171 were responded on time.
TE	% communities with a population of 1,000 or less receiving at least one daily bus service	Higher	79.6	80.5	70	Green	All major network reviews now carried out
CS	% household waste re-used, recycled and composted	Higher	51.1	53.1	54	Amber	With Rugby BC now charging for the green waste collection, half of their resident have not taken up service, so we will see more material going directly into the residual wheelie bins and a decrease in our overall recycling figures across the county
CS	Waste Service cost per household	Lower	66.41	66.41	67.52	Green	Figures do not include increase in dwelling stock for 17/18, so this will reduce the unit cost per household even further
CS	% business satisfaction levels with Trading Standards	Higher	95	90	88	N/A	
CS	Combined no of new services created through third sector support contract and locality work with third sector and Town & Parish Councils	Higher	245	307	307	Green	
CS	No. of individuals taking part in Country Park environmental activities across the County	Higher	17613	20000	18000	Green	
CS	No. of individuals taking part in engagement activities delivered across the County (H&C)	Higher	9228	12500	12500	Green	
ICT	% Coverage for Warwickshire of high speed broadband / internet access for all premises and small businesses	Higher	93.40%	95.00%	95.00%	Green	

Actions to be taken
No actions needed

TE = Transport & Economy
CS = Community Services
ICT = ICT Services



Annex R

Our resources are effectively and efficiently targeted

BU	Key Business Measure (KBM)	Aim-is Higher or Lower Better	Q3 Actual	Year End Forecast	2017-18 Target	Year End Forecast RAG	Comments	Actions to be taken
CS	Number visits to Libraries (per population)	Higher	1.79	2.68	2.8	Amber	We are anticipating an end of year figure of 2.68 visits per population against a target of 2.8 due to the impact of having Stratford closed or in reduced space for a several months which had, as previously reported a major impact on the actuals for quarter 1 and early quarter 2 which we are not going to recover in full. There was also an enforced closure of Nuneaton Library due to works on the roof and advise from the contractor was to close due to the noise. Other building and refurbishment works are also planned at libraries across the county during the remaining financial year and there will be three days of system downtime for an upgrade in December which will also inevitably have an impact on usage. Fortunately each project is likely to be much shorter in duration so shouldn't have such a significant impact but all contributes to the overall forecast.	Range of events, activities and promotions continue to be undertaken at sites affected by closures or service reductions due to building works. Outreach & partnership events extensively promote services. Explore options for new services to bring additional users into sites.
CS	Call abandonment rate	Lower	3.20%	5.00%	5.00	Green		
CS	Increase in digital assistance provided to customers (through face to face outlets & Warwickshire Direct hits and Gov Direct subscriptions)	Higher	7.39%	10.00%	20%	Red	There is a downward trend for the Warwickshire Directory and digital assistance components within this measure. For digital assistance, this is because people's skills to get online themselves have improved so they no longer need the support. As such, the reduction in forecast reflects skill development. However both digital assistance and the warwickshire directory are part of the Let's talk Local project and as such are being actively promoted.	Digital assistance provided through the libraries and one stop shops continues to be promoted. Through Lets Talk local, we are training local community members on how to use the Warwickshire Directory and how to support people to get online. GovDelivery subscriptions continue to grow as customers sign up to receive the alerts
CS	On-line transactions	Higher	63.10%	60.00%	60%	Green		
CS	Compliance with Corporate timescales in responding to complaints	Higher	75.62%	75.00%	75%	Green		
F	Statutory reports are unqualified by External Auditors (Pension Fund)	Higher	0.00%	100.00%	100%	Green		
F	Statutory reports are unqualified by External Auditors (WCC Statement of Accounts)	Higher	100.00%	100.00%	100%	Green		
F	Amount of Cash Return on Invested Capital, expressed as a ratio over LIBID (or other target agreed in the Council's Treasury Management Strategy), and Other County Council Benchmark	Higher	718.2%	718.2%	100.0%	Green		
HROD	Staff sickness	Lower	10.09	9.38	9.5	Green		
HROD	Staff turnover (KBM)	Lower	16.13%	16.64%	10-20%	Green		
HROD	Positive employee engagement score	Higher	70.00%	70%	70.0%	Green	Will be measured again in Your Say survey 2018	Conduct Your Say survey 2018

Annex R

Our resources are effectively and efficiently targeted

BU	Key Business Measure (KBM)	Aim-is Higher or Lower Better	Q3 Actual	Year End Forecast	2017-18 Target	Year End Forecast RAG	Comments	Actions to be taken
HROD	Telephone contact resolved at the first point of contact	Higher	93.89%	93.84%	80.0%	Green		
ICT	Availability of IT key systems through core infrastructure to users	Higher	99.0%	99.0%	99.0%	Green		
LG	No. of complaints upheld by the Ombudsman	Lower	5	10	10	Green		
LG	No. of Legal challenges/adverse judgements	Lower	2	2	0	Red	There have been 2 ICO decisions. There first ICO decision – was in the main not-upheld as the ICO held that WCC had correctly stated that it did not hold the information requested – however the ICO found that due to its failure to complete its review of the complainant's request within forty working days. The second related to a request for information on a proposed new road. The Council refused to provide the requested information and cited regulation 12(4)(b) of the Environmental Information Regs. The ICO held that the Council had not provided persuasive arguments to engage regulation 12(4)(b). The ICO considered that in the specific circumstances of this case, regulation 12(4)(b) is not engaged	For the first, the Service have looked into internal procedures and followed up with legal staff regarding the time limits and a pool of staff is now in place to conduct reviews to keep to timeframes. For the second, the ICO have required the Council to issue a fresh response that did not rely on the relevant regulation within 35 calendar days of the date of the ICO decision.
PM	% Benefits delivered from high priority projects and programmes	Higher	0.00	0.0%	90.0%	N/A	Work has been progressing to define and refine in-project and post-project benefits for all critical projects as part of the delivery assurance programme. Delivery Assurance Team to continue to work with Critical projects to define measurable benefits. This piece of work is due to be completed by the end of January	
PS	Target asset receipts received (KBM)	Higher	15.64%	31.54%	100%	Red	Current YE Forecast likely to be 32% based on current confidence levels	Work is underway to review the approach to deliver these projects, with additional project management resources, change control processes, additional resource and scrutiny of cost and time implications, increased risk identification and mitigation activity, all with the objective of recasting the projects and then ongoing monthly monitoring to forecast.
PS	WCC Council Property footprints (sq. mtrs)	Higher	26.36%	26.36%	100%	Red	Current YE Forecast likely to be 26% based on current confidence levels	Work is underway to review the approach to deliver these projects, with additional project management resources, change control processes, additional resource and scrutiny of cost and time implications, increased risk identification and mitigation activity, all with the objective of recasting the projects and then ongoing monthly monitoring to forecast.
PS	Actual project delivery time to planned delivery time	Higher	91.00%	92.00%	92%	Green		

CS = Customer Service
 F = Finance
 HROD = Human Resources & Organisation Development
 ICT = ICT Services
 LG = Law & Governance
 PM = Performance
 PS = Property Services



Annex R Fire & Community Safety

BU	Key Business Measure (KBM)	Aim-is Higher or Lower Better	Q3 Actual	Year End Forecast	2017-18 Target	Year End Forecast RAG	Comments	Actions to be taken
FR	Total No. of incidents attended by WFRS	Lower	2302	3181	3013	Red	Between April and November 2017 there have been 2302 incidents attended by WFRS, this is an increase of 105 incidents or 4.8% compared to the same period last year. The largest percentage increase in incidents was for special services with an 11% increase, this is due to a positive change to mobilising policies where WFRS will attend a larger variety of incident types in line with customer expectations. Primary fires, those involving property or vehicles, increased by 18% compared to the previous year with the increase due to more fires being recorded for outdoor property such as woodland and crops. Levels of deliberate fire setting have now reduced back to similar levels recorded last year which is encouraging as there had been a large increase in quarter 1.	Close monitoring of incident activity across the Service including stations, fire prevention and senior managers. Emerging trends are identified early and inform fire prevention strategy and targeting with the most vulnerable members of our community through local district plans.
FR	No. of accidental dwelling fires	Lower	87	145	152	Green	Actual data is for the period April to November 2017.	
FR	% times a 1st appliance arrives at life risk/ property incidents within agreed response standards	Higher	69.50%	70.00%	75.00%	Red	Across the period of April to November there have been 292 life risk incidents in total, for 89 of those incidents the first appliance failed to attend the incident within the agreed response standard of 10 minutes. For 55% of these incidents the reason for failure was the geography of the location with the incidents occurring in harder to reach parts of the county. A further 19% of the failures was due to difficulty getting or finding the location of the incident. 7.8% of the failures were due to the nearest stations appliance being committed elsewhere and lack of availability of the nearest RDS station accounted for 6.7% of the failures.	The performance against the agreed response standards is monitored closely with reasons for failures being investigated at an individual incident level. The Services fire cover model is constantly under review to identify emerging trends and look for solutions to improve performance against response standards. Recent improvements include the use of the crewing pool and peripatetic personnel to improve appliance availability across the county.
FR	% times 2nd appliance arrives at life risk/ property incidents within agreed response standards.	Higher	78.20%	80.00%	90.00%	Red	Across the period of April to November there have been 234 life risk incidents in total where a second appliance was needed, for 52 of those incidents the second appliance failed to attend the incident within the agreed response standard of 15 minutes. For 43% of these incidents the reason for failure was the geography of the location with the incidents occurring in harder to reach parts of the county.	The performance against the agreed response standards is monitored closely with reasons for failures being investigated at an individual incident level. The Services fire cover model is constantly under review to identify emerging trends and look for solutions to improve performance against response standards. Recent improvements include the use of the crewing pool and peripatetic personnel to improve appliance availability across the county.
FR	% RDS appliance availability at key stations	Higher	92.00%	92.00%	90.00%	Green	Actual data is for the period April to November 2017 and it is anticipated that these levels of performance will be maintained until the end of the year thus achieving target. Recently the Service has introduced some RDS peripatetic personnel to increase resilience and improve availability at RDS key stations across the County.	
FR	No. of preventable fire related deaths	Lower	2	2	0	Red	Between April and November 2017 there have been 2 fire related deaths recorded and were as a result of an aircraft crash. There is an aspirational target of zero for this measure.	All fire related deaths are investigated fully in an effort to highlight learning which will inform the targeting of fire prevention activity with the most vulnerable members of our communities.
FR	No. of community safety contacts.	Higher	32525	48000	22000	Green	Actual data is for the period April to November 2017. This is a new measure for the Service and reflects the extensive range of safety education activities delivered within the communities of Warwickshire. Included within the overall total of 32525 contacts there have been: - 1825 students receiving Heartshield Training - 6046 students receiving fire safety education through the School's Education programme - 10,333 arson reduction activity contacts - 1,446 students or people receiving the Fatal 4 education	
FR	No. of major training events/ exercises undertaken at risk premises	Higher	14	18	12	Green	There have been 14 major training events or exercises delivered so far this year which has already exceeded the year end target set of 12. Events included a series of High Rise exercises at the Fire Service College which was particularly timely following the Grenfell Tower incident earlier this year. Many events include partnership working and enable all participants the opportunity to practise and improve their response to potential life threatening incidents.	
FR	No. of Regulatory Reform (Fire Safety) Order 2005 risk-based fire protection inspections conducted	Higher	419	660	720	Amber	Actual data is for the period April to November 2017. At this point in time the Service is forecasting to miss the year end target of 720. This is due to the re prioritisation of visiting high rise premises across the County following the Grenfell Tower incident in June. Recently the Service has started to deliver the planned volume of inspections again.	

Annex R Fire & Community Safety

BU	Key Business Measure (KBM)	Aim-is Higher or Lower Better	Q3 Actual	Year End Forecast	2017-18 Target	Year End Forecast RAG	Comments	Actions to be taken
TE	No. of people killed or seriously injured (KSI) on our roads (key data set)	Lower	230	353	314	Red	<p>It is known that we are missing approx 120 accidents (all severities) from August that have failed to be exported by Warwickshire Police. This is a known problem and is being worked on to rectify. This figure will be expected to increase when this data has been received. The actual figure we use is in line with the Police reporting so Q3 is Jan 17 - Sept. 17</p> <p>Fatalities on motorbikes and cars are up on last year. Looking at districts North Warwickshire and Nuneaton & Bedworth have seen a reasonable increase in KSI casualties where as the other districts have seen falls - in particular Straford Upon Avon.</p>	<p>Data led interventions in Road Safety, education, engineering and enforcement will continue to be taken in response to long term data trends.</p> <p>Until all the accidents have been uploaded by the Police it is difficult to look at trends as these figures will be changing.</p>
TE	No. of proposed new properties better protected from flooding through undertaking a planning role	Higher	12713	14000	9000	Green	<p>This is a new measure this year that was based on the number from the final quarter in 2016/17. The target has not been adjusted at this stage as the number of properties is not in the control of the team and dependent on the applications that come in. Additionally, to avoid double counting, the numbers for a specific site are only counted when they first come to us. Applications for the remainder of the year may include a large number of consultations or Discharge of Conditions for sites we have already assessed.</p>	
CS	Rate of total recorded crime per 1000 population	Lower			66.5	N/A	<p>The police data is not available yet for November due to the changeover in the police to a new system called Athena</p>	
CS	No. of domestic abuse offences and crimed incidents	Higher		9964	9041	Green	<p>The police data is not available yet for November due to the changeover in the police to a new system called Athena.</p> <p>In Q2 the year end forecast was 9964.</p>	
	No. of hate offences and crimed incidents	Higher	630	945	694	Green	<p>Actual/Year End Forecast data input is up to end of Nov.</p>	
CS	% offenders who reoffend (youth)	Lower		27.4	21	Red	<p>Warwickshire continues to outperform the national average, West Midlands region and its Youth Offending Team (YOT) family group. However, this measure is reported by the Ministry of Justice from the Police National Computer (PNC) and the reporting of this measure is due to change in January 2018 and as such the target set will not compare with the new measure. It should be noted that the co-horts numbers are relatively low with 72 individuals out of 263 re-offending.</p> <p>At Q2 Year End Forecast was 27.4, however as previously mentioned reporting of this measure is due to change</p>	<p>A manual report will be produced to provide some comparison with the target but will not be generated from PNC</p>

FR = Fire & Rescue CS = Community Services
TE = Transport & Economy

Cabinet

25 January 2018

2018/19 Refresh of the Medium Term Financial Plan 2020 – Updated Information

Recommendations

Cabinet is recommended to:

- 1) Note the latest resource and spending information and the impact on the emerging budget proposals.
- 2) Note the Head of Finance's risk assessment on the level of general reserves, as detailed in Appendix A.
- 3) Agree, in light of the information provided, their 2018/19 budget resolutions for recommendation to Council on 6 February 2018.
- 4) Authorise the Head of Finance to incorporate the outstanding resource information into the budget resolutions to be considered by Council on 6 February 2018.
- 5) Recommend Council, in the event of final central government funding allocations and levels of business rates being above or below the provisional settlement level, approve that the variation be managed by an adjustment to the Medium Term Contingency.

1. Introduction and Background

- 1.1. At the Cabinet meeting, on 7 December 2017 a report outlining all the information underpinning the development of the 2018/19 budget and 2017-20 Medium Term Financial Plan (MTFP) refresh alongside Corporate Board's suggestions as to what should/could be funded within a balanced budget was considered.

- 1.2. The proposals focussed on ensuring the fundamentals of the OOP budget strategy remain unchanged so that by the end of 2019/20 the budget will be balanced and sustainable into the future. This meant there was no financial capacity to fund any on-going new or different initiatives without identifying what will be stopped or cut to provide the necessary funding. The key features were:
- An annual 1.99% increase in the basic level of council tax plus levying an additional 2% precept each year with the funding allocated to adult social care;
 - A 2% provision for pay and price inflation across all years;
 - On-going allocations of £2.500 million and further time-limited allocations of £9.237 million to meet growing demand pressures and pump prime investment that will deliver service transformation and support the future delivery of savings.
 - A savings plan of £21.591 million to be delivered by 2020 plus a further £10.048 million for adult social care;
 - Continuing with a capital strategy for the organisation with a focus on reinvesting the benefit of growth in the taxbase in the infrastructure of the county to place it in a strong position as we become increasingly self-sufficient,
- 1.3. These proposals were based on the best information available at the time on both the level of resources available and known/emerging spending pressures. In a number of areas final information was either not known, or has changed over the intervening period. These areas are:
- The Local Government Finance Settlement.
 - Growing demand-led pressures and difficulty in delivery of the savings plan that have emerged as part of the quarterly budget monitoring and are reported elsewhere on today's agenda.
 - The level of business rates expected to be generated locally in 2017/18.
 - The council tax taxbase for 2017/18.
 - The surplus/deficit on council tax and business rates collection from previous years.
 - Reserves and the impact of the Head of Finance's reserves risk assessment.
- 1.4. This report updates members on the latest information for each of these areas, and in doing so it also provides Cabinet with the opportunity to issue their final 2018/19 revenue and capital budget resolutions. Where final information is not available in time for the publication of this report, an updated version will be tabled at Cabinet on 25 January 2018.

2. Impact of the Local Government Finance Settlement

2.1. The provisional Local Government Finance Settlement was announced on 19 December 2017. There were two elements of the announcement that had a direct impact on the financial position reported to Members earlier in the month:

- An additional £0.595 million as a result of changes to the calculation of the New Homes Bonus
- The opportunity to increase the core Council Tax requirement by an additional 1%, on top of the existing 1.99% limit, without a local referendum for 2018/19 and 2019/20.

2.2. As part of the on-going reform of the system of local government finance a consultation on fairer funding for local government (the reassessment of relative need to spend between authorities) was also released. A report seeking approval for our response to this consultation, which will be important in determining the level of resources available to the authority beyond the timeframe of the One Organisation Plan 2020, will be brought to Cabinet in February.

2.3. New Homes Bonus

Previously plans had been announced nationally to change the calculation of authorities New Homes Bonus that would have led to a reduction in the level of resources. This change had been factored into the OOP 2020 Medium Term Financial Plan. As part of the Settlement it was announced that following conversations with the sector no new changes will be made to the way New Homes Bonus works. As a result our provisional New Homes Bonus allocation for 2018/19 is £2.648 million. This is £0.595 million higher than the forecast issued by the Government in last year's Settlement and the figure assumed in the 2018/19 budget forecasts and also reflects the impact of additional housing growth.

2.4. Additional 1% Council Tax

The ability to increase the core council tax without needing a referendum in 2018/19 announced in the provisional Settlement was unexpected. This opportunity, if taken, would increase the level of on-going resources available to support the 2018/19 budget by £2.575 million.

It is the recommendation from Corporate Board that the additional 1% council tax flexibility is taken. This is for a number of reasons:

- It enables a number of key financial issues to be addressed that will place the Authority in a much stronger position for 2020 and beyond (see Section 5).

- It will help avoid the risk that we will have too many issues to deal with in 2019/20 if we do not take the opportunity to tackle as many as possible in 2018/19.
- The funding will be in our base budget permanently, providing additional resource for the future which would otherwise be lost.
- The Government's own financial assessment assumes that all local authorities increase tax by the maximum permissible.

The provisional Settlement also referenced the ability to raise the council tax by an additional 1% in 2019/20. However, this will only be confirmed as part of the 2019/20 provisional Settlement as it is linked to the rate of inflation at the time.

- 2.5. Together these elements of the provisional local government finance settlement **increase the resources available to support services by £3.170 million.**

3. Local Taxation

3.1. Council Tax

As part of our OOP2020 forecasts we assumed a prudent annual increase in the taxbase of 0.75% beyond 2017/18. The districts/boroughs have now confirmed their council tax base for 2018/19 and these are showing a year-on-year increase of 2.36%. This will **generate an additional £4.092 million**, assuming the option of the additional 1% council tax increase is taken. The breakdown of the 2018/19 taxbase across the districts/boroughs is shown in Table 2.

	2017/18 Taxbase Band Properties	2018/19 Taxbase Band D Properties	Variation Band D Properties	Variation %
North Warwickshire	20,307.71	20,555.86	248.15	+1.22%
Nuneaton and Bedworth	36,345.50	37,187.30	841.80	+2.32%
Rugby	35,400.80	36,271.17	870.37	+2.46%
Stratford-on-Avon	52,463.16	54,477.21	2,014.05	+3.84%
Warwick	52,709.68	53,388.87	679.19	+1.29%
Total	197,226.85	201,880.41	4,653.56	+2.36%

The taxbase is not only affected by local growth in the number of households and changes in the levels of discounts and exemptions, including the effect of

the new discount for low income households that replaced council tax benefit from April 2013. This is the second year where the increase in the taxbase has been greater than the long term trend. However, as there is a risk that the taxbase could decrease if there is an economic downturn the assumption of a 0.75% increase in the taxbase in 2019/20 has not been changed at this time. This will be reassessed as part of the 2019/20 refresh.

3.2. Business Rates

The partial localisation of business rates is still relatively new and the annual changes to the schemes of discounts and allowances continue to make it difficult to make any realistic assumption about the likely level of income. April 2017 also saw the implementation of the first revaluation of business rates since 2010 and the implementation of a revised national appeals process. Collectively these changes have increased what is already a volatile funding source.

The statutory deadline for each district/borough in Warwickshire providing details of our share of expected business rates in 2018/19 is 31 January 2018. At this time no figures have been received it is therefore recommended that the current estimates, as included in the Medium Term Financial Plan are used for budget setting, with any variation is managed through the use of or a contribution to the provision set aside in reserves for this purpose. The final position will be reported to Cabinet in March as part of the Service Estimates report.

3.3. Surplus/Deficit on Collection

As part of setting the council tax we also have to take into account any surplus/deficit on collection of council tax from previous years. The breakdown of the surplus/deficit across the districts is shown in Table 2 and provides an **additional £2.123 million one-off** funding available to support the budget in 2018/19.

	£m
North Warwickshire	0.687
Nuneaton and Bedworth	0.559
Rugby	0.570
Stratford-on-Avon	0.307
Warwick	0.000
Total	2.123

4. Reserves

4.1. When looking at short-term funding to support the 2018/19 budget and 2017-20 Medium Term Financial Plan we need to consider the known calls on reserves:

- The Quarter 3 forecast outturn position is reporting a £4.380 million overspend across five Business Units. The respective Business Unit/Group will need to set aside sufficient service reserves to make good the financial position at the year-end. This will limit their flexibility in delivering the One Organisation Plan 2020 or to manage any unanticipated financial shocks over the three year period.
- The continuing overspend on Dedicated Schools Grant for high needs, forecast to be £1.394 million in 2017/18 will need a recovery plan to put the budget into a sustainable long term position. Whilst this will be offset by underspends across the other elements of schools funding in 2017/18, this flexibility will not be available in future years; and
- The planned use of the Medium Term Contingency to phase the delivery of savings across the three years of the 2017-20 Plan.

There are two main sources of one-off funding available for use – corporate reserves and service reserves. The remainder of this section considers the availability of each of these separately.

4.2. Corporate Reserves

The current position on each of the main corporate reserves is set out in Table 3 below.

	General Reserves £m	Medium Term Contingency £m	Redundancy Fund £m
Forecast Balance as at 31 March 2018	25.963	14.040	12.291
Minimum Requirement (<i>to be retained</i>)	(18.500)	(5.000)	-
Medium term contingency for late grant/taxbase changes and DSG/Schools funding	(4.000)		-
Proposed use in December 2017 Cabinet report		(8.827)	
Uncommitted Balance	3.463	0.213	12.291

General Reserves

Legislation requires that the Head of Finance makes an annual statement on the adequacy of general reserves and provisions. The Head of Finance has now completed the risk assessment for 2018/19. This confirms that the minimum level of general reserves it is prudent to retain remains at £18.5 million. A copy of the risk assessment is attached at **Appendix A**.

The latest forecast of unencumbered general reserves is £3.463 million above the £18.5 million specified by the Head of Finance. This funding is potentially available to support the budget on a one-off basis. However, to use all of the funding will limit the Council's ability to manage any financial pressures that emerge over the remaining years of the OOP.

Medium Term Contingency

The Medium Term Contingency was originally set up as part of the 2014-18 Plan to provide flexibility. It was specifically designed to manage timing differences between when spending is incurred and the savings needed to fund that spend delivered and to provide funding to cover any overspends or under-delivery of savings where this could not be managed from service reserves. £5 million is the Head of Finance's assessment of the minimum capacity needed. Proposals for using all of the capacity available in the Medium Term Contingency formed part of Corporate Board's budget report to Cabinet in December.

Redundancy Fund

The Redundancy Fund provides corporate funding for redundancy costs. Without the availability of the corporate provision services will need to identify additional savings to cover any redundancy costs. Therefore there is no scope to reduce this reserve.

4.3. Service Reserves

At the end of the financial year un-earmarked service reserves are forecast to be £56.802 million. Un-earmarked service reserves are defined as those Business Unit/Group reserves that are not held either as a result of external funding conditions or as the result of a specific full Council resolution.

These savings have been set aside by Services to support transformation and as a contingency against delays in the delivery of their savings plans. Whilst technically this funding is available to support the budget, the ability to carry forward reasonable underspends supports effective financial management across the authority and reinforces the responsibility for financial accountability.

Business Units are planning to use £5.680 million of service reserves in 2018/19 to support projects to be delivered at Business Unit/Group level to support transformation and the replacement of key business IT systems. A significant amount will also be needed to make good the overspends being reported as part of the Quarter 3 OOP Progress report elsewhere on today's agenda.

It is proposed that none of this funding is used to directly support the budget but that the role of Strategic Directors, in ensuring any funding held covers service-based risks and meets any up-front investment needed to deliver the savings in accordance with the organisation's priorities are in place for the resource to be retained.

5. Additional Spending Need

5.1. Since the background information in the report to Cabinet was prepared a number of additional spending pressures have begun to surface:

- The latest monitoring forecast report (elsewhere on today's agenda) highlights an overspend in Children's Services (of around £2 million). This is consistent with a national pattern and is a trend that is expected to continue. Although not explicit, it is thought to be one of the reasons why the Government have raised the maximum council tax increase by 1%.
- Difficulties associated with a small number of savings proposals have also begun to emerge. In particular, the policy changes associated with the home to school transport savings are unlikely to deliver existing savings targets.
- Both the Fire Service and Property Services are currently the subject of fundamental reviews and the outputs from those reviews will need to be dealt with as part of any 2019/20 budget considerations. Some one-off resource is proposed to assist in this.
- There are also planned reviews of the Dedicated Schools Grant where there are clear pressures on the elements which fund the County Council's responsibilities and future county-wide solutions for managing the increasing costs of waste management that will need to be taken forward.

5.2. It is therefore proposed that some of the additional capacity identified in Sections 3 and 4 is used to resolve some of these financial issues thereby placing the authority in a much stronger position for delivering OOP 2020.

5.3. Additional Permanent Budget Allocations

Corporate Board recommends that the following permanent budget allocations are made:

- **Children's social care - £2,000,000**

There is a forecast £2 million overspend in 2017/18. This is mainly due to higher numbers of Looked After Children, limited options to tackle the foster care / placement mix and generally increasing demands on the service. Therefore, this problem is largely "structural", rather than one-off and requires additional funding (acknowledging that the service still has ambitious savings to meet by 2020).

- **Local Government Pay Award - £280,000**

This is the minimum amount required to fund the additional costs of the employers offer in respect of the local government pay award for 2018/19 above the 2% provision included in OOP 2020.

The employers pay offer is a two year offer and the additional estimated cost of the impact of the pay award and the National Living Wage could be as much as £683,000 higher than the current inflation provision in the Medium Term Financial Plan and therefore the inflation provision in 2019/20 needs to be increased by this amount.

- **Home to School Transport - £1,400,000**

More detailed modelling suggests that the full savings target will not be delivered particularly in relation to the pressures of increasing numbers of children with special needs and the associated transport costs. (The total target by 2020 is £1.648 million). This provides the opportunity to reduce a difficult and unpopular savings target whilst reaffirming the requirement that the service continues to take forward the transformation agenda to manage the level of demand.

- **Dedicated Schools Grant funding of Family Support Workers - £834,000**

The DSG continues to overspend on high needs, with no reserves to make good the position. The move to the National Funding Formula reduces the capacity to resolve this by adjusting school funding allocations elsewhere. This figure represents the funding currently used for Family Support Workers, that is at risk given the general overspend on high needs.

5.4. Supporting these allocations, assuming all the additional funding opportunities are taken, would leave £2.065 million of on-going resource available to support the budget. Current policy would mean that any of this resource not used to support Groups' priorities is allocated to fund additional capital investment through allocations from the Capital Investment Fund. The £2.065 million would equate to an extra £25 million capital spend. Section 7 outlines that based on current capital spending priorities a minimum of £1.296 million

needs to be used for additional capital financing costs which, if supported, would leave **up to £0.769 million available to support Members' priorities.**

5.5. Additional One-Off Allocations

In addition to the additional permanent allocations outlined above Corporate Board also recommend a number of additional one-off allocations are made:

- **Property Rationalisation - transitional capacity - £500,000**
There is a shortfall of £500,000 in the delivery of savings from property rationalisation with a need to rephase within the OOP 2020 timeframe. This shortfall will be met by Resources Group reserves in 2017/18 but some additional resource is needed to rephrase the savings plan in 2018/19.
- **Provision for Fire Transitional Capacity - £1,000,000**
The December report to Cabinet on the budget outlined proposals for a review of the Fire Service, to be completed by Spring 2018, to develop proposals for the delivery of the Fire and Rescue savings target. During 2018/19 capacity will be needed to shape any proposals ready for 2019/20 implementation, to continue work to identify areas of potential collaboration and to drive through improvement in preparation for and in response to the forthcoming inspection. It is proposed that £1.000 million is set aside on a one-off basis as a ring-fenced element of the Transformation Fund to provide the necessary capacity to take the Fire and Rescue Service transformation agenda forward.
- **Capital Receipts and Strategic Sites Planning - £1,000,000**
A full review of both the risks to delivery of all the major capital receipts and the additional work needed to bring the remaining sites to market is being undertaken. Current estimates are of a shortfall of up to £1 million to take the sites forward for disposal that need to be addressed. Without this additional resource Property Services will be unable to deliver on their challenging savings targets.
- **Europa Way capital receipt - £1,400,000**
The financing of the 2017/18 capital programme was predicated on £17.5 million of the capital receipt from Europa Way being received in 2017/18. This is now not expected to happen. As a result additional temporary borrowing will need to be incurred if there is insufficient slippage in those elements of the capital programme financed from borrowing to offset this. The monitoring information on the Quarter 3 capital programme indicates there is sufficient capacity to manage the financial impact of this in 2017/18 but that the additional temporary borrowing and therefore the £1.4 million revenue resource to finance this will be required in 2018/19.

- 5.6. These allocations in 2018/19 use £3.900 million of additional one-off resource. If supported, this would leave **up to £1.686 million for Members to allocate on a one-off basis to support their priorities.**

6. Adult Social Care

- 6.1. There were no changes to the funding arrangements for adult social care announced as part of the provisional Local Government Finance Settlement from the information included in the December Cabinet report.
- 6.2. However, the growth in the council tax base outlined in paragraph 3.1 will result in an increase in funding for adult social care from the 2% council tax levy of £0.238 million. The service proposes to retain this additional funding as a contingency until there is greater clarity about whether any additional spending pressures may emerge in 2018/19.

7. Capital Strategy and Programme

- 7.1. We have over many years invested in assets that have a lasting value, for example land, roads, buildings and large items of equipment and vehicles. Each year we need to spend more money to ensure our assets are still suitable for use in the provision of services and to invest in new assets to meet our changing needs and requirements.
- 7.2. As part of approving OOP 2020 Council approved a capital strategy that set out how we aim to use capital resources to achieve our vision “To make Warwickshire the best it can be” and deliver our corporate priorities through to 2020. It outlines the structure of our capital programme, describes how we determine the content of and finance our capital programme and provides an overview of how our capital programme is managed.
- 7.3. The strategy outlines the commitment to an integrated approach in how our capital programme is developed and prioritised, with an organisation-wide approach to determining our capital investment priorities, rather than this being determined in relative isolation by individual services. This is delivered through the Capital Investment Fund (CIF) and aims to ensure our scarce resources are used in the most effective way. There are no proposals to change the capital strategy as part of the 2018/19 budget refresh. However, new Government guidelines and best practice advice we are required to follow means we now have to include some additional information around the links to service-based asset management strategies and the Treasury Management

Strategy as well as information about the impact of the capital strategy on the revenue budget and our long term debt levels.

- 7.4. A revised Capital Strategy incorporating these changes is attached at **Appendix B**. The changes from the strategy approved as part of OOP 2020 are shaded in the document. This revised capital strategy will need to be approved as part of the capital budget resolution at Council in February.
- 7.5. There is currently £43.2 million in the Capital Investment Fund (CIF) available for allocation over the next three years. The CIF is made up from funding from two sources:
- The £20 million a year additional borrowing less approximately £11 million a year that is used to fund the rolling annual maintenance programme i.e. about £9 million. This is already built in to the above figures.
 - Additional borrowing funded from housing growth above the level of growth needed to balance the revenue budget.
- 7.6. The second bullet point is a variable factor that is dependent on both the growth in the taxbase and the level of funding needed to balance the revenue budget. The proposals outlined in this report would result in an increase in the resources in the Capital Investment Fund of £25 million, using the balance of the additional on-going resources of £2.065 million.
- 7.7. Alongside the process for evaluating new CIF bids a record of all bids to the CIF in development or being considered is maintained. There is unlikely ever to be sufficient funding to deliver all of these proposals, especially as potential new schemes are regularly identified. As a result, based on Member's priorities, Corporate Board have identified 6 priority schemes and for which sufficient funding should be retained in the CIF to allow them to proceed as soon as the business cases are ready and have been evaluated. These schemes are:
- Rugby Parkway
 - Transforming Nuneaton
 - A46 Stoneleigh roundabout
 - Europa Way
 - Hinckley Road
 - Road safety junction improvements
- 7.8. To deliver these schemes and retain capacity to respond to new opportunities or service needs requires some additional resource to be added to the CIF. Corporate Board recommend that a minimum of £16.2 million is added to the

CIF and that an additional permanent revenue budget allocation of £1.296 million is made to provide the financing for this additional spend.

8. Outstanding Issues for 2018/19

- 8.1. The proposals outlined above balance the 2018/19 budget. However, there remains one outstanding issue that will be managed through reserves in 2018/19 - the business rates taxbase for 2018/19. This is expected to be known in early February. Any difference will be managed through reserves for 2018/19 and picked up as part of the preparation for the 2019/20 budget. Any areas of concern will be specifically reported to Members as part of the Service Estimates report to Cabinet in March 2018.

9. 2018/19 Budget Resolutions

- 9.1. In putting forward their proposals Members are reminded that local authorities are required by law to have a balanced budget. An intention to set a deficit budget is not permitted. However what is meant by 'balanced' is not defined in law. A prudent definition of a sustainable balanced budget is a financial plan based on sound assumptions which shows how income will equal spend over the short- and medium-term, acting in a way that considers both current and future local taxpayers.
- 9.2. To avoid an unbalanced budget the Local Authority has to be financially resilient. Setting a clear medium-term financial plan helps clarify expected income and expenditure. Accurate awareness of the funding available in the forthcoming years means the Council stands a better chance of balancing the budget. Reserves are a useful option for balancing the budget in the short-term. However, reserves should not be used to pay for day-to-day expenditure and it is important that they are replaced when the short-term need has passed. Therefore, in both setting and refreshing the Medium Term Financial Plan, as part of the One Organisation Plan 2020, the financial plan needs to be fully balanced over the course of the next two years. This means by 2019/20 the budget needs to be balanced on an ongoing basis, with no ongoing spending funded from one-off resources.
- 9.3. Because Members decide on the council tax before the year begins and can't increase it during the year, there is a need to consider risks and uncertainties that might force them to spend more on their services than they planned. Allowance is made for these risks by: making prudent allowance in the estimates for services; and ensuring that there are adequate reserves to draw on if the service estimates turn out to be insufficient.

- 9.4. It is important that the Authority complies with its obligations under the Equalities Act 2010 - the public sector equality duty (PSED) - to promote equality and to reduce discrimination in relation to any of the nine 'protected characteristics' (age; disability; gender reassignment; pregnancy and maternity; marriage and civil partnership; race; religion or belief; sex; and sexual orientation). The Council must have 'due regard' to the PSED when taking any decisions on service changes whilst recognising that local authorities have a legal duty to set a balanced budget and that council resources are being reduced by central government. Legal challenges to local authority budget setting processes have tended to turn on whether the authority has complied with this duty.
- 9.5. Using the information contained in this report, Cabinet are asked to approve their 2018/19 Budget resolutions for recommendation to Council on 6 February 2018. Cabinet are also asked to authorise the Head of Finance to update the budget resolutions to Council to reflect the final resource information.
- 9.6. It is open to Members to recommend alternative spending proposals or strategies; however given the legal requirement to set a balanced budget should additional expenditure be proposed or savings plans reduced compensatory savings proposals must also be identified.

10. Background Papers

10.1. None

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Elected Members have not been consulted in the preparation of this report.

Risks Influencing the Level of General Reserves

Risk Area	Level of Risk	Provision in 2018/19
The potential for "Bellwin" type emergencies . Assuming such costs would attract grants under the Bellwin scheme, this provision would support circa £10 million of spend - sufficient for a major emergency.	Medium	£2.5 million
The possibility of overspending on the "Other Services" budget due to the bank base rate staying low over the medium term and delays in the delivery of capital receipts	Medium	£1.0 million
The likelihood of members making additional, in-year budget allocations to Services or providing funding for Services where there are difficulties in delivering savings, or arranging for Services to phase the repayment of any overspends over a period of more than one year.	High	£2.0 million
The likelihood of an unanticipated budget pressures arising within the year, for example the repayment of grant or pressure on the authority's VAT partial exemption status or increases in demand that cannot be accommodated within Business Unit reserves.	Medium	£1.5 million
The possibility of significant increases in inflation and/or taxation , after the budget has been set.	Medium	£1.5 million
The possibility of any further costs arising from legal judgements which would fall on the County Council within one year.	High	£2.0 million
Provision for further in-year cuts in government funding . The assumption is that any in-year cuts in government funding will be met, in full, by services. The provision reflects the risk that in all cases existing commitments mean this may not be possible.	High	£1.0 million
The possibility of being unable to agree inter-authority/organisational plans . Funding is increasingly dependent on the agreement of multi-organisation plans and receiving our 'share' of pooled resources. The need to reach such agreements in advance of funding being released places such funding at increased levels of risk.	Medium	£1.5 million
The possibility of planned changes to the national benefits system impacting adversely on the demand for local authority services and/or impacting on the eligibility for council tax and other welfare support.	Medium	£0.5 million
Employment related risks . A possibility that there are further legal judgements related to employment terms and conditions.	Low	£0.5 million

Risk Area	Level of Risk	Provision in 2017/18
Introduction of Academies. The risk that services to schools will not be scaled back quickly enough and/or academies will no longer choose to use the Council's traded services, there will be a loss of economies of scale and estimates of pupil numbers transferring will have been underestimated. Also there is a risk of residual liabilities remaining with the Council when a maintained school converts to academy status.	High	£1.0 million
Schools and Early Years Funding. The risk to the stability of the schools/education services from the implementation of the Government's National Funding Formula for Schools, the Early Years National Funding Formula, the Central Block and funding for High Needs Pupils where the authority needs to support schools through this process to maintain the sufficiency of provision.	High	£1.0 million
Market and/or Social Enterprise Failure. The risk that services provided by the market and/or social enterprises may stop if the provider fails, requiring the local authority to secure alternative provision at short notice.	High	£1.5 million
General contingency. This could be supplemented in any one year by a sizeable proportion of earmarked reserves, providing these were replenished as part of the budget process.	Low	£1.0 million
Total		£18.5 million

Note:

The risk assessment excludes the technical impact of any changes in accounting treatment.

Integrated Capital Strategy 2017-2020

[The numbers in this strategy will be updated as part of the 2018/19 capital budget resolution when Members' plans are confirmed]

Introduction

We have over many years invested in assets that have a lasting value, for example land, roads, buildings and large items of equipment and vehicles. Each year we need to spend more money to ensure our assets are still suitable for use in the provision of services and to invest in new assets to meet our changing needs and requirements.

This Capital Strategy sets out how we aim to use capital resources to achieve our vision “To make Warwickshire the best it can be” and deliver our corporate priorities through to 2020.

It outlines the structure of our capital programme, describes how we determine the content of and finance our capital programme and provides an overview of how our capital programme is managed.

Shaded text in this document indicates changes made in Government guidelines and best practice advice issued in January 2018. They supply more information to the reader but are not substantive changes to the Strategy itself.

Our Capital Programme

Our capital programme cannot be viewed in isolation. It influences and is influenced by many strategies and plans and forms part of an integrated plan for the organisation that has the delivery of the One Organisational Plan as its key driver. Some of the other plans that link directly to the Capital Strategy are the Strategic Economic Plan, the School Sufficiency Strategy, corporate and service asset management plans and the Treasury Management Strategy.

Our commitment to an integrated approach impacts in how our capital programme is developed and prioritised, with an organisation-wide approach to determining our capital investment priorities, rather than this being determined in relative isolation by individual services. This aims to ensure our scarce resources are used in the most effective way.

Spending is included within the capital programme where we expect it to result in future economic (asset value) or service (asset performance or life) benefits. This covers both purchase of new long-term assets and improvements to existing ones, and is consistent with the approach required in the CIPFA Code of Practice in Local Authority Accounting. Some of our spending allocations are to either purchase or improve an asset belonging to another organisation or individual; in these circumstances, we include the expenditure in the capital programme for budget setting and monitoring processes, but follow the Code of Practice's requirements for accounting treatment to ensure it does not increase the net worth shown on our Balance Sheet. We operate a general de minimis of £6,000 on a project-by-project basis (£3,000 where the spend relates to primary schools or nurseries); expenditure below this level is treated as revenue and not part of the capital programme. Further details of our capitalisation policies can be found in the Accounting Policies section of our Statement of Accounts, published on our website.

There are two broad strands to our capital programme:

- A maintenance programme that ensures our assets continue to be fit for purpose and able to support the delivery of services, and
- An investment programme that creates and develops new assets.

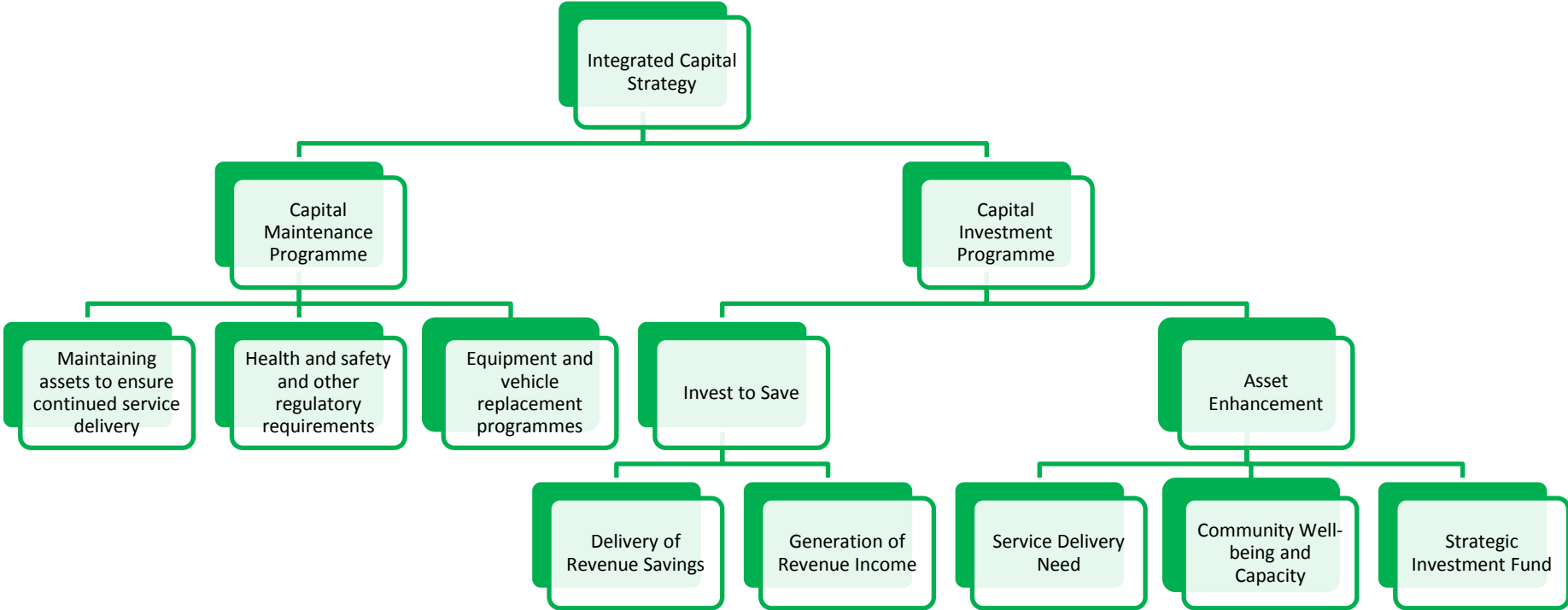
Each programme has a number of strands that ensure a clear focus on the purpose of capital spending and the prioritisation of proposals.

These approaches are underpinned by a number of specific service asset management strategies, including:

- The Asset Management Framework and Property Strategy 2013 – 2018
- The Highways Asset Management Strategy and the Highways Asset Management Policy
- The ICT Devices Strategy
- The Education and Learning Sufficiency Strategy 2016 – 2021

Links to these strategies can be found in [Annex A](#). If any of these strategies are revised during the year as part of our on-going service transformation and redesign programme, any consequent changes to this strategy will be considered at the same time.

The diagram below shows the overall structure of our capital programme.



Maintenance Programme

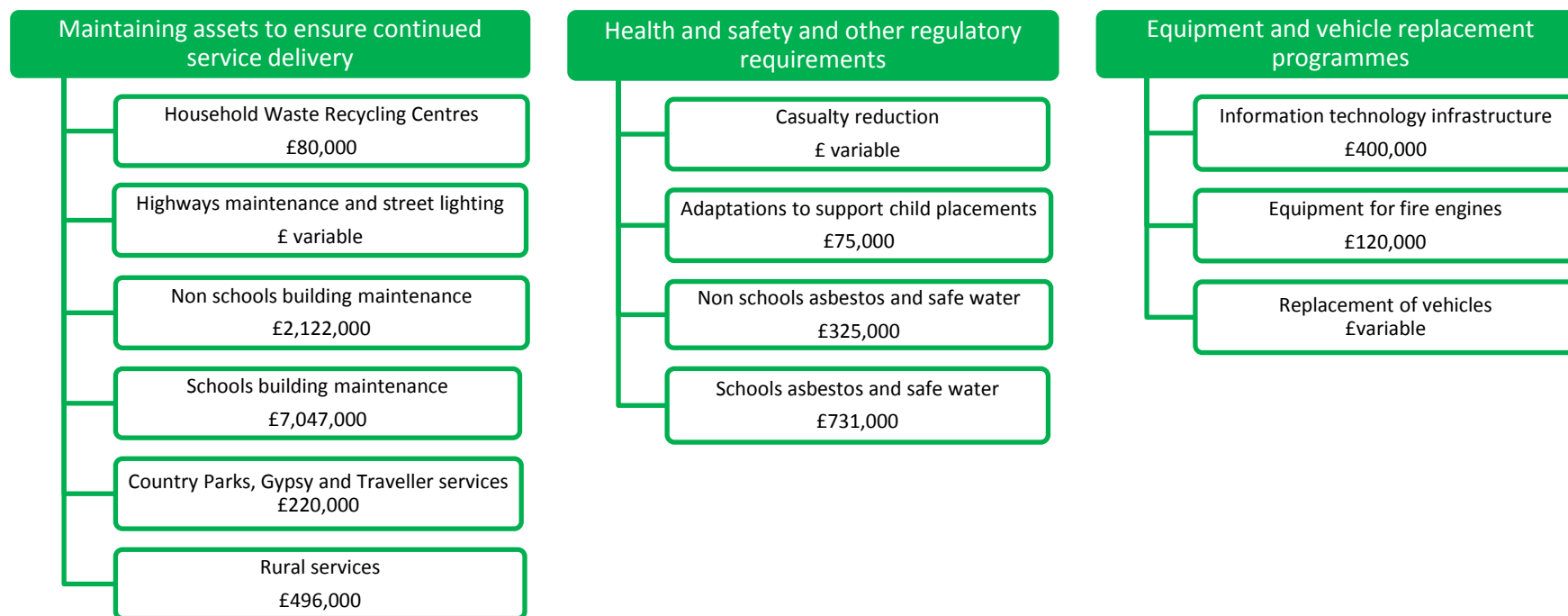
Each year the capital programme includes a number of schemes that relate to the routine maintenance of our asset infrastructure. It represents the level of spending which we have no choice but to incur over the medium term. Each element of the maintenance programme has a fixed annual allocation. This approach allows managers to plan their maintenance programme over the medium term in a structured way that reduces bureaucracy, subject to the agreement of a consistent and transparent methodology for the prioritisation of maintenance spending.

Allocations included in the maintenance programme meet one of the following three criteria:

- Structural maintenance cost of maintaining our assets to ensure services can continue to be delivered
- Statutory health and safety and other regulatory requirements
- Annual cost of equipment and/or vehicle replacement programmes

Our annual maintenance programme is £11.616 million a year (including a £3.616 million allocation from the Government Grant received for schools) plus the grant received from Government for highways maintenance plus revenue funding used for the replacement of vehicles, where this is more cost effective than leasing the vehicle. The split of this annual maintenance allocation between services is shown below.

Annex B summarises the prioritisation methodology that will be used through to 2020 for each of the elements of the rolling maintenance programme.

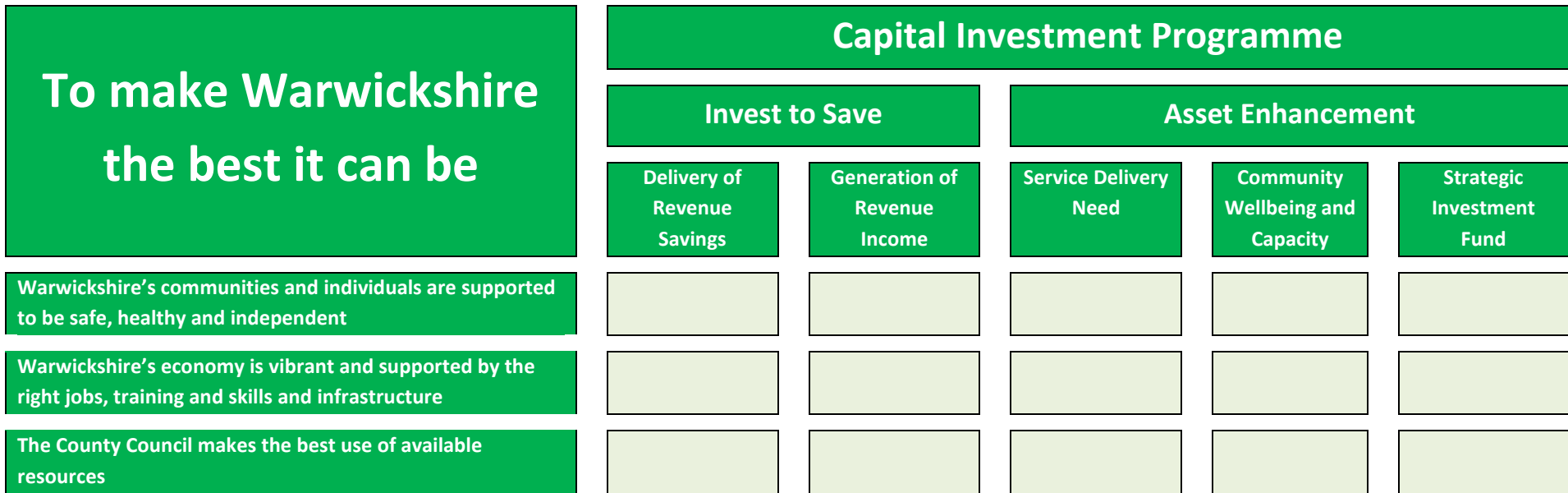


Investment Programme

Any capital spending not included in the maintenance programme automatically forms part of our capital investment programme. Investment schemes are, by their nature, not routine and are only considered if they move the organisation towards the delivery of the corporate outcomes. Allocations in the capital investment programme support the delivery of one of the following outcomes:

- Warwickshire’s communities and individuals are supported to be safe, healthy and independent
- Warwickshire’s economy is vibrant and supported by the right jobs, training and skills and infrastructure
- The County Council makes best use of the available resources

The capital investment programme contributes to the delivery of these outcomes through invest-to-save projects and projects that enhance and grow the assets of the authority. The structure of the capital investment programme is shown below.



We operate a clear and transparent corporate approach to the prioritisation of all capital spending. To ensure widespread support for the investment programme all proposals are subject to an officer scrutiny process prior to being considered by Corporate Board and ultimately by Members. The overarching governance structure is designed to ensure the most effective use of the available resource and organisational capacity required to see capital schemes through to implementation. We operate a two-speed approach for the approval of schemes that enhance assets as a result of additional service delivery need.

We use a fast track approach for schemes costing less than £2 million that are wholly funded from external resources provided for a specific purpose and where there is no, or minimal, discretion over how the funding is used e.g. developer and third party funding. Fast track schemes will be required to provide a brief summary of the infrastructure investment required and how it supports the delivery of the core priorities and outcomes before going to the Leader and/or any such person/body which he/she designates for approval. For vehicles, plant and equipment this approval is delegated to the Head of Finance. Any scheme costing above £2 million requires the approval of full Council.

For all other capital investment schemes, including where we are bidding for external funding, we use a structured evaluation process that assesses:

- What we are trying to achieve for the Warwickshire residents, businesses and visitors by investing in particular assets
- The contribution of the new assets to the delivery of the corporate outcomes
- The financial costs and benefits over the short, medium and long term, and
- The risks inherent in the delivery of the scheme itself and the expected benefits, with a focus on better up-front planning and timetabling.

The results of this evaluation process are reported to Corporate Board quarterly who consider whether to recommend the scheme to Members for approval. If the total cost of the scheme is less than £2 million this approval is by the Leader, Cabinet or a Portfolio Holder to whom powers have been delegated. Schemes over £2 million require the approval of full Council. A summary of the evaluation criteria and their relative weighting is attached at [Annex C](#).

Our Capital Resources

When assessing the level of planned capital investment to undertake we make a judgement about the level of capital resources that are likely to be available over the period of the programme. Our main capital resources are service specific grants and third party contributions, capital receipts and borrowing.

Our funding strategy for the delivery of the overall capital programme is:

- £20 million new borrowing funded as part of the revenue budget proposals for OOP2020.
- All capital receipts (excluding those from the disposal of schools) are used to repay debt. Exceptions to this policy are only considered when as part of an invest-to-save project such that investing the capital receipt will result in bigger reductions in debt outstanding or greater revenue savings than would have been achieved by simply repaying debt.
- The base level of investment in the school stock is fixed at the level of government capital grant for schools plus receipts generated from the sale of school assets and developer contributions, less a £3.616 million annual contribution to the cost of school maintenance.
- The base level of investment in the maintenance of Warwickshire's highways and street lighting and casualty reduction is fixed at the level of government grant for this purpose.
- The other £8 million of maintenance allocations are funded from the £20 million borrowing and are cash limited.
- The balance of the £20 million borrowing (£12 million a year) is allocated to the Capital Investment Programme. This is supplemented by the level of borrowing that becomes affordable as a result of growth in the council tax taxbase above 0.75% each year that is not needed to balance the revenue budget.

Capital Receipts

Through our approach to asset management planning (see [Annex A](#)), we undertake continuous monitoring and review of the Council's property portfolio seeking to ensure we make best use of the capital value tied up in those assets. When making decisions on the disposal of assets and hence the generation of capital receipts a number of factors are taken into consideration:

- Whether assets are surplus to requirements in the short, medium and long term
- Whether assets are achieving their financial or service delivery performance targets
- The level of any potential financial return
- Any legal obligations
- The impact on corporate policies and the promotion of key strategic policies

All capital receipts, with the exception of school receipts which are reinvested, are used to repay debt, with a consequent reduction in the Council's borrowing costs. Whilst financially there is no difference in the revenue cost to the authority as to whether capital receipts (providing they are used to repay debt) or borrowing are used to fund the capital programme, capital receipts are inherently volatile and the timing of when the money is received is uncertain and unrelated to the timing of any need to incur capital spend. Our approach to the use of capital receipts enables capital spend to be incurred when it is needed rather than being dependent on when a capital receipt comes in.

Borrowing

We are required, by statute, to base our approach to borrowing money to finance capital investment on a set of guiding principles (the Prudential Framework). The framework includes the principles of affordability, prudent funding, efficiency, forward planning, outcomes, sustainability and investment return.

Incurring an additional £20 million borrowing each year is affordable within the OOP2020 financial envelope and is deemed to be the minimum level of borrowing needed over the medium term. The revenue cost of this borrowing and any additional borrowing agreed as part of the 2018/19 budget is felt in two ways; firstly in real interest charges incurred on our loans and secondly in the Minimum Revenue Provision, a notional charge to the revenue budget which spreads the cost of acquiring assets across the years in which the benefits of that expenditure are felt. We estimate that the total revenue cost as a result of past and planned new borrowing from these two charges will be £x.xxx million in 2018/19, £x.xxx million in 2019/20 and £x.xxx million in 2020/21. Provision for these costs is included as part of our 2018/19 budget and medium term financial plan. Further details of anticipated borrowing levels, forecast repayment schedules and the framework within which we make decisions about debt and investments can be found within the Treasury Management Strategy 2018/19 (see Annex A). Our modelling of future debt levels, detailed within the Treasury Management Strategy, leave the Council with significant headroom against its Operational Boundary and Affordable Limit, two of the key Indicators within the Prudential Framework. Our approach of determining borrowing affordability from the position of ongoing revenue resource availability ensures that we will not commit the Council to future costs it cannot afford. *[The numbers in this strategy will be updated as part of the 2018/19 capital budget resolution when Members' plans are confirmed].*

We recognise that significant drivers of additional capital spend exist both in terms of providing additional school places, growing our business rates taxbase and providing the additional infrastructure needed as a result of housing growth. We therefore use the additional revenue resources from growth in the taxbase above the level assumed in the OOP2020 financial plan to operate a Capital Investment Fund. Through this approach we are able to support an expanded capital programme and drive economic growth and activity across the county.

The creation of a Capital Investment Fund requires revenue funding to be set aside to meet the cost of borrowing prior to knowing how the capital resources generated will be used. This approach has the benefit of retaining the ability to bring projects forward for inclusion in the capital programme as

opportunities arise, not just once a year through the budget setting process. It also provides confidence that developing positive and innovative schemes to support the delivery of the Council's core outcomes are affordable. We are committed to reviewing the level of the Capital Investment Fund on an annual basis to ensure it remains affordable. Any in-year underspend in the Capital Investment Fund will be used to supplement of investment in IT projects and the digital agenda and to commission specific projects designed to deliver a step change in delivering the OOP2020 Outcomes.

Management of the Capital Programme

The key risks to the delivery of our capital programme are overspending against the approved budget for a scheme, project/programme slippage where the project is not delivered in accordance within the planned timescales thereby delaying achievement of the expected benefits, and delays in or non-receipt of external contributions towards the cost of the scheme.

We use the following mechanisms to ensure our capital spending and the delivery of this strategy is effectively managed:

- Officers monitor physical progress regularly, usually monthly, and there is a system of exception reporting to senior managers where problems emerge.
- Financial progress is reported quarterly to Corporate Board and Cabinet, highlighting any key issues for Members to consider, including seeking Cabinet approval to any variations to schemes both in terms of the total cost and the phasing of spend across years and the consequent impact on the overall financing of the programme.
- Projects part or wholly funded by external contributions are separately monitored to ensure compliance with any funding conditions applicable.
- Post-contract appraisal is carried out to provide feedback on the success, or otherwise, of the design solution, procurement process and customer satisfaction levels to provide the opportunity for positive learning over time.

Links to Related Documents

Asset Management Strategies

- The [Asset Management Framework and Property Strategy 2013 – 2018](#)
- The [Highways Asset Management Strategy and the Highways Asset Management Policy](#)
- The [ICT Devices Strategy](#)
- The [Education and Learning Sufficiency Strategy 2016 – 2021](#)

Treasury Management and Investment Strategies

- The Treasury Management Strategy 2018/19

Prioritisation of the Annual Maintenance Programme

Household Waste Recycling Centres (HWRC) and Transfer Stations

Prioritisation Methodology

Maintenance will be prioritised as follows:

- a) Health and Safety – for the staff employed to run the site, members of the public using the site and also the District and Borough Councils who use the Transfer stations to facilitate their kerbside collections. Other statutory requirements would also fall under this umbrella.
- b) Efficiency, cost effectiveness, increasing the service offer to the public (new recycling streams etc.)
- c) Effect of maintenance on reputation value of the Council – a clean, tidy site with smart, neat operating staff will encourage higher rates of recycling.

Balance of Planned Maintenance and Emergency Work

The annual plan includes a contingency for emergencies. Regular meetings are held to monitor the plan against actual activity and any move from the plan would be based on the prioritisation criteria above.

Highways Maintenance

Prioritisation Methodology

An asset management approach is used to manage the highway network in order to ensure that the best possible use can be made of the available resources. Central to this is the collection and use of robust network condition data year-on-year, which allows us to model its deteriorating or improving condition. The results allow us to target suitable treatments at the most appropriate locations, maintaining and, where possible, improving the whole network condition. Capital allocations for street lighting are used for the replacement of columns that fail structural testing, installations that need replacing due to untraced third party damage and improvements that fall outside the scope of specific capital allocations made in recent years for a Central Management System and the introduction of LED technology. The allocations for bridge maintenance are used to undertake the minor capital works that are deemed essential. This approach should ensure our bridge stock remains in a safe condition.

External validation of our approach to managing the highway assets is now possible through Department of Transport's 'Incentive Fund' programme, established to promote efficient and effective maintenance practices nationally. Warwickshire is currently assessed as 'Level 2' and working towards achieving the highest 'Level 3' incentive funding.

Planned Versus Emergency Maintenance

All routine, reactive and emergency works required to the highway network are revenue funded, allowing capital to be used for planned programmes of work designed to maintain and improve the asset condition. Bridge maintenance emergency works are funded from capital and tend to be in the form of vehicular damage, flash flooding or vandalism. At the start of the year a contingency sum from the capital allocation will be reserved to cover emergencies based on experience in previous years. This will be released for planned maintenance at the end of the year if a proportion is unused.

Schools and Non-Schools Building Maintenance

Prioritisation Methodology

Condition survey work is carried out across the property stock and classifies building and engineering maintenance items into 4 categories: D (Bad), C (Poor), B (Satisfactory) and A (Good). The categories are then given priorities highlighting recommended timescales for the work to take place: 1 – Urgent Work, 2 – Work required within 2 years, 3 - Work required within 3 to 5 years, 4 – Work outside the 5 year planning period. The priority listing is then further interrogated and validated by using a surveyor intervention check and a property future review with the Facilities Support Managers. The budget available for the particular area of work is then allocated to the priority list and this determines that approximate number of projects that can be carried out.

Balance of Planned Maintenance and Emergency Work

Emergency work that arises means the planned maintenance programme developed from the above methodology is revised in some areas throughout the year.

Country Parks and Greenways, Forestry Services and Gypsy and traveller sites

Prioritisation Methodology

Maintenance will be prioritised as follows:

- a) Health and Safety – in particular the duty of care under Occupiers' Liability. This also reduces claims against the Council.
- b) Maintaining the visitor welcome, and in particular parking infrastructure (to maintain income) and replacement play equipment, fishery development, and visitor enhancements (to increase income).
- c) Schemes that lever out match funding

Balance of Planned Maintenance and Emergency Work

Emergency work that arises is funded from revenue where there is capacity to deliver this. However, if the cost cannot be accommodated within a tightly controlled revenue budget the planned maintenance programme developed from the above methodology is revised.

Rural Services

Prioritisation Methodology

All properties are on a rolling five year rotation for condition surveys, asbestos inspections are carried out every 2 years and water hygiene inspections every four years and all properties have Energy Performance Certificate ratings. Work will be prioritised by identifying high category items from the latest surveys/inspections. The level of risk / consequences to the tenant's business (and hence the Council's rental income) is also taken into account as part of the prioritisation process.

- Priority items, identified from condition surveys as D1s (urgent) will be dealt with immediately. Prioritisation is then given to D2s (bad - items identified as needing to be addressed within 2 years) followed by C2s (poor - to be addressed within 2 years) and C3s (poor - to be addressed within 3-5 years).
- Items that have been recommended to be removed due to potential health risks on asbestos reports are programmed as the service becomes aware of them to reduce the Council's liability.
- Properties that do not meet Minimum Energy Efficiency Standards are prioritised based on when they are due to be re-let where they do not score the minimum rating of 'E'. All properties are required to meet minimum standards by 1 April 2023.

Balance of Planned Maintenance and Emergency Work

The first call for emergency maintenance is a revenue maintenance budget of £145,000. Having a capital maintenance budget to address planned maintenance has resulted in not having to put planned maintenance on hold when emergencies arise that cannot be accommodated within the revenue budget.

Assistance towards suitable placements for Children Looked After (CLA) and those who leave care through adoption and special guardianship

Prioritisation Methodology

Applications are invited from foster carers and prospective adopters and special guardians who are approved or judged to be able to provide the necessary care to the child. The social worker needs to be satisfied and be able to demonstrate that a real need for financial support exists and will either result in long term opportunities for additional placements or is required to ensure stability and permanence of a current placement for a child looked after. There is an application process, endorsed by the relevant operations manager, which is considered by a panel including a finance representative. The decision to award the grant is made at Service Manager level within the Business Unit.

Balance of Planned Maintenance and Emergency Work

All planned Grants will be approved through the panel as described above who meet on a quarterly basis. In emergencies, the panel can convene to assess individual cases, to meet the timescales required.

Schools and Non-schools asbestos and safe water

Prioritisation Methodology

Asbestos

The prioritisation of asbestos remedial work is set out in the HSE Guidance 'The Surveyors Guide – HSG 264'. This document provides a prioritised scoring matrix for each occurrence of asbestos and allocates a condition rating of D (Bad), C (Poor), B (Satisfactory) or A (Good). Each property is resurveyed a minimum of once every 2 years. The asbestos is scored based on the type, condition and quantity; this is called the Material Assessment. The Material Assessment is then further weighted by applying a score to elements such as location, type of location and potential number of people exposed; this is called the Prioritisation Assessment. Following completion of both of these assessments, a score is allocated to each occurrence of asbestos – the higher the score, the higher the risk and therefore the higher the prioritisation.

Water Hygiene

All properties are surveyed every two or four years, dependant on property risk type. The Water Hygiene risk assessments are reported with all remedial works banded into categories indicating, High, Medium or Low risk. This data is then input into a weighting system which allocates a weighting per item, along with a weighting for type of property, occupation density etc. The result of the methodology ranks the properties into order of the highest risk difference score that could be obtained by carrying out the remedial works and all works are carried out in this priority order.

However, emergency work can arise; resulting in a situation where the plan identified in the Asbestos Prioritised Remedial Work Plan and the Water Hygiene Risk Register developed from the above methodologies is revised in some areas throughout the year.

Balance of Planned Maintenance and Emergency Work

Emergencies throughout the year will be dealt with in two ways;

- The budget allocation for works is reduced at year start to leave a small central contingency fund in the budget. This is reallocated at an appropriate time during the year.
- The projects carried out are staggered throughout the year. If an emergency arises, the necessary funds are diverted from a planned scheme and allocated to the emergency. This will result in a planned project potentially being eliminated from the list in year.

ICT Network Infrastructure

Prioritisation Methodology

Investment is prioritised based on the need for additional facilities/capacity and the life expectancy of equipment, in terms of how long it can be used for until an unacceptable failure rate is likely to occur. The level of failure rate accepted will depend on factors such as criticality of the service and resilience and support arrangements in place.

Balance of Planned Maintenance and Emergency Work

The rolling programme of investing in the maintenance of the IT infrastructure will significantly reduce the need for emergency purchases due to the regular monitoring of the equipment. However, in the event that an emergency procurement needs to be made we would adjust the planned programme, looking to extend the life of less critical equipment.

Equipment for Fire Engines

Prioritisation Methodology

Spending is prioritised through an approved fleet replacement programme produced by consultation with manufacturer's recommendations and the Council's fleet management team.

Balance of Planned Maintenance and Emergency Work

The Fire and Rescue Service has stores which hold at least enough equipment to immediately restock a spare fire engine in the event that a front line vehicle should be lost along with its entire inventory. This is our emergency reserve which is maintained as part of the rolling capital replacement programme.

Summary of Capital Investment Programme Scheme Evaluation Criteria



These high-level criteria are supplemented by more detailed evaluation criteria designed for each strand of the investment programme to ensure a consistent and transparent approach. Once the strategy has been approved these more detailed criteria will be brought forward to Cabinet for approval.

Cabinet

25 January 2018

Home to School Transport

Recommendations

1. That Cabinet endorses the following revisions to the Home to School Transport policy.
 - That from 1st September 2019 the definition of “nearest qualifying school” is altered to include only the school closest to the pupil’s home by the shortest route with a pupil place available, in line with statutory requirements.
 - That from 1st September 2019 pupils with special educational needs and / or disabilities living within statutory walking distance receive transport assistance only if attending the nearest suitable school with a place available, and assessed as being unable to make the journey without transport assistance, even if accompanied.
 - That from 1st September 2018 free transport is no longer provided on medical grounds for students aged 16-19.
 - That from 1st September 2018 passenger assistants are provided only on vehicles carrying pupils with an Education Health and Care Plan, or in other very exceptional circumstances.
 - That the Independent Travel Training Scheme is included in the revised policy.
 - That from 1st September 2018 free transport is provided where necessary for learners aged 19-25 with special educational needs and / or disabilities in line with requirements of the Children and Families Act 2014.

2. That Cabinet endorses the following approach regarding safe walking routes.
 - That before routes are re-classified as ‘safe to walk’ any necessary measures indicated by the assessment have been put in place to ensure the safety of pupils.

- That for such re-classified routes, transport assistance is provided until a pupil changes school or there is a change in circumstances, such a change of address.

1. Context

- 1.1 Councils have a duty to publish a Home to School Transport Policy under Part IX, Chapter 2 of the Education Act 1996. This must set out arrangements that the Council considers necessary to enable the attendance of all eligible persons receiving education or training. The policy must also set out arrangements considered necessary for young people aged 19-25 with learning difficulties and / or disabilities. The policy also sets out discretionary transport arrangements made by the Council under the powers set out in the Education Act 1996.

2. Background

- 2.1 There is no universal entitlement to free travel for every learner to and from any educational establishment. Parents have a legal duty to make necessary arrangements to ensure that pupils of compulsory school age receive full time education and, if registered at a school, that they attend regularly.
- 2.2 The Council is required to provide travel assistance for eligible pupils. The criteria for eligibility are contained at Appendix A.
- 2.3 Support from the Council for travel to and from education is usually through provision of vehicle transport, but may be through other means. It may, for example, be through the provision of 'Independent Travel Training' or through covering parental travel expenses.
- 2.4 Warwickshire currently has a Transport Policy for mainstream home to school transport and a separate Transport Policy for young people with special educational needs and / or disabilities.
- 2.5 Under these policies, the Council currently provides support for eligible pupils:
- to the nearest 'qualifying school' defined as being the priority school or the child's nearest school with places available);
 - where the walking route has been judged to be unsafe for an accompanied pupil;
 - with special educational needs and / or disabilities regardless of the distance to education;
 - with medical needs from age 4 to 19, and
 - by providing Passenger Assistants on all vehicles transporting primary school age children.
- 2.6 Warwickshire is proposing to change its Home to School Transport Policy in order to:

- bring all home to school transport provision into one policy for young people up to age 25;
- update the policy in line with recent changes in legislation;
- revise non-statutory duties;
- ensure consistency across the county, and
- manage the spend on home to school transport.

2.7 Proposed changes to the Home to School Transport policy are shown in the table below.

Policy Theme	Current situation	Proposed changes
The nearest qualifying school	The priority school or the nearest school with places available	The closest school to home with a place available for the pupil, by the shortest available route
Pupils with special educational needs and / or disabilities	No distance criteria to qualify for free transport	Free transport provided within walking distance only if pupil is assessed unable to make the journey
Transport for pupils on medical grounds	Free transport is provided on medical grounds for pupils aged 4-19	Free transport provided for pupils aged 4-16
Passenger assistants	Assistants provided on all vehicles carrying pupils of primary school age	Assistants provided only on vehicles carrying pupils with an Education, Health Care Plan, or in other very exceptional circumstances
Independent Travel Training	No previous scheme	To enable some pupils who previously required individualised transport to travel independently
Post-19 learners with an Education Health Care Plan or statement of special educational needs	All post-19 learners with an Education Health Care Plan pay for transport	Learners provided with transport assistant free of charge if this is assessed as being 'necessary'.

3.0 The consultation process

3.1 A public consultation exercise ran between 7th September 2017 and 2nd November 2017. Along with the consultation document (Appendix B), the Council also made available Frequently Asked Questions (Appendix C) and Scenarios (Appendix D).

- 3.2 The statutory guidance required a wide consultation with interested parties over a period of at least 28 working days during term time. The Council completed a consultation period of 37 working days (excluding the school half term holiday). A timeline of consultation dates and venues is included at Appendix E.
- 3.3 The following stakeholders were consulted:
- parents;
 - neighbouring Councils;
 - governing bodies of education institutions and the further education sector;
 - proprietors of 16-19 Academies;
 - children and young people who could be affected when the arrangements take effect, and
 - the Secretary of State for Education.

4.0 Outcomes of the consultation

- 4.1 There were 920 respondents to the questionnaire, with all but three responding online. In addition to responses to the questionnaire, the Council received correspondence by e-mail and letter regarding specific aspects of the consultation. A report on the responses to the consultation has been produced by the Council's Insight Service. This full report has been published as a background paper and can be found on the County Council's website. A summary of that report is attached at appendix F to this report.
- 4.2 The number of responses to the questionnaire varied across the districts of the county. 30% of respondents were resident in Stratford-on-Avon, while only 3.8% were from Nuneaton and Bedworth despite additional engagement work carried out there.
- 4.3 49% of respondents were aged 30-44, with 76% of all respondents being female. 95% reported being a parent or carer, with 66% stating that they would be directly affected by one or more of the proposals. The consultation did not require respondents to state which proposal affected them.
- 4.4 In terms of responses to the specific proposals, respondents were requested to state their level of approval or disapproval for each proposal. The headline outcomes are listed below.
- 4.5 **In response to proposal regarding the qualifying school**, 61% of respondents disagreed or strongly disagreed with the proposal. 24% agreed or strongly agreed.
- 4.6 The most common theme from narrative comments (from 24% of respondents) was in relation to safety, stating it was unacceptable to expect children to walk to and from school due to safety concerns. This proposal does not relate to any reduction in transport provision, rather that transport

should be provided free of charge only to the nearest qualifying school. The second most common theme (24% of respondents) focussed on the potential for the most appropriate school for a pupil not being the nearest. This was largely in regard to children with special educational needs and / or disabilities, for whom there are additional criteria for transport assistance and in determining what is the child's nearest suitable school. The school named in Section I of a child's Education, Health and Care Plan will, unless stated otherwise, be regarded as being the child's qualifying school.

- 4.7 **In response to the proposal regarding special needs criteria**, 43% of respondents either disagreed or strongly disagreed with the proposal. 32% either agreed or strongly agreed.
- 4.8 29% of narrative responses related to the nearest school not necessarily being the most suited to an individual's needs but, as stated above, in determining what is the child's nearest suitable school, the school named in Section I of a child's Education, Health and Care Plan will, unless stated otherwise, be regarded as being the child's qualifying school. Linked to this, 18% of respondents stated that an independent assessment should be undertaken related to individual needs. The proposed change commits to an individual assessment being undertaken before a decision is made regarding the provision of transport assistance.
- 4.9 **In response to the proposal regarding post-16 medical needs**, 46% of respondents either disagreed or strongly disagreed with the proposal. 26% either agreed or strongly agreed.
- 4.10 34% of comments received stated that post-16 education is not optional, and that the proposed change was unfair and / or discriminatory. It is important to clarify that the proposal is not to remove the provision of transport, rather to charge for the transport as is the case for all others in receipt of 16-19 transport.
- 4.11 **In response to the proposal regarding passenger assistants**, 57% of respondents either disagreed or strongly disagreed with the proposal. 21% either agreed or strongly agreed. The key concern (raised by 77% of respondents) related to safety, in particular for children with special educational needs and / or disabilities. Under the proposal, assistance would continue to be provided on any vehicle carrying a pupil with an Education, Health and Care Plan, or in other very exceptional circumstances. The proposed policy change to a non-statutory provision would bring Warwickshire into line with common practice in other Councils.
- 4.12 **In response to the proposal regarding Independent Travel Training**, 31% of respondents disagreed or strongly disagreed with the proposal. 41% either agreed or strongly agreed. 41% of comments stated that individual skills and training needs should be assessed in advance of providing any Independent Travel Training. This is a central and required component of the programme.

- 4.13 **In response to the proposal regarding post-19 special needs transport,** 19% of respondents disagreed or strongly disagreed with the proposal. 43% either agreed or strongly agreed.
- 4.14 20% of comments disagreed with the proposal on the basis that it is discriminatory and that all post-19 students should receive free transport. A further 17% stated that they needed more information in order to make a judgement. Currently all post-19 students are required to pay for their transport. The proposed policy change, bringing Warwickshire in line with legislation, would mean that not all students would be required to pay for their transport and would therefore gain from the change, although where transport is not assessed as being necessary then transport assistance would not be provided.

5.0 The recommended policy changes

- 5.1 There are six proposed changes to the Home to School Transport policy. These are outlined below.
- 5.2 **Definition of ‘the nearest qualifying school’.** Currently a pupil’s qualifying school is defined as their priority school or the school closest to the child’s home address with places available. It is proposed to change the definition of the nearest qualifying school to mean solely the closest school to home with a place available for the pupil, by the shortest available route. This will be a driving route if the journey is over the statutory walking distance or a walking route if the journey is less than the statutory walking distance.
- 5.3 This current proposal is to bring consistency in all applications for transport assistance to the nearest qualifying school across the county. It is also to address the issue that many schools have very wide priority areas, and some (both academies and maintained schools) are removing their priority areas completely.
- 5.4 The proposal will bring Warwickshire into line with neighbouring authorities.
- 5.5 If a pupil is not eligible for transport assistance under the proposed criteria, they may be able to purchase a seat on a vehicle under the Council’s Vacant Seats Scheme.
- 5.6 The definition of the nearest qualifying school would continue to take into account any special educational needs and / or disabilities that a pupil may have, and of the school named in the child’s Education, Health and Care Plan, if applicable. For pupils who have achieved the relevant entry criteria for a selective school, that school would only be considered as the nearest qualifying school for transport purposes, if there are no nearer non-selective schools. This maintains the current position on both of these areas.
- 5.7 **This change would be effective for new applicants for transport from 1st September 2019.** If a pupil’s situation changes (e.g. a change of address)

and an application is made after 1st September 2019, the application would be considered under the new criteria.

- 5.8 **All new applicants from September 2019 would be assessed under the new classification system.** Existing travellers who have a change in circumstances requiring a new application would also be assessed in the same way.
- 5.9 **Criteria for pupils with special educational needs and / or disabilities.** For pupils with special educational needs and / or disabilities, all pupils attending the nearest special school are provided with free transport. It is proposed to change the policy so that transport would be provided under this criteria only if they have mobility or health and safety issues relating to their special educational needs and/or disability which means that they would not be able to make the journey to their nearest suitable school without transport assistance, even if accompanied.
- 5.10 Under the revised policy transport assistance to the nearest qualifying school would still be provided for pupils with special educational needs and / or disabilities who live outside the statutory walking distance.
- 5.11 An individual assessment based on a pupil's needs and how it affects their journey to school would be used to make a final decision as to whether transport assistance is necessary as a result of a child's mobility or health and safety issues.
- 5.12 **This would take effect from September 2019 for new applicants.** If a pupil's circumstances change, for example a change of address, the application would be assessed under the new criteria.
- 5.13 **Medical transport.** The Council currently provides free transport on medical grounds for pupils aged 4-19. It is proposed to remove the provision for free transport on medical grounds for those aged 16-19. This is currently being provided under the Council's discretionary powers.
- 5.14 Post-16 students with medical needs would still be able to access transport assistance through the 16-19 transport scheme, the only difference to current arrangements being that a charge will apply, which brings those to whom this applies in line with transport assistance for all others of this age group, including those with special educational needs and disabilities. Transport assistance may also be available under the 19-25 transport scheme if they have an Education Health and Care Plan, a learning difficulty, or a disability.
- 5.15 **This change would take effect for new applicants from September 2018.** Those who already travel under the scheme would do so until the end of their course.
- 5.16 **Passenger assistant provision.** Passenger assistants are currently provided on all vehicles transporting primary school age children. It is proposed that assistants would be provided only on vehicles carrying pupils

with an Education Health and Care Plan, or in other very exceptional circumstances.

- 5.17 Changes under this proposal would bring Warwickshire into line with statutory requirements, and with operating procedure in neighbouring Councils..
- 5.18 **This change would take effect from September 2018.**
- 5.19 ***Independent travel training.*** The Council has introduced a scheme to enable some pupils to travel independently where they were previously unable to do so.
- 5.20 Independent travel training aims to give pupils the skills they need to improve their ability to travel independently. This will enable some pupils who previously required highly individualised transport to school or college to take public transport, school buses, or potentially even to walk. As well as providing greater independence in travel to and from education, this is an important life skill that will have future benefits for the pupils involved.
- 5.21 The Council already provides independent travel training. The proposal is to guarantee this scheme by making it a component of the Home to School Transport Policy.
- 5.22 **Independent travel training is being implemented now, during the 2017/18 academic year.**
- 5.23 ***Post-19 transport for learners with special educational needs and / or disabilities.*** The Council currently provides transport assistance for learners aged 19-25 with an Education and Health Care Plan and for those with learning difficulties or disabilities. All these students have to pay for their transport.
- 5.24 To bring the Council into line with current legislation set out in the Education Act 1996 and the Children and Families Act 2014, some learners would be eligible for free transport if they meet a set of criteria which determined that it is necessary for the Council to provide transport assistance. The criteria are included at Appendix G.
- 5.25 The Council currently provides transport assistance for 138 students aged 19-25, at an average cost of approximately £5,100 per year per student. While not all of these students may qualify for free transport, it is difficult to quantify spend until those aged 19 in 2014 have completed their courses. The cost to the Council may rise above an initial estimate of approximately £300,000, but it should be noted that transport assistance will not be provided unless assessed as being necessary for the young person in question.
- 5.26 **This change would take effect for new applicants from September 2018.**
- 5.27 In addition to the above policy changes, it is proposed that the Council re-assesses routes that have been re-classified as being safe to walk.

- 5.28 Following agreement by Cabinet on 8th October 2015 walking routes have been re-assessed using national / ROSPA guidelines. As a result of this some routes that were previously designated as unsafe have been classified as being safe to walk.
- 5.29 It is proposed that all routes that have been re-classified under this system as being safe to walk are re-evaluated by the Council to ensure that all appropriate measures are in place to ensure the safety of pupils, and that a report is subsequently reported to Cabinet..
- 5.30 It is proposed that, when a route is re-classified as being safe to walk, transport assistance is provided until a pupil changes school or there are other changes in circumstances (such as a change of address), rather than withdrawing transport at the end of the academic year in which the re-classification takes place.

6.0 Equality Impact Assessment

- 6.1 A full equality impact assessment has been completed and is included at Appendix H.
- 6.2 The assessment concludes that the proposed changes to provision of transport to those with special educational needs and disabilities will have an impact on those with the protected characteristic of 'disability' as set out in the Equality Act 2010. It is however concluded that this impact is mitigated by transport assistance still being provided for those of compulsory school age when mobility or health & safety issues mean that they cannot travel without transport assistance, or when the child lives more than statutory walking distance away from the school, and there should therefore be no negative impact on those who actually require such support.
- 6.3 The possibility of transport assistance no longer being available for those aged 19 to 25 where an assessment considers that it is not necessary means a potential negative impact on those aged 19 to 25 with a disability. It is however concluded that to make such a change amounts to a proportionate means of achieving a legitimate aim of promoting independence and reducing costs to a manageable level, so long as transport assistance remains available when assessed as being necessary.
- 6.4 As some of those in receipt of medical transport may be classified as having a disability, removal of this provision is also likely to have a negative impact on those with disabilities who receive this benefit, but it will bring a small group of young people in line with all others who have a disability, and the move is therefore considered to be a proportionate means of achieving a legitimate aim.
- 6.5 Children and young people of different ages do have different entitlements under both the current and proposed policies. This is however justified by

different statutory obligations placed upon the Council for those of a different age.

7.0 Conclusion

- 7.1 It is recommended that Cabinet endorses these proposals to take effect from the dates above, and that a revised Home to School Transport Policy be written to support these proposals. The draft proposed policy is attached at Appendix J.
- 7.2 Implementation of these proposals could deliver a saving of up to £500,000 per year from September 2019. The additional cost of transport assistance for post-19 learners with special educational needs and / or disabilities would need to be taken into account against these savings. On the basis of the initial estimate in paragraph 5.26, this would result in a net saving of up to approximately £200,000 per year.

Background papers

None

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Appendices

- Appendix A – Eligibility criteria for transport assistance
- Appendix B – Document for public consultation
- Appendix C – Frequently Asked Questions
- Appendix D – Scenarios
- Appendix E – Timetable of consultation meetings
- Appendix F – Summary report of consultation responses
- Appendix G – Post-19 special educational needs and / or disabilities eligibility criteria
- Appendix H – Equality Impact Assessment
- Appendix J – Draft revised transport policy

This report was circulated to the following members prior to publication.

Councillors Dahmash, Hayfield, C.Davies, Morgan, Roodhouse and Williams

Appendix A

Eligibility for travel assistance

To qualify for free home to school transport the pupil must meet all of the criteria listed below;

A	The pupil must be resident in Warwickshire
B	The pupil must be attending their nearest qualifying school (see section 2.3) (exceptions to this rule are in section 3.3)
C	The pupil must be of compulsory school age. This includes all pupils from the start of the academic year in which they turn 5 until the end of the academic year in which they turn 16. Transport assistance is not provided to Nursery settings (exceptions to this rule are in section 3.6)
AND either D or E	
D	The pupil must live more than the statutory walking distance from their qualifying school (see section 2.4) OR have a route to school which is less than the statutory walking distance but deemed unsafe to walk (see section 3.4)
E	The pupil must be unable to walk the statutory walking distance to their qualifying school because of their special educational need, disability or mobility difficulties (subject to an assessment of their needs)

1.1 A **qualifying school** falls within one of the categories set out below:

- (a) a community, controlled, foundation or voluntary aided school
- (b) a community or foundation special school
- (c) a non-maintained special school
- (d) a PRU (pupil referral unit)
- (e) a free school
- (f) a maintained nursery school
- (g) a City Technology College (CTC), College, Career & Technology Academy (CCTA) or Academy
- (h) an independent school if named in a child's Statement of Special Educational Needs or Education, Health and Care Plan

1.2 The **nearest qualifying school** is the closest qualifying school (see 2.2) to the pupil's home address, with places available, that provides education appropriate to the age, ability, and aptitude of the pupil and takes into account any special educational needs that pupil may have.

This may not necessarily be a school in whose priority area the pupil resides.

Initially a calculation on nearest qualifying school is undertaken on the basis of what school is closest to home by the shortest available walking route with

spaces available in the pupil's year group. If there is no such school within statutory walking distance (see 2.4 for definition) then a new calculation will take place on the basis of the shortest motorised route to calculate the nearest qualifying school.

The calculation of nearest qualifying school for a pupil who has gained a place at a selective school will include non-selective comprehensive schools which provide schooling for those of all ability levels. As such transport to selective schools will only be provided if it is the nearest qualifying school to the child's home, taking into account all relevant secondary schools.

Similarly, the calculation of nearest qualifying school for a pupil who has gained a place at a faith school will include non-faith schools which provide schooling for those of all faiths. As such transport to faith schools will only be provided if it is the nearest qualifying school to the child's home, taking into account all relevant schools. The exception to this will be when the pupil is of secondary school age and qualifies under the extended eligibility criteria (see section 3.3).

The nearest qualifying school for a pupil attending a special school or specialist unit will be the nearest appropriate special school or unit that can meet their needs. Parents who choose a different school or unit will not qualify for transport assistance.

Where a special school or unit is named in the pupil's statement or EHCP because of parental preference, free transport will not normally be provided if it is not deemed to be the nearest school able to meet the pupil's needs.

- 1.3 The **statutory walking distance** is:
- (a) two miles for pupils under eight.
 - (b) two miles for pupils aged 8-16 from a low-income family (see 2.6).
 - (c) three miles for other pupils aged 8-16.

The measurement of the Walking Distance is not necessarily the shortest distance by road. It is measured by the shortest route along which a child, accompanied as necessary, may walk in reasonable safety. As such, the route measured may include footpaths, bridleways and other pathways, as well as recognised roads.

Walking Distance will be measured from the home boundary to the nearest school gate. This may not be main school gate, but may be the closest access point.

- 1.4 **Motorised Routes** are those passable by using a suitable motorised vehicle. Paths and roads not passable by motorised transport will not therefore be considered. Measurements will be made by the Local Authority's Education Transport Office using Google Maps or other appropriate measurement system used by the Local Authority at that time.

Motorised routes will be used to calculate the nearest school when there is no qualifying school within statutory walking distance of the child's home.

- 1.5 **Low-income families;** pupils shall be considered to be from a low-income family if they are entitled to free school meals, or if a parent with whom they are ordinarily resident are in receipt of their maximum level of Working Tax Credit. Proof will be required.

For pupils granted free transport on the grounds of entitlement to free school meals, or their parent's receipt of the maximum level of Working Tax Credit, eligibility will need to be confirmed during each academic year.

Where pupils are granted free school meals on a non-statutory basis, or if parents are unable to prove they are in receipt of their maximum level of Working Tax Credit, the pupils shall not be considered to be from a low-income family for transport purposes.

2 **ELIGIBLE PUPILS.**

2.1 **Background.**

Under Section 508B Education Act 1996, the Local Authority must provide certain categories of pupils with free home to school transport. This sections sets out the groups of pupils who are currently eligible for free transport.

Unless eligible under section 3.3 of this policy, pupils should be attending the nearest qualifying school to qualify for free transport (see section 2.3). Section 3 applies only to children of compulsory school age, and does not provide any entitlement to those aged under 5 or those who are 16 or over and are no longer of compulsory school age.

2.2 **Pupils living outside Walking Distance**

Statutory walking distance is a threshold which determines whether the responsibility for travel sits with the Local Authority or with the child's parent. It does not mean that pupils must walk the distance. It is the responsibility of parents who live under the qualifying distance to decide how to get their children to and from school.

Free home to school transport assistance will be available to pupils attending their nearest qualifying school, where the distance from home to school by the shortest available walking route exceeds:

- (i) Two miles for pupils under the age of 8 years
- (ii) Three miles for pupils aged 8 – 16

Where a pupil qualifies for home to school transport under the age of 8 due to the distance being more than 2 miles but less than 3 miles, transport assistance will continue until the end of the academic year in which they turn 8 years old.

2.3 **Pupils from low-income families:**

Where a pupil is considered to be from a low-income family free home to school transport assistance will be provided:

- (a) To pupils aged 8-11, attending the nearest qualifying school, if more than two miles from their home by the shortest available walking route.
- (b) To pupils aged 11-16, attending one of their three nearest qualifying schools, provided it is more than two miles (by the shortest available walking route), but not more than six miles (by motorised route) from their home.
- (c) To pupils aged 11-16, attending the nearest qualifying school which accords with the parents' religion or belief, provided it is more than two miles (by the shortest available walking route), but not more than fifteen miles (by motorised route) from their home.

Where an application for transport is made on grounds of religion or belief, the Local Authority will require written evidence to support that application. It is the applicant's responsibility to provide this information. This may include written confirmation from third parties supporting the religion or belief claimed. Providing such evidence is no guarantee of free transport, as the final decision as to whether the application meets the criteria for being based on grounds of religion or belief will sit with the Local Authority.

2.4 Pupils unable to walk in safety to school because of the nature of the route.

Where pupils live within the statutory walking distance of the nearest qualifying school, and the pupil attends that school, the Local Authority may, in certain circumstances, be under a duty to make travel arrangements.

These include where the nature of the route is such that a pupil cannot reasonably be expected to walk, accompanied as necessary, in reasonable safety (advice concerning 'accompaniment' in Appendix B), and no alternative suitable route of under statutory walking distance exists.

The Local Authority has a detailed policy for carrying out route assessments. Further information is provided in Appendix A.

Where a parent believes that the route from home to school is not safe they can request that the route is assessed. The route will then be assessed by the Local Authority if either it has not been assessed in the last 3 years or if the parent provides evidence that circumstances on the route have changed since the last assessment. Parents will need to complete the request form which can be obtained from the Education Transport department directly, using the contact details in section 12.

2.5 Pupils with a Statement of Special Educational Needs or an Education Health & Care Plan (EHCP)

Entitlement to free school transport assistance for a pupil with special educational needs and/or a disability who has a Statement of Special Educational Needs or an EHCP is based on the following:

- **The pupil is a Warwickshire resident**

- **The pupil holds a statement of special educational needs, an Education Health & Care Plan (EHCP) or is accessing a placement for continuous assessment such as;**
 - A designated speech and language unit
 - A specialist nursery

- **The pupil is attending the nearest qualifying school**

The **nearest qualifying school** is a qualifying school that provides education appropriate to the age, ability, and aptitude of the pupil, and taking into account the child's special educational needs. For most children this is still likely to be their nearest mainstream school.

In the case of a pupil whose needs cannot be met in mainstream but which can be met in a generic Warwickshire special school, this is likely to be the school which serves that area of the County. Further details are available in Appendix C (this will be updated annually or as and when required). It could also be another school if closer to home by the shortest available route.

If the child's needs cannot be met in either mainstream or in a generic special school, the nearest qualifying school would depend on the specific requirements of the pupil. This could be a specialist special school, satellite provision or resourced provision within mainstream schools (please see Appendix C for full details), or provision made through the Flexible Learning Team as written into the child's EHCP.

Where a parent chooses to send their pupil to a more distant school or specialist provider, even though the nearest qualifying school is able to meet the pupil's needs, they assume responsibility for the provision of transport and any associated costs. Such circumstances will be noted on the Statement of Special Educational Needs or EHCP.

- **The pupil lives over the Statutory Walking Distance from the School**

Statutory walking distances will apply (see section 2.4), unless the pupil's needs are such that they would not be able to complete the journey from home to school, accompanied as necessary, without home-to-school transport assistance.

Where a pupil's journey does not exceed the statutory walking distance, a full assessment will be carried out to determine whether transport assistance is necessary to facilitate access to school. The pupil's individual needs will be taken into consideration as well as the nature of the route to/from school. The pupil's EHCP may be used to obtain information about their specific needs.

Please see Appendix D for a list of the assessment criteria and the supplementary information that may be required to support the application. All applications will be considered on an individual basis, in line with any relevant law or legislation.

The type of transport assistance offered may vary depending on the pupil's individual needs. Independent Travel Training will be considered an appropriate

form of assistance where the pupil has been assessed as being suitable (see section 5.1/5.3). Refusal to engage in the training may result in no further transport assistance being offered.

2.6 Pupils with special educational needs attending a specialist Nursery

Free transport will be provided to children in early years where:

- They are resident in Warwickshire;
- The pupil is attending the nearest appropriate specialist nursery provision and has a place confirmed by IDS (Integrated Disability Service); and
- The pupil is aged 3 or 4 years old

2.7 Children Looked After

Arrangements for children who have been placed with foster carers may differ slightly, as the school attended by the child may be set by the Local Authority, which would make that school the nearest qualifying school, but the Local Authority is clear that this policy applies to all Looked After Children. Foster carers should approach their allocated social worker to discuss eligibility and to apply for any additional assistance.

2.8 Managed Moves

Pupils placed by the Local Authority into a school as a managed move may qualify for transport assistance. This would normally be funded by the Area Behaviour Partnership (ABP) and will depend on the circumstances of the case.

2.9 Fair Access Protocol (FAP)

Where a pupil has been placed at a school by the Local Authority under the FAP, they may receive transport to facilitate their attendance, should it be considered necessary to do so.

2.10 Pupils unable to walk to school by reason of their disability or medical needs

Where a pupil (up to 16 years of age) has a disability, mobility issues or short or long-term medical needs, which prevent them from walking to school, transport assistance will be considered.

A pupil of compulsory school age will be eligible for free home to school transport, if they attend their nearest qualifying school and if they cannot reasonably be expected to walk to that school because of their disability or mobility problems.

Evidence of any conditions or difficulties will be required from relevant professionals. Applications under this criterion must evidence that the pupil's disability prevents him or her from walking the statutory walking distance to school, even if accompanied by a responsible adult.

Eligibility will be assessed using the information provided on the application form. Parents / carers will be responsible for providing supporting evidence and it may be necessary to seek guidance from relevant professional agencies. Evidence may be a letter from a paediatrician or a consultant psychologist, for example.

Should transport assistance be agreed, it will normally be on a time-limited basis. Transport assistance for those with short term medical problems will be agreed for up to 8 weeks, subject to review at the end of the period if necessary. Long term medical conditions will normally be agreed for the academic year, with a new application required for the following academic year.

Parents should apply using the 'Transport Assistance for Pupils on Medical Grounds' application form. This can be found at <http://www.warwickshire.gov.uk/educationmedicaltransport> or requested from Education Transport by using the contact details in section 12.

If the pupil has a Statement of Special Educational Needs or an EHCP they will qualify for free transport based on the criteria listed in section 3.5. They should not apply for transport assistance using the 'Medical Grounds' application form.

Students over the age of 16 should apply either under the 16-19 transport policy (section 10) or under the 16-25 policy (section 11) if the student has an EHCP, statement or learning difficulties / disabilities. They should not apply for transport assistance using the 'Medical Grounds' application form

2.11 Pupils Educated Outside of Year Group/Deferment

Occasionally, pupils may be placed in a year group below their chronological year group assumed by their date of birth. Deferred entry to school would also mean that a pupil is educated outside of their normal year group.

Pupils who are legally entitled to free transport assistance would continue to receive assistance until the end of the academic year in which they reach the age of 16. Transport assistance after this time would depend on the Post-16 policy and become chargeable, further details of which can be found in section 10 of this policy.

2.12 Accompaniment

It is the responsibility of those with parental responsibility to make suitable arrangements to ensure that their child is accompanied on walking routes to school, if it is considered by the parents that the child's age, ability and levels of understanding make this necessary. The Authority will therefore not provide transport solely because parents have not made such arrangements, unless exceptional circumstances apply. Such circumstances may include where disability means that no parent is available to accompany the pupil along a walking route to school. In circumstances such as this, parents will be responsible for providing supporting evidence and it may be necessary to seek guidance for relevant professional agencies.

Production of evidence is no guarantee of free transport and each case will be assessed on an individual basis. It is the general position of Authority that parents are expected to manage ensuring that their children are accompanied to school alongside any work commitments that they may have. Details on the law can be found in Appendix B.

Appendix B

Public Consultation on changes to the Home to School Transport Policy

September 2017

What is the Home to School Transport Policy?

The Home to School Transport Policy aims to provide guidance for parents/carers, young people and young adults on transport assistance available for pupils aged 3 - 25 years of age.

Why is Warwickshire County Council consulting?

Warwickshire County Council is considering a number of changes to the current Home to School Transport Policy. Parents/carers, children and young people, professionals and other members of the public are asked to comment on the proposals.

This document contains details of the proposed changes and how to comment.

The proposed revised policy is also provided as a supporting document.

Why is the policy being changed?

The policy is being changed for a number of reasons:

- To update the policy in light of recent legislation
- To revise non-statutory duties
- To ensure consistencies in the transport policy

All proposed changes are compliant with the Education Act 1996 and subsequent legislation.

Like local authorities up and down the country, Warwickshire County Council continues to face extreme financial challenges. Reductions in Government grants, inflation and demographic pressures mean the council must identify further savings amounting to around £67 million by 2020. To achieve this, the Council needs to ensure services are more efficient, integrated and make best possible use of resources.

The Council is committed to providing more efficient, integrated services whilst ensuring that its statutory duties are met. Financial pressures mean that Warwickshire County Council must review the non-statutory functions it provides and consider whether these arrangements are still financially viable.

Changes to the Education Act mean that some 19-25 year olds with an EHCP could be eligible for free transport assistance, therefore we have updated the policy to reflect this.

Currently, most post 16 students pay for transport assistance unless they have a short or long term medical condition which makes getting to/from school or college difficult. In order to ensure consistency, we propose that all post 16 students should pay for their transport.

Parents/carers, children and young people, professionals and other members of the public are asked to comment on these proposed changes. All consultation responses will be analysed and a report will be published and presented to the County Council for a final decision early in 2018.

An Equality Impact Assessment/ Analysis on the proposed policy was undertaken on 19 June 2017 and will be reviewed after the consultation and on an ongoing basis until the Council's revised transport policy is finalised and then on an annual basis.

What are the proposed key changes to the policy?

The proposed key changes to the policy are set out below. Warwickshire County Council is consulting specifically on these changes.

The following proposals were also consulted on in 2015:

- Unsafe Walking Routes
- SEN Transport Criteria
- Medical Transport – Post 16

These proposals were not implemented after the last consultation either due to withdrawal at Cabinet stage (Medical Transport – Post 16) or because the proposals needed further development (Unsafe Walking Routes & SEN Transport Criteria).

Cabinet felt, at the time, that the proposal for 'Post 16 Medical Transport' should not go forward. However, in order to ensure consistencies in the transport policy we are consulting on this proposal again.

1. The Nearest Qualifying School (located within section 2.3 of the draft policy "The nearest qualifying school")

At the moment, a pupil's nearest qualifying school is defined by Warwickshire County Council to mean their priority school or one which is physically closer. The County Council are proposing to change the definition of the nearest qualifying school to mean **only the pupil's closest school to home with a space available for the pupil by the shortest available route** (this will be a driving route if the journey is over the statutory walking distance or a walking route if the journey is less than the statutory walking distance, using Google maps). This may not be the priority school but will be the one physically closest to the student's home address. Low-income families would continue to benefit from extended rights eligibility criteria.

This proposal is to address the fact that many schools now have very wide priority areas and some schools are removing priority areas altogether.

The definition for nearest qualifying school will continue to take into account any special educational needs that the pupil may have.

For those who have achieved the relevant entry criteria for a selective school, that school will only be considered as the nearest qualifying school if there are no nearer non-selective schools capable of educating the child.

If a pupil is not eligible for assistance under the proposed new criteria, they may be able to purchase a seat on the bus under the Council's Vacant Seats Scheme.

This change would be effective to new applicants for transport from 1st September 2019. However, if a pupil's situation changes (i.e. a change of address or school) and they apply on or after 1st September 2019, the application will be assessed under the new criteria.

2. **Unsafe Walking Routes** (located within section 3.4 of the draft policy "Pupils unable to walk in safety to school because of the nature of the route")

A total of 1779 children currently receive free transport on the basis of the walk from home to school, or home to pick-up point, being unsafe for an accompanied child.

Following the 2015 consultation, all walking routes have now been reassessed using the national RoSPA / Road Safety GB Guidance for assessing such routes. The guidance and individual route assessments can be viewed here:

<http://www.warwickshire.gov.uk/dangerousroutes>

While some routes are still classified as unsafe to walk, others have been reclassified as safe under these guidelines. In some cases, capital works are required to make a route safe, and a route will not be classified as 'safe' until these works have been completed.

The full list of walking routes and their reclassification can be found in Appendix A of this document.

It is proposed that this new classification system for routes is implemented on all routes across Warwickshire.

When a route is reclassified as safe it is proposed that any students currently travelling will continue to receive free transport until the end of their time at their current school, provided there is no change in circumstances (such as a house move).

All new applicants from 1st September 2019 would be assessed using the new classification system. Existing travellers who have a change in circumstances requiring a new application (such as a house move) will also be assessed in the same way.

3. **Special Educational Needs (SEN) Transport Criteria** (located within section 3.5 of the draft policy “Pupils with a statement of special needs or an Education Health & Care Plan (EHCP)”)

Warwickshire County Council is proposing to change the eligibility criteria for students with SEN so that those living within ‘statutory walking distance’ will not receive transport assistance unless the pupil meets both the following criteria:

- a) the pupil is both attending the nearest qualifying school **and**
- b) the pupil has special educational needs, disabilities and/or mobility issues which mean they would not be able to make the journey without transport assistance, even if accompanied.

Currently, applicants do not have to meet any mileage criteria to qualify for free transport. Under the new policy, transport assistance will still be provided if the pupil attends their nearest qualifying school **and**

- a) the pupil lives outside the statutory walking distance **or**
- b) the pupil’s needs are such that they would be unable to get to school, accompanied as necessary, without transport assistance.

An individual assessment based on the pupil’s SEN and how it affects their journey to/from school will be used to make a final decision.

This would take effect from September 2019 for new applicants. However, if a pupil’s situation changes (i.e. a change of address or school) and they reapply after 1st September 2019, the application will be assessed under the new criteria.

Appendix D has been added to the draft policy to provide further information on this proposal.

4. **Medical Transport – Post 16 Students** (located within section 3.9 of the draft policy “Pupils unable to walk to school because of their temporary disability or medical needs”)

Warwickshire County Council currently provides free transport on medical grounds to students aged 4–19 years. It is proposed to remove the specific provision for free transport on medical grounds to students aged 16-19 years. This is because there is no requirement for local authorities to provide transport for post 16* students on this basis. (*Post 16 is defined as any education or learning undertaken past compulsory school age)

By removing this provision, the County Council would make transport assistance support for post 16 students consistent and fair.

Students with medical needs and disabilities would still be able to access transport assistance through the 16-19 transport scheme, as well as the 16-25 transport scheme if they have an EHCP or a learning difficulty or disability.

It is recognised that meeting the cost of transport to school / college can be difficult. A 50% discount is therefore available to low-income families who receive a qualifying benefit.

This change would take effect for new applicants from September 2018. Those who already travel under the scheme will continue to do so until the end of their course.

5. Passenger Assistants (located within section 5.1 of the draft policy “Transport Arrangements”)

Warwickshire County Council is proposing that passenger assistants should only be provided automatically on vehicles carrying special educational needs pupils with statements of SEN or an EHCP. Passenger assistants are a non-statutory requirement and are currently provided on all vehicles **transporting primary school age children**. A full assessment would be carried out on each vehicle before making any decision to remove a passenger assistant.

The assessment would take into consideration the location of the pick-up and drop off points and the make-up of passengers (i.e. whether primary and secondary students are travelling together). Vehicles carrying children with a statement or EHCP would not be subject to an assessment.

This change would take effect from September 2018 onwards.

6. Independent Travel Training (located within section 5.3 of the policy “Independent Travel Training (for pupils with SEN)”))

Warwickshire County Council has decided to introduce a system of ‘Independent Travel Training’ to give children and young people the skills they need to improve their ability to travel independently, if it is considered this would be of benefit to them.

Training sessions will be carried out at the start at end of the school/college day, training children and young people on utilising particular modes of transport that they are assessed as being capable of accessing, at the time of day that they would actually be using it. As they obtain the necessary skills to access transport without the need for assistance this would be withdrawn, under a phased system where required.

If the scheme is successful this will mean that some children and young people who previously required highly individualised transport to travel to school or college would be able to take public transport, school buses or even walk.

Although the system is already being commissioned, the Council proposes that this system should be guaranteed by making it a fundamental part of the home-to-school transport policy.

Independent Travel Training will be introduced in the 2017/18 Academic Year.

7. **Special Educational Needs Transport – Post 19** (located within section 11 of the draft policy “Transport for students aged 19-25”)

Warwickshire County Council provides transport assistance for students aged 19-25 with an EHCP or statement or for those with learning difficulties / disabilities. At the moment, all students have to pay for transport.

To bring us in line with legislation, a small number of 19-25 year olds would be eligible for free transport to sixth form/college if they meet specific criteria. Those who do not meet the criteria would be required to make their own arrangements.

Full details can be found in section 11 of the policy. The eligibility criteria are provided in Appendix B of this document.

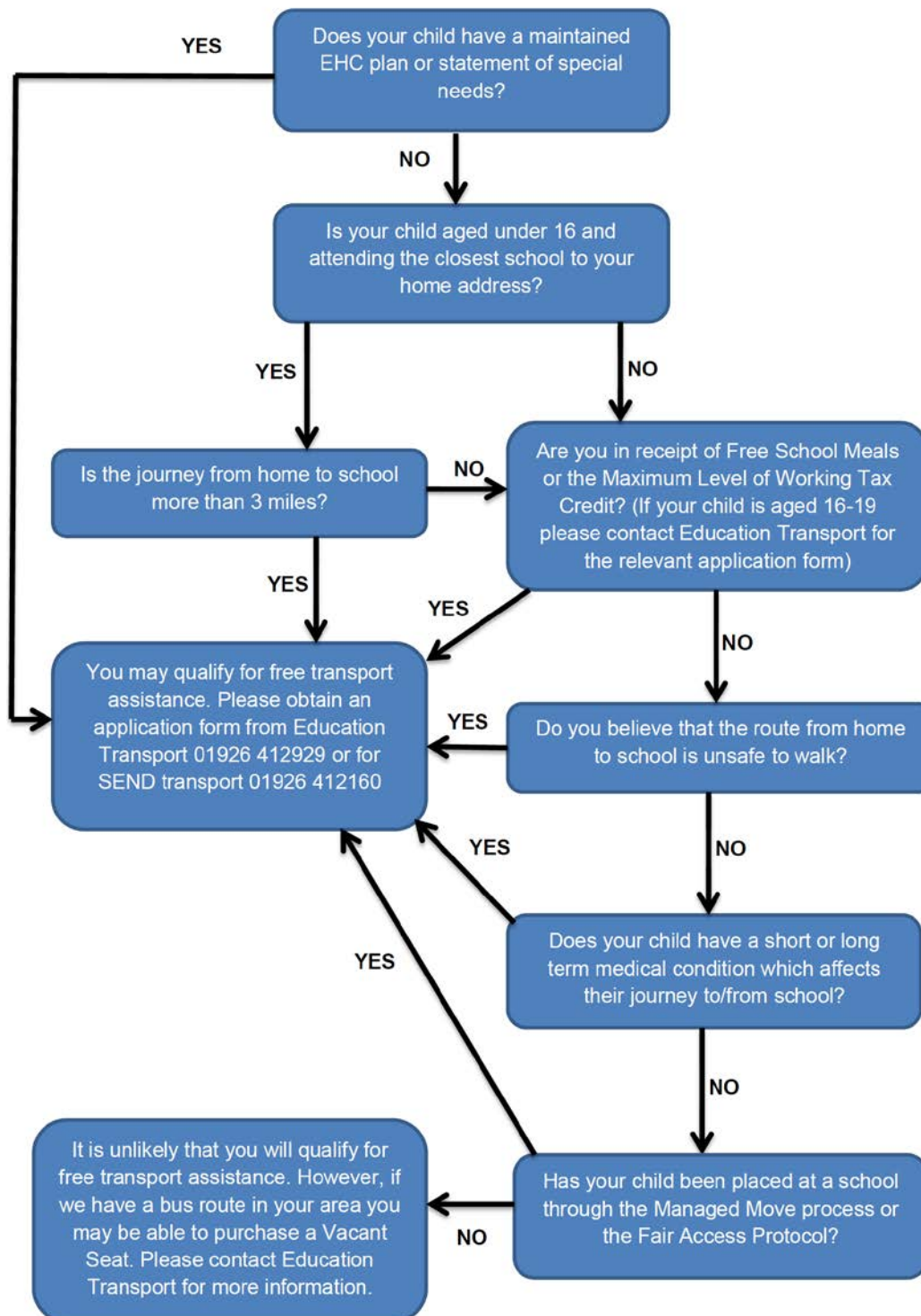
This change would take effect for new applicants from September 2018.

Proposed Implementation Dates

Proposal	Who It Will Affect	Proposed Implementation Date
Nearest Qualifying School	All new applicants and those who have a change of circumstances (such as a house move)	1 September 2019
Unsafe Walking Route	All new applicants and those who have a change of circumstances (such as a house move)	1 September 2019
SEN Transport Criteria	All new applicants and those who have a change of circumstances (such as a house move)	1 September 2019
Medical Transport – 16-19	All new applicants	1 September 2018
Passenger Assistants	All primary-aged pupils accessing WCC transport	September 2018 onwards
Independent Travel Training	Secondary-aged students with an EHCP/Statement	October 2017
SEN Transport – 19-25	All new applicants	1 September 2018

How do I know if I am eligible for transport assistance?

Each application for transport assistance is considered against a range of criteria depending on the circumstances and needs of the pupil. The diagram below sets out in broad terms the criteria for assistance under the proposed policy.



When will the consultation take place?

The consultation will run for eight weeks from Thursday 7 September 2017 to Thursday 2 November 2017.

The full timeline is set out in the table below:

Activity	Date
Members briefing	Tuesday 18 July 2017
Portfolio Holder Decision to go to public consultation	Friday 21 July 2017
Public consultation start (8 weeks)	Thursday 7 September 2017
Public consultation events:	<p>Coleshill Town Hall Wednesday 13th September 2017 4-7pm</p> <p>Round Oak School Thursday 14 September 2017 11am-2pm</p> <p>Hatters Space, Nuneaton Tuesday 19 September 2017 3-6pm</p> <p>District Activity Centre, Tamworth Friday 22 September 4-7pm</p> <p>The Arnold House, Rugby Wednesday 27 September 2-5pm</p> <p>Shire Hall, Warwick Wednesday 4 October 2017 3-5.30pm</p> <p>Welcombe Hills School, Stratford Wednesday 11 October 2017 3-6pm</p> <p>Coleshill Town Hall Thursday 12 October 11am-2pm</p> <p>Hatton Park Village Hall Monday 16 October 4-7pm</p> <p>Discovery Academy, Nuneaton Friday 20 October 2-5pm</p>
Children & Young People Overview & Scrutiny Committee	Tuesday 19 September 2017
Public consultation end	Thursday 2 November 2017
Cabinet	January 2018
County Council (all policy decisions)	March 2018

How can I take part in the consultation?

You can take part in the public consultation in the following ways:

- **Online** – by completing the consultation survey at: <https://askwarks.wordpress.com/> and can be accessed by PC, laptop, tablet or smartphone.
- **In person** – by attending the public consultation events listed in the table above

- **In writing** – by emailing transportconsultation@warwickshire.gov.uk or by completing and returning a paper copy of the survey to Education Transport Consultation, Saltisford Building 3, Warwickshire County Council, Ansell Way, Warwick, CV34 4UL.

You can request a paper copy of the survey by calling Education Transport on 01926 412929 (Option 1) or by emailing the address above.

Information you provide in any additional correspondence to our surveys and consultations, including personal information, may be disclosed in accordance with the Freedom of Information Act 2000 and the Data Protection Act 1998. If you want the information that you provide to be treated as confidential, including your contact details, please tell us why, but be aware that, under the Freedom of Information Act, Warwickshire County Council cannot always guarantee confidentiality.

Please visit www.warwickshire.gov.uk/ask to access the following documents which provide further clarification on the proposals:

- Frequently Asked Questions
- Scenarios

The closing date for responses to the consultation is midnight on Thursday 2 November 2017.

Appendix A

We are aware that some routes are missing from this list, please bear with us whilst these are identified. We will contact any affected families directly in writing as soon as possible to clarify the situation.

Routes that have been reclassified as safe are:

Warton to Polesworth
Warwick Gates to Bishops Tachbrook School
Pailton to The Revel School at Monks Kirby
Long Lawford to Bilton School
Ansley to Arley Primary School
Tredington to Shipston High School
Barford to Aylesford School
Sherbourne to Aylesford School
Hampton on the Hill to Aylesford School
Piccadilly to Kingsbury High School

Work has been completed on the following routes so they are now safe to walk:

Leek Wootton to Kenilworth School
Piccadilly to Wood End Primary
Wood End to Kingsbury School
Ansley to Hartshill School

Routes that have been identified as needing capital works to make them safe are:

Hatton Park to Ferncumbe School
Long Itchington to Southam College

Routes that remain unsafe to walk (no change in classification)

Maxstoke to Shustoke C of E Primary
Shuttington to Newton Regis Primary
Over Whitacre and Furnace End to Shustoke C of E Primary
Hurley to Kingsbury School
Shuttington and Alvecote to The Polesworth School
Water Orton to The Coleshill School
Bramcote Barracks to Wolvey Primary School

Ullenhall to Henley-In-Arden High School
Claverdon to Henley-In-Arden High School
Deppers Bridge to Southam College
Stockton to Southam College
Greaves Cottages to Southam College
Hampton Magna to Aylesford
Butlers Marston to Kineton High School
Gaydon to Kineton High School
North End to The Dassett C of E Primary School
Avon Dassett to The Dassett C of E Primary School
Whitacre Heath to Kingsbury School
Nether Whitacre to Kingsbury School
Dosthill to Kingsbury School
Birdingbury to Leamington Hastings C of E School
Stoneleigh to Kenilworth School
Newbold on Stour to Newbold & Tredington Primary (site 2) at Tredington
Baddesley Ensor and Grendon to The Polesworth School
Gilson to The Coleshill School
Welsh Road East to Southam College
Ladbroke to St James Primary School
Ladbroke to Southam College
Stretton Under Fosse to The Revel C of E Primary School
Birchley Heath to Nursery Hill School
Ridge Lane to Nursery Hill School
Birchley Heath to Hartshill School
Ridge Lane to Hartshill School
Ridge Lane to Queen Elizabeth School
Lea Marston to Kingsbury School
Harborough Magna to Avon Valley
Aspley Heath to Tanworth in Arden Primary
Woodside Park to Provost Williams
Halford to Newbold & Tredington (site 2)
Old Arley to Arley Primary School
Corley to Bournebrook Primary

Appendix B

In deciding whether it is necessary for the local authority to provide free transport assistance in these circumstances, the authority would generally require young people to meet all of the following criteria, in that they should be:

- Resident in Warwickshire;
- Aged 19 or over but under 25 at the start of the academic year in which the course begins*;
- Holding an EHCP or have provided proof of a learning difficulty and/or disability;
- Starting a new course of study for a higher level qualification than has previously been studied for**;
- Attending a full-time course of at least 540 guided learning hours per academic year;
- Unable to travel to the place of education without transport assistance, and with no support available from members of the household in which they reside, other family members, or from personal assistants.***;
- Studying at the nearest suitable school, college or local authority funded training provider offering the qualification of choice for the young person. When considering whether a qualification is “the qualification of choice for the young person”, the County Council take into account the end qualification awarded (not the individual units taken, or the name of the course), the training provider having a place available to offer on that course and that the students meet the entry requirements demanded by the training provider;
- Travelling further than the statutory walking distance of 3 miles by the shortest available route or, due to the young person’s special educational needs, disability and/or mobility problems, they cannot reasonably be expected to walk to the place of education, accompanied as necessary; and
- Attending during the normal school/college day and during term time only

*This provision will not be available for anyone beginning a new course of study before their 19th birthday, and will not be available for anyone after the end of the academic year which includes their 25th birthday.

**For the purposes of deciding whether to provide free transport the Authority would not consider it necessary, other than in exceptional circumstances, for a young adult learner to attend an additional Further Education course at the same level or equivalent where the learner had previously attended and completed a course at an establishment within the Further Education sector.

*** If the young person is in receipt of the higher rate mobility component of the Personal Independence Payment or Disability Living Allowance, the purpose of which is to assist those who have mobility problems, with severe difficulty walking or who need help getting around outside, it would normally be expected that this benefit will be fully utilised before assistance under this section is sought. Similarly, if the young person has access to a 'Motability' vehicle, of which the student may or may not be the driver, then the County Council would normally expect the carer/student to make their own appropriate transport arrangements.

Appendix C

Consultation 2017 - FAQs

1. The Nearest Qualifying School

At the moment, a pupil's nearest qualifying school is defined by Warwickshire County Council to mean their priority school or one which is physically closer. The County Council are proposing to change the definition of the nearest qualifying school to mean **only the pupil's closest school to home with a space available for the pupil by the shortest available route** (This will be a driving route if the journey is over the statutory walking distance or a walking route if the journey is less than the statutory walking distance, using Google maps).

This may not be the priority school but will be the one physically closest to the student's home address. Low-income families would continue to benefit from extended rights eligibility criteria.

This proposal is to address the fact that many schools now have very wide priority areas and some schools are removing priority areas altogether.

The definition for nearest qualifying school will continue to take into account any special educational needs that the pupil may have. For those who have achieved the relevant entry criteria for a selective school, that school will only be considered as the nearest qualifying school if there are no nearer non-selective schools capable of educating the child.

If a pupil is not eligible for assistance under the proposed new criteria, they may be able to purchase a seat on the bus under the Council's Vacant Seats Scheme.

This change would be effective to new applicants from September 2019.

However, if a pupil's situation changes (i.e. a change of address or school) and they apply on or after 1st September 2019, the application will be assessed under the new criteria.

Q – My child currently receives free transport to school, will this affect me?

A – No, not unless you move address and reapply for transport on or after 1st September 2019.

Q – My child has an EHCP and attends a special school, will these proposals affect me?

No, transport will continue to be provided to the nearest suitable school as named on the EHCP or as identified by SENDAR.

Q – What about transport to selective schools?

At the moment, transport is not automatically provided to those attending a grammar school. It must be the nearest qualifying school to the home address, non-selective schools are taken into consideration when assessing what the nearest qualifying school is for each pupil. Under the new proposals this will not change.

Q- Would you consider an out of county school to be my child's nearest qualifying?

We wouldn't ordinarily consider out of county schools during the assessment process, however if your child has gained a place at a school outside of Warwickshire then we would provide transport to this school if it was the closest.

Q – My child is due to start school in September 2019, does this affect them?

A – No, as long as you apply for transport before 1st September 2019. Those who apply on or after this date will be assessed using the new criteria.

Q- I currently receive free transport for my older child to our priority school; does this mean my younger child who starts in September 2020 won't be eligible?

A – Any application received on or after 1st September 2019 will be assessed under the new criteria. Therefore, if your priority school is not the closest school to your home address then it would not be considered to be your nearest qualifying school and your child would not be eligible for free transport assistance.

Q- What if I can't get my child into the nearest school?

A - If your closest school has no spaces then we would consider the next nearest school with spaces to be your nearest qualifying school.

Q – What happens if I move house after September 2019?

A – Anyone who has a change in circumstances on or after 1st September 2019 (such as a house move) would be subject to a re-assessment. Therefore, if the school your child attends is no longer considered to be the nearest qualifying school from your new address then free transport would cease.

2. Unsafe Walking Routes

A total of 1779 children currently receive free transport on the basis of the walk from home to school, or home to pick-up point, being unsafe for an accompanied child.

Following a consultation, undertaken in 2015 all walking routes have now been reassessed using the national RoSPA / Road Safety GB Guidance for assessing such routes. The guidance can be viewed here:

<http://www.warwickshire.gov.uk/dangerousroutes>

While some routes are still classified as unsafe to walk, others have been reclassified as safe under these guidelines. In some cases, capital works are required to make a route safe, and a route will not be classified as 'safe' until these works have been completed.

The full list of walking routes and their reclassification can be found at

www.warwickshire.gov.uk/ask

It is proposed that this new classification system for routes is implemented on all routes across Warwickshire.

When a route is reclassified as safe it is proposed that any students currently travelling will continue to receive free transport until the end of their time at their current school, provided there is no change in circumstances (such as a house move).

All new applicants from September 2019 would be assessed using the new classification. Existing travellers who have a change in circumstances requiring a new application (such as a house move) will also be assessed in the same way.

Q – If my child's route is reclassified as safe will they still be able to use the bus?

A – Yes, if your child already travels on the bus then free transport would continue until they leave the school. New applicants who travel in September 2019 would not qualify for free transport and would need to buy a pass through the Council's Vacant Seat Scheme.

Q – If a route is reclassified as safe does that mean you will remove the bus service entirely?

Not necessarily. Once all entitled travellers have ceased to travel, we would make an assessment on whether continuing to run the service would be in the best financial interests of the Council. We would always try to retain a bus service wherever

possible and in many cases the buses serve other schools/locations so it would need to remain. In these cases spare seats could be sold to pupils who were ineligible for free transport.

Q – What happens if I don't agree with the outcome of the assessment?

A – Once a route has been assessed, we would not revisit the assessment for at least 3 years unless something significant had occurred to change the route. Therefore, should you wish to complain, you may use the Council's complaints procedure which can be found here:

<http://www.warwickshire.gov.uk/councilcomplaints>

Q – What happens if the route is still deemed to be unsafe to walk?

A – Then nothing will change and your child will continue to access their home to school transport in the same way as before.

Q – What are capital works?

These works could include something major such as installing crossing points or something simpler such as maintaining verges and hedgerows.

3. Special Educational Needs (SEN) Transport Criteria

Warwickshire County Council is proposing to change the eligibility criteria for students with SEN so that those living within 'statutory walking distance' will not receive transport assistance unless the pupil meets both the following criteria:

- a) the pupil is both attending the nearest qualifying school **and**
- b) the pupil has special educational needs, disabilities and/or mobility issues which mean they would not be able to make the journey without transport assistance, even if accompanied.

Currently, applicants do not have to meet any mileage criteria to qualify for free transport. Under the new policy, transport assistance will still be provided if the pupil attends their nearest qualifying school **and**

- a) the pupil lives outside the statutory walking distance **or**
- b) the pupil's needs are such that they would be unable to get to school, accompanied as necessary, without transport assistance.

An individual assessment based on the pupil's SEN and how it affects their journey to/from school will be used to make a final decision.

This would take effect from September 2019 for new applicants. However, if a pupil's situation changes (i.e. a change of address or school) and they reapply on or after 1st September 2019, the application will be assessed under the new criteria.

Q - Why are you proposing to use the statutory walking distance to assess children with SEN?

A- We are using the statutory walking distance as a benchmark. If a child attends their nearest qualifying school and lives over the statutory walking distance then free transport is given automatically. However, if a child lives less than the statutory walking distance then an individual assessment of the child's needs will be made to determine whether transport is required.

Q – What is the statutory walking distance?

A – This is 3 miles for children over the age of 8 or 2 miles for those aged under 8 or those from a low-income family*.

*A low income family for transport purposes is defined as a family who are in receipt of Free School Meals or the Maximum Level of Working Tax Credit.

4. Medical Transport – Post 16 Students (located within section 3.9 of the draft policy "Pupils unable to walk to school because of their medical needs")

Warwickshire County Council currently provides free transport on medical grounds to students aged 4–19 years. We are proposing to remove the specific provision for free transport on medical grounds to students aged 16-19 years. This is because there is no requirement for local authorities to provide transport for post 16* students on this basis. (*Post 16 is defined as any education or learning undertaken past compulsory school age)

By removing this provision, we make transport assistance support for post 16 students consistent and fair.

Students with medical needs and disabilities would still be able to access transport assistance through the 16-19 transport scheme, as well as the 16-25 transport scheme if they have an EHCP or a learning difficulty or disability.

It is recognised that meeting the cost of transport to school / college can be difficult. A 50% discount is therefore available to low-income families who receive a qualifying benefit.

This change would take effect for new applicants from September 2018. Those who already travel under the scheme will continue to do so until the end of their course.

Q – Why are you proposing to remove free transport on medical grounds for 16-19 year olds?

A – This is a non-statutory duty. Applicants who are aged 16-19 can access transport assistance through our 16-19 transport policy and also the 16-25 transport policy for those with an EHCP or learning difficulties and/or disabilities.

5. Passenger Assistants

Warwickshire County Council is proposing that passenger assistants should only be provided automatically on vehicles carrying special educational needs pupils with statements of SEN or an EHCP. Passenger assistants are a non-statutory requirement and are currently provided on all vehicles transporting primary school age children. A full assessment would be carried out on each vehicle before making any decision to remove a passenger assistant.

The assessment would take into consideration the location of the pick-up and drop off points and the make-up of passengers (i.e. whether primary and secondary students are travelling together). Vehicles carrying children with a statement or EHCP would not be subject to an assessment.

This change would take effect from September 2018 onwards.

Q – Why are you proposing to remove passenger assistants?

A – We are one of the only local authorities in the country that still provides passenger assistants to all primary aged children. In most cases, this provision is unnecessary and is not the most suitable use of public money.

Q- What criteria will you use to assess whether a passenger assistant is required?

A – Each assessment will take into consideration the safety of the pick-up/drop-off points and the make-up of the passengers (i.e. whether primary & secondary students are being transported together). Passenger assistants will remain on services carrying pupils with a statement or EHC plan.

Q- What happens if the bus is involved in an accident and there is no PA?

A – The driver would manage the situation until emergency services arrived (if necessary) or until a replacement bus service arrived.

Q – What happens if there is an incident on the bus / bullying / other issues?

A – The role of a passenger assistant is to get off the vehicle at each stop to ensure children board and alight from vehicles safely. The attendant does also currently maintain order on the journey including making sure all children occupy seats; and reports any bad behaviour, fighting or swearing to the bus/taxi company.

If a PA was removed then the driver would pick up these responsibilities, as they do with secondary school vehicles where no assistant is provided.

Q – Will this affect transport to special needs schools?

A – No, we are only looking at mainstream primary school transport.

6. Independent Travel Training (for pupils with SEN)

Warwickshire County Council has decided to introduce a system of 'Independent Travel Training' to give children and young people the skills they need to improve their ability to travel independently, if it is considered this would be of benefit to them.

If successful this will mean that some children and young people who previously required highly individualised transport to travel to school or college would be able to take public transport, school buses or even walk.

Training sessions will be carried out at the start at end of the school/college day, training children and young people on utilising particular modes of transport that they are assessed as being capable of accessing, at the time of day that they would actually be using it. As they obtain the necessary skills to access transport without the need for assistance this would be withdrawn, under a phased system where required.

Although the system is already being commissioned, the Council proposes that this system should be guaranteed by making it a fundamental part of the home-to-school transport policy.

Independent Travel Training will be implemented during the 2017/18 Academic Year.

Q – What age are the children you are looking to train?

A – Any pupil in Year 9 upwards would be considered for training.

Q- How do I put my child forward for the training?

A – In the first instance you could speak to your child's school who will contact us on your behalf. Alternatively, you can speak to the Education Transport department directly.

Q – What if I feel that my child is not ready or suitable for training?

A – If your child has met a travel trainer who thinks they are ready for independent travel training then this means we have no concerns about your child's ability to successfully complete the training. Please contact your trainer to discuss your concerns as they will be able to talk you through the process and hopefully allay your fears. Please bear in mind that refusing to take part in travel training may have an impact on your child's transport provision unless you have an evidence-based explanation for this decision.

Q – What happens once my child has completed the training?

A – Once they are ready, they would transfer to the mode of transport they have been trained to use (e.g. bus, train, walking etc.) this could happen on a phased basis if necessary. The new mode of transport would still be funded by WCC for students under 16 as well as some post 16 (where applicable).

Q – What happens if my child does not complete the training?

A – If, partway through the training, it is decided by the travel trainer that your child is not able to complete the training (for whatever reason) the training will be stopped and your child will resume their normal home to school transport. Training can always be revisited at a later stage.

7. Special Educational Needs Transport – Post 19

Warwickshire County Council provides transport assistance for students aged 19-25 with an EHCP or statement or for those with learning difficulties / disabilities. At the moment, all students have to pay for transport.

To bring us in line with current legislation, a small number of 19-25 year olds would be eligible for free transport to sixth form/college if they meet specific criteria. Those who do not meet the criteria would be required to make their own arrangements.

Full details can be found in section 11 of the proposed policy, the eligibility criteria is listed below within Question 1.

This change would take effect for new applicants from September 2018.

Q – What criteria do students have to meet to be eligible for free transport?

A - In deciding whether it is necessary for the local authority to provide free transport assistance in these circumstances, the authority would generally require young people to meet all of the following criteria, in that they should be:

- Resident in Warwickshire;
- Aged 19 or over but under 25 at the start of the academic year in which the course begins*;
- Holding an EHCP or have provided proof of a learning difficulty and/or disability;
- Starting a new course of study for a higher level qualification than has previously been studied for**;
- Attending a full-time course of at least 540 guided learning hours per academic year;
- Unable to travel to the place of education without transport assistance, and with no support available from members of the household in which they reside, other family members, or from personal assistants.***;
- Studying at the nearest suitable school, college or local authority funded training provider offering the qualification of choice for the young person. When considering whether a qualification is “the qualification of choice for the young person”, we take into account the end qualification awarded (not the individual units taken, or the name of the course), the training provider having

a place available to offer on that course and that the students meet the entry requirements demanded by the training provider;

- Travelling further than the statutory walking distance of 3 miles by the shortest available route or, due to the young person's special educational needs, disability and/or mobility problems, they cannot reasonably be expected to walk to the place of education, accompanied as necessary; and
- Attending during the normal school/college day and during term time only

*This provision will not be available for anyone beginning a new course of study before their 19th birthday, and will not be available for anyone after the end of the academic year which includes their 25th birthday.

**For the purposes of deciding whether to provide free transport the Authority would not consider it necessary, other than in exceptional circumstances, for a young adult learner to attend an additional Further Education course at the same level or equivalent where the learner had previously attended and completed a course at an establishment within the Further Education sector.

*** If the young person is in receipt of the higher rate mobility component of the Personal Independence Payment or Disability Living Allowance, the purpose of which is to assist those who have mobility problems, with severe difficulty walking or who need help getting around outside, it would normally be expected that this benefit will be fully utilised before assistance under this section is sought. Similarly, if the young person has access to a 'Motability' vehicle, of which the student may or may not be the driver, then we would normally expect the carer/student to make their own appropriate transport arrangements.

Q – When wouldn't a 19-25 year old be eligible for free transport assistance?

A – Even if the criteria above are met, free transport may not be provided as for the purposes of deciding whether to provide free transport the Authority would not consider it necessary, other than in exceptional circumstances, for a young adult learner to attend an additional Further Education course at the same level or equivalent where the learner had previously attended and completed a course at an establishment within the Further Education sector.

This provision will not be available for anyone beginning a new course of study before their 19th birthday, and will not be available for anyone after the end of the academic year which includes their 25th birthday.

Full details can be found in Section 11 of the policy.

Q – Why aren't 16-18 year olds entitled to free transport assistance?

A – Every young person must now stay in some form of learning until they are 18, the options are;

- Stay in full-time education (e.g. school or college) with at least 540 planned hours of education a year
- Take up work-based learning (e.g. an apprenticeship or traineeship)
- Take up full-time work with additional part-time learning (at least 280 planned hours of education a year) which will result in an accredited qualification
- Combine self-employment with part-time learning, leading to an accredited qualification
- Volunteer (for 20+ hours) with the addition of part-time learning, leading to an accredited qualification

Transport for post 16 students is not a statutory requirement and the Local Authority receives no additional government funding to provide this facility. Therefore, a parental contribution is required.

The government sets out different requirements for adult learners with special educational needs which means students aged 19-25 could be eligible for free transport in certain circumstances.

Appendix D

Changes to Home to Schools Transport Policy – Scenarios

1. The Nearest Qualifying School

At the moment, a pupil's nearest qualifying school is defined by Warwickshire County Council to mean their priority school or one which is physically closer. The County Council are proposing to change the definition of the nearest qualifying school to mean **only the pupil's closest school to home with a space available for the pupil by the shortest available route** (this will be a driving route if the journey is over the statutory walking distance or a walking route if the journey is less than the statutory walking distance using Google maps).

This may not be the priority school but will be the one physically closest to the student's home address. Low-income families would continue to benefit from extended rights eligibility criteria.

This proposal is to address the fact that many schools now have very wide priority areas and some schools are removing priority areas altogether.

The definition for nearest qualifying school will continue to take into account any special educational needs that the pupil may have. For those who have achieved the relevant entry criteria for a selective school, that school will only be considered as the nearest qualifying school if there are no nearer non-selective schools capable of educating the child.

If a pupil is not eligible for assistance under the proposed new criteria, they may be able to purchase a seat on the bus under the Council's Vacant Seats Scheme.

This change would be effective to new applicants for transport from 1st September 2019. However, if a pupil's situation changes (i.e. a change of address or school) and they apply on or after 1st September 2019, the application will be assessed under the new criteria.

Todd is 7 and attends his local primary school, which is further than the statutory walking distance (2 miles). As this is the nearest school to Todd, Todd is still entitled to transport assistance.

This policy change does not affect Todd.

Martha will start secondary school in September 2020. Martha is within the admissions priority area for School X, but actually lives closer to School Y. Martha would only receive transport assistance to the school closest to her home address (School Y- provided this was over the statutory walking distance), not her priority area school (School X).

This policy change means that Martha will not be entitled to free transport assistance

to School X as it is not the nearest school.

Carlos is 11 and attends his local special school, which is further than the statutory walking distance (3 miles). As the nearest appropriate school to Carlos, as stated on his EHC plan, Carlos is still entitled to transport assistance.

This policy change does not affect Carlos.

Amanda is 14 and currently receives free transport to her priority area secondary school. Her family plan to move house in October 2019 but will still be in the priority area for her school. However, there is a closer school to her home address with space in her year group.

As there has been a change in Amanda's circumstances she is now reassessed under the new criteria. She is no longer entitled to free transport assistance due to there being a closer school available than the priority area school.

This policy change means that Amanda will not be entitled to free transport assistance to her current school as it is no longer the nearest school.

2. Unsafe Walking Routes

A total of 1779 children currently receive free transport on the basis of the walk from home to school, or home to pick-up point, being unsafe for an accompanied child.

Following the 2015 consultation, all walking routes have now been reassessed using the national RoSPA / Road Safety GB Guidance for assessing such routes. The guidance can be viewed here: <http://www.warwickshire.gov.uk/dangerousroutes>

While some routes are still classified as unsafe to walk, others have been reclassified as safe under these guidelines. In some cases, capital works are required to make a route safe, and a route will not be classified as 'safe' until these works have been completed.

The full list of walking routes and their reclassification can be found at www.warwickshire.gov.uk/ask

It is proposed that this new classification system for routes is implemented on all routes across Warwickshire.

When a route is reclassified as safe it is proposed that any students currently travelling will continue to receive free transport until the end of their time at their current school, provided there is no change in circumstances (such as a house move).

All new applicants from September 2019 would be assessed using the new classification system. Existing travellers who have a change in circumstances requiring a new application (such as a house move) will also be assessed in the same way.

Polly is 9 and currently receives free transport from home to school as the route to school is deemed by the Council to be unsafe to walk. Her route is reassessed using the Road Safety GB guidelines and is found to be a safe walking route.

She will continue to receive free transport to school until the end of her time there or until there is a change in circumstances (such as a house move).

Kieran will be going to secondary school in September 2020 to his nearest school, 2 miles from his home. His next door neighbour, now in Year 10, receives free transport from home to the same school that he will be attending as the route will previously assessed as being unsafe, but the route has been reassessed using the Road Safety GB guidelines and has been found to be safe to walk.

Kieran would be affected by this proposed policy change and would not receive free home to school transport.

Mia is 7 and currently receives free transport from home to school as the route to school is deemed by the Council to be unsafe to walk.

Her route is reassessed using the Road Safety GB guidelines and is found to be unsafe to walk but could be made safe by capital works being undertaken.

Mia will continue to receive free transport to school until the end of her time there or until there is a change in circumstances (such as a house move). If the capital works take place and the route becomes safe, any new applicants from 2019 will not be eligible and will need to pay for transport.

3. Special Educational Needs (SEN) Transport Criteria

Warwickshire County Council is proposing to change the eligibility criteria for students with SEN so that those living within 'statutory walking distance' will not receive transport assistance unless the pupil meets both the following criteria:

- a) the pupil is both attending the nearest qualifying school **and**
- b) the pupil has special educational needs, disabilities and/or mobility issues which mean they would not be able to make the journey without transport assistance, even if accompanied.

Currently, applicants do not have to meet any mileage criteria to qualify for free transport. Under the new policy, transport assistance will still be provided if the pupil attends their nearest qualifying school **and**

- a) the pupil lives outside the statutory walking distance **or**
- b) the pupil's needs are such that they would be unable to get to school, accompanied as necessary, without transport assistance.

An individual assessment based on the pupil's SEN and how it affects their journey to/from school will be used to make a final decision.

This would take effect from September 2019 for new applicants. However, if a pupil's situation changes (i.e. a change of address or school) and they reapply after 1st September 2019, the application will be assessed under the new criteria.

Yvette is 7 and attends a special school. The parents have chosen the nearest appropriate special school to them, as identified on their EHC plan. Yvette lives further than the statutory walking distance from the school (2 miles) and as such is still entitled to free transport assistance.

This policy change will not affect Yvette.

Lloyd has an EHC plan and is going to transition to secondary education in September 2020. His plan confirms that his needs can be met in the local mainstream secondary school, his parents have chosen this school. Lloyd lives closer than the statutory walking distance from the school (3 miles). The local authority will need to consider whether Lloyd has particular needs that require transport assistance.

This policy change means that Lloyd is not automatically entitled to transport assistance. Instead, the local authority will consider whether Lloyd has particular needs that require transport assistance to and from school.

4. Medical Transport – Post 16

Warwickshire County Council currently provides free transport on medical grounds to students aged 4–19 years. It is proposed to remove the specific provision for free transport on medical grounds to students aged 16-19 years. This is because there is no requirement for local authorities to provide transport specifically on these grounds for post 16* students. (*Post 16 is defined as any education or learning undertaken past compulsory school age)

By removing this provision, the County Council would make transport assistance support for post 16 students consistent and fair.

Students with medical needs and disabilities would still be able to access transport assistance through the 16-19 transport scheme, as well as the 16-25 transport scheme if they have an EHCP or a learning difficulty or disability.

It is recognised that meeting the cost of transport to school / college can be difficult. A 50% discount is therefore available to low-income families who receive a qualifying benefit.

This change would take effect for new applicants from September 2018. Those who already travel under the scheme will continue to do so until the end of their course.

Rufus is 17 and attends a local sixth form, he normally walks or cycles. Recently Rufus injured his leg and as a result will now need to use the bus service to get to sixth form for a period of 6 weeks.

This policy change means that Rufus will now need to apply under the 16-19 transport scheme and be charged a contribution towards this service, in line with other users of the service aged 16-19.

Amanda is 18 and does not have an EHCP but has specific learning difficulties which make travelling to school difficult.

This policy change means that Amanda would need to apply for transport assistance under the 16-25 transport scheme and pay a contribution, in line with other users of the service.

5. Passenger Assistants

Warwickshire County Council is proposing that passenger assistants should only be provided automatically on vehicles carrying special educational needs pupils with statements of SEN or an EHCP. Passenger assistants are a non-statutory requirement and are currently provided on all vehicles **transporting primary school age children**. A full assessment would be carried out on each vehicle before making any decision to remove a passenger assistant.

The assessment would take into consideration the location of the pick-up and drop off points and the make-up of passengers (i.e. whether primary and secondary students are travelling together). Vehicles carrying children with a statement or EHCP would not be subject to an assessment.

This change would take effect from September 2018 onwards.

Gary attends a primary school and travels on the school bus service. Gary does not have an EHC plan. An assessment is made of the bus service, which contains no-one with a Statement of Special Educational Needs or EHC Plan, and it is considered that pupils can travel safely without a passenger assistant.

This policy change means the passenger assistant would be withdrawn from this service.

Heidi has an EHC plan, attends a special school and travels in a specialist vehicle with a passenger assistant. Heidi is still entitled to this support.

This policy change will not affect Heidi.

6. Independent Travel Training (for pupils with SEN)

Warwickshire County Council has decided to introduce a system of 'Independent Travel Training' to give children and young people the skills they need to improve their ability to travel independently, if it is considered this would be of benefit to them.

If successful this will mean that some children and young people who previously required highly individualised transport to travel to school or college would be able to take public transport, school buses, or even walk.

Although the system is already being commissioned, the Council proposes that this system should be guaranteed by making it a fundamental part of the home-to-school transport policy.

Independent Travel Training will be implemented during the 2017/18 Academic Year.

Philippa is 15 and currently accesses a specialist vehicle to attend school. Her school and the travel trainer think she is ready and suitable for independent travel training.

Philippa is successfully trained and can now use the school bus, giving her more independence and building her confidence. The Council continue to fund and support Philippa in her journey to/from school, but now via the school bus.

Mark is 16 and currently accesses a specialist vehicle to attend school. His teacher put him forward for travel training but after the trainer visited him at home she thought he wasn't quite ready.

Mark will continue to receive transport to and from school as before and will be considered for training again at a later date.

Katie is 15 and has been assessed by the travel trainer as being ready and suitable for independent travel training. However, her parents do not want her to undertake this training as they want her to continue in her specialist vehicle.

Despite visits from the trainer and reassurances about the scheme, parents refuse to participate. Refusal to participate in the travel training programme is deemed as declining the Council's offer of travel assistance and no alternative assistance is provided.

Therefore, the Council will no longer provide transport assistance for Katie, as the authority have made an offer of appropriate travel assistance.

7. Special Educational Needs Transport – Post 19

Warwickshire County Council provides transport assistance for students aged 19-25 with an EHCP or statement or for those with learning difficulties / disabilities. At the moment, all students have to pay for transport.

To bring us in line with legislation, a small number of 19-25 year olds would be eligible for free transport to sixth form/college if they meet specific criteria. Those who do not meet the criteria would be required to make their own arrangements.

Full details can be found in section 11 of the draft policy.

This change would take effect for new applicants from September 2018.

Roberta is 20 and has an EHCP. In September she will be attending a further education college and will be taking a full time further education course for the first time. Roberta has complex needs and previously attended a special school. The college is the nearest college that can meet Roberta's learning needs and her needs mean that she is unable to use the public transport already in place and has no available support from family or friends. Roberta meets the qualifying criteria specified in the policy.

This addition to the policy would entitle Roberta to free transport assistance.

Daniel is 21 and has just finished a further education course but will be starting another one in September. The course is in a different subject but at the same level as before.

Daniel would not be entitled to free transport, therefore his travel to and from college would be the responsibility of his parent/carer.

As Daniel has already completed a course of the same level, Daniel is not entitled to free transport assistance under this addition to the policy.

Appendix E

	Date
Members briefing	Tuesday 18 July 2017
Portfolio Holder Decision to go to public consultation	Friday 21 July 2017
Public consultation start (8 weeks)	Thursday 7 September 2017
Public consultation events:	<p>Coleshill Town Hall Wednesday 13th September 2017 4-7pm</p> <p>Round Oak School Thursday 14 September 2017 11am-2pm</p> <p>Hatters Space, Nuneaton Tuesday 19 September 2017 3-6pm</p> <p>District Activity Centre, Tamworth Friday 22 September 4-7pm</p> <p>The Arnold House, Rugby Wednesday 27 September 2-5pm</p> <p>Shire Hall, Warwick Wednesday 4 October 2017 3-5.30pm</p> <p>Welcombe Hills School, Stratford Wednesday 11 October 2017 3-6pm</p> <p>Coleshill Town Hall Thursday 12 October 11am-2pm</p> <p>Hatton Park Village Hall Monday 16 October 4-7pm</p> <p>Discovery Academy, Nuneaton Friday 20 October 2-5pm</p>
Children & Young People Overview & Scrutiny Committee	Tuesday 19 September 2017
Public consultation end	Thursday 2 November 2017
Cabinet	January 2018
County Council (all policy decisions)	March 2018



Home to School Transport Policy Consultation Results

Summary Report

Report produced by the Insight Service

December 2017

[Please read this report in conjunction with the full consultation report which can be found here](#)

1. Background

The Warwickshire 'Home to School Transport Policy' consultation took place between 7th September and 2nd November 2017. The survey received 920 responses, where 917 of respondents completed the online version of the survey and the remaining three respondents completed the paper copy of the survey.

Respondents were provided with background information about the consultation on the Ask Warwickshire webpage, here respondents were provided with an overview of the Home to School Transport Policy, the reasons why Warwickshire County Council was consulting and information for why the policy was being changed. The key changes to the policy were outlined and further information regarding the consultation was provided, including FAQs, scenarios and the Equality Impact Assessment. Respondents were given seven proposals concerning the Home to School Transport policy and were asked for their level of agreement for each proposal being implemented. Respondents were also asked if they would like to provide any further comments related to the proposal in question. In addition to the survey respondents were invited to provide any additional comments in relation to the proposals using a range of contact methods.

2. Methodology

An online survey software tool (Decipher) was used to carry out the survey. All questions were loaded into this tool by the Insight Service and the link to the online survey was shared via the Ask Warwickshire webpage. Paper responses were manually inputted into Decipher by the Home to School Transport team and the data was then downloaded and analysed in Microsoft Excel utilising pivot tables and graphs. The qualitative elements of the survey (open ended questions), in addition to letters and emails received regarding the proposals were analysed by LED Research Limited. The open ended responses were read, analysed and coded and themes mentioned by more than 10% of respondents are outlined in the report.

3. Key Messages

- The majority of respondents (61.2%) opposed proposal 1 regarding 'The Nearest Qualifying School'. This opposition was most pronounced in North Warwickshire Borough where nearly three quarters of respondents (72.7%) disagreed with this proposal.
- Respondents were asked to provide any additional comments in relation to proposal 1. Analysis of the open ended responses identified a number of key themes. A number of respondents opposed proposal 1 as they did not feel it was safe for children to walk to and from school due to limited street lighting, narrow footpaths and high volumes of HGV traffic on some routes. Many also felt the nearest qualifying school may not be the most suitable or appropriate school for the child, most notably in the case of Special Educational Needs (SEN) children, others suggested that the nearest school may not be the most appropriate based on religious grounds. Respondents felt that proposal 1 would lead to the 'brightest' children being penalised, as there were concerns this would mean they would not be able to attend grammar schools, and that this would be especially discriminatory against children from poorer backgrounds. Some respondents commented that proposal 1 would remove parents' choice about which school their child should attend.
- Responses for proposal 2 'Unsafe walking route' were mixed, overall 45.6% of respondents disagreed with proposal 2, whereas 29.0% of respondents were in support of this proposal. Residents from North Warwickshire Borough were most opposed to



the 'Unsafe Walking Routes' proposal, with 71.5% of respondents disagreeing with this proposal.

- A number of key themes were drawn from the analysis of the open ended comments for proposal 2. Many respondents were concerned that the routes that had been assessed as safe were not safe, and felt that the assessments for such routes were carried out at the wrong time of day and that much of the assessment criteria were flawed. Others commented that these proposals would lead to an increase in traffic and consequently congestion. Some felt that the routes were too far for children to walk, even if they were less than 3 miles.
- Overall, 43.1% of respondents were opposed to proposal 3 'Special Educational Needs (SEN) Transport Criteria', whilst 31.7% of respondents supported this proposal. There was greater opposition to proposal 3 'Special Educational Needs (SEN) Transport Criteria' in the north of the county when compared to the south.
- A number of respondents opposed proposal 3 as they felt the nearest school would not necessarily be the most suitable school to meet their child's needs. Respondents felt strongly that individual abilities need to be assessed very carefully and that this assessment needs to be done by an independent assessor. Many respondents commented that the proposal was unfair, and that parents of children with SEN already have enough to deal with, without the added stress of having to do reapplications. Others felt that transport should be provided for SEN children regardless of distance.
- Overall, 45.7% of respondents opposed proposal 4 'Medical Transport-Post 16', whilst 26.0% of respondents were in favour of the proposal. Over a quarter (28.3%) of respondents neither agreed nor disagreed with proposal 4. In all of the district and boroughs, except Warwick District, respondents were more likely to oppose proposal 4 'Medical Transport-Post 16' than support it.
- In relation to proposal 4, numerous respondents commented that Post-16 education/training is not optional and therefore transport should continue to be provided for young adults in this age group. Other respondents felt this proposal was unfair, especially for families with lower incomes. Several respondents felt this proposal would limit young people's opportunities as they would struggle to attend school if they had to pay for their own transport.
- The majority of respondents (56.5%) opposed proposal 5 'Passenger Assistants', whilst 20.6% of respondents supported this proposal. Across all of the districts and boroughs the majority of respondents disagreed with proposal 5 'Passenger Assistants', this was most pronounced in Rugby Borough where 63.1% of respondents opposed the proposal, this equates to around five in eight respondents from this area.
- Many respondents strongly opposed proposal 5 and felt that young children and SEN children in particular need a chaperone. Respondents suggested proposal 5 went against safeguarding rules and that without a chaperone they would feel so worried about the safety of their child that they would not use the transport provided. Concerns were raised over the driver being able to pay attention to both the children and the road, the potential for bullying on board, and the likelihood of younger children not putting their seatbelts on or getting off at the correct stop.
- Overall, 40.6% of respondents supported proposal 6 'Independent Travel Training (for pupils with SEN)', 28.9% of respondents neither agreed nor disagreed with the proposal, whilst 30.6% of respondents disagreed with the proposal. Residents in the north of the county were more likely to



oppose proposal 6 'Independent Travel Training (for pupils with SEN)' than respondents in the south of the county, with respondents from Rugby Borough, Stratford-on-Avon District and Warwick District more likely to support proposal 6 than oppose it. Nearly one-third of respondents from North Warwickshire Borough (32.4%) strongly disagreed with the proposal, this compares with just 15.2% of respondents from Stratford-on-Avon District feeling this way.

- Many respondents supported proposal 6 as they thought it would provide good life skills, but commented that individual's skills and needs following the training should be assessed by an independent assessor. Some respondents were suspicious that proposal 6 was merely a money saving exercise.
- Overall, 42.4% of respondents were in support of proposal 7 'Special Educational Needs Transport-Post 19', whilst 38.1% of respondents neither agreed nor disagreed with this proposal and 19.4% of respondents opposed this proposal. Residents from the south of the county had the highest levels of agreement for proposal 'Special Educational Needs Transport-Post 19', most notably in Warwick District where 45.1% of respondents agreed with this proposal; conversely in North Warwickshire Borough just over one third of respondents (34.9%) supported this proposal.
- Many respondents opposed proposal 7 as they felt it was discriminatory against SEN children and families, and believed it would limit education opportunities for SEN children and would ultimately lead to an increased higher education dropout rate. Several respondents felt the consultation did not provide enough information on what the criteria was, whilst others said this information was difficult to find and that it should have been explicitly provided.
- Across all of the proposals, respondents who identified themselves as not being directly affected by the proposals were less likely to oppose the proposals than respondents reporting to being directly affected by the proposals.
- In addition to the survey, the consultation received 161 letters and emails regarding the proposals from over 120 individuals, four County Councillors, one MP, nine Parish Councils, four schools and three organisations. Key themes were drawn from analysis of these emails and letters. Many respondents felt the reclassified routes were unsafe and a large number of respondents felt that even if the route were safe, it was too far for children to walk, especially when children have to carry so much to and from school. Some respondents also commented that it was unmanageable to walk one child to one school, then another child to another. Numerous respondents commented that they would end up driving their children to school due to safety concerns or the distance and practicalities involved with walking their child to school. This in turn would create more traffic congestion, and pollution which would have a negative effect on the environment. Some respondents wrote in to express their objections regarding the removal of Passenger Assistants, as many felt this would have detrimental effects on the safety of the children. Whilst, the reclassification of routes using the Road Safety GB guidelines was agreed by Cabinet in 2014, and the current proposals being considered in this consultation relate to how this reclassification will be implemented, the current consultation attracted a large number of comments in relation to the assessment of routes and the implication of implementing the proposals on those individual assessments.



4. Results

4.1 Respondent Profile

The majority of respondents to the survey were female (76.1%), of White British ethnicity (89.7%) and aged between 30-59 years (93.8%). When comparing the respondent profile with the proportion of residents living in each district and borough in Warwickshire overall, it becomes evident that the south of the county is over-represented in the sample. For example, 22.0% of the Warwickshire population reside in Stratford-on-Avon District, however in the sample 30.7% of respondents are from Stratford-on-Avon District. Whilst the proportion of the respondents from North Warwickshire Borough (12.2%), is similar to the proportion of Warwickshire residents residing in the borough (11.4%), Nuneaton and Bedworth Borough is under-represented, with only 3.9% of respondents being from this borough, compared with 22.8% of the Warwickshire population.

In addition to the equality monitoring questions, respondents were also asked 'Are you a parent/carer?' and 'Are you or your child directly affected by the proposals?'. The majority of respondents (95.0%) reported to being a parent/carer, and two thirds of respondents (66.4%) reported to being directly affected by the proposals.

4.2 Survey Responses

Q1a. The Nearest Qualifying School

Respondents were given the following information and asked 'To what extent do you agree/disagree with this proposal?'

'At the moment, a pupil's nearest qualifying school is defined by Warwickshire County Council to mean their priority school or one which is physically closer. The County Council are proposing to change the definition of the nearest qualifying school to mean only the pupil's closest school to home with a space available for the pupil by the shortest available route (this will be a driving route if the journey is over the statutory walking distance or a walking route if the journey is less than the statutory walking distance, using Google maps). This may not be the priority school but will be the one physically closest to the student's home address. Low-income families would continue to benefit from extended rights eligibility criteria.

This proposal is to address the fact that many schools now have very wide priority areas and some schools are removing priority areas altogether. The definition for nearest qualifying school will continue to take into account any special educational needs that the pupil may have.

For those who have achieved the relevant entry criteria for a selective school, that school will only be considered as the nearest qualifying school if there are no nearer non-selective schools capable of educating the child. If a pupil is not eligible for assistance under the proposed new criteria, they may be able to purchase a seat on the bus under the Council's Vacant Seats Scheme.

This change would be effective to new applicants for transport from September 2019. However, if a pupil's situation changes (i.e. a change of address or school) and they apply on or after 1st September 2019, the application will be assessed under the new criteria.'

The majority of respondents (61.2%) were opposed ('strongly disagree' combined with 'disagree') to the proposal regarding the nearest qualifying school, conversely just under a quarter (24.0%) of respondents supported ('agree' combined with 'strongly agree') the proposal. Almost half of respondents (45.3%) strongly disagreed with the proposal, in comparison only 6.1% of respondents strongly agreed with the proposal.



Opposition to proposal 1 was most pronounced in North Warwickshire Borough, where nearly three-quarters of respondents (72.7%) disagreed with this proposal. Unsurprisingly, respondents who reported to not being directly affected by the proposals were less likely to oppose proposal 1 than those who reported being directly affected by the proposals, in both cases however, the majority of respondents still opposed proposal 1.

Q1b. Please provide any additional comments related to this question (1a)

A total of 451 respondents chose to leave a response for this question. Themes which were mentioned by more than 10% of respondents are outlined below.

Qualitative themes for proposal 1

Description/Theme	Count (base=451)	%
Safety - Walking / cycling not always a safe option / rural / unlit roads / no footpath / HGV traffic / distance too long	107	23.7%
Nearest physical school may not be appropriate based on need or SEN	106	23.5%
Grammar should be included if nearest and/or child has attainment	95	21.1%
Policy will remove parents' choice (poor parents choice) / It should be parents' choice	60	13.3%
Brightest children may / will be penalised	56	12.4%

Theme 1: Safety – Walking / cycling not always a safe option / rural / unlit roads / no footpath / HGV traffic / distance too long

A number of respondents were opposed to proposal 1 as they felt it was unacceptable to expect children to walk to and from school due to safety concerns. A number of respondents highlighted that a number of the rural routes would require children to walk in the dark on unlit roads, where some parts of the routes may not have a footpath. Other safety concerns were raised over the high levels of HGV traffic along certain routes, and other respondents suggested the routes were simply too long for a child to walk.

Theme 2: Nearest physical school may not be appropriate based on need or SEN

A number of respondents opposed proposal 1 as they felt the nearest qualifying school may not be the most suitable or appropriate school for the child, most notably in the case of SEN children. Respondents felt children should go to schools which are most suited to their needs, not the nearest school. Many respondents also suggested that the nearest school may not be the most appropriate based on religious grounds.

Theme 3: Grammar should be included if nearest and/or child has attainment

A number of respondents had concerns about how these proposals would affect grammar schools, and felt that transport should be provided where a child has got a place at a grammar school regardless of whether or not this is the closest school.

Theme 4: Policy will remove parents' choice (poor parents' choice) / It should be parents' choice

Many respondents felt proposal 1 would remove parents' choice about which school their child should attend and therefore disagreed with this proposal.

Theme 5: Brightest children may / will be penalised

Respondents suggested that proposal 1 would lead to the 'brightest' children being penalised, as there were concerns this would mean they would not be able to attend grammar



schools, and that this would be especially discriminatory against children from poorer backgrounds.

Q2a. Unsafe Walking Routes

Respondents were given the following information and asked ‘To what extent do you agree/disagree with this proposal?’

‘A total of 1,779 children currently receive free transport on the basis of the walk from home to school, or home to pick-up point, being unsafe for an accompanied child. Following the 2015 consultation, all walking routes have now been reassessed using the national RoSPA / Road Safety GB Guidance for assessing such routes.

The guidance can be viewed here: <http://www.warwickshire.gov.uk/dangerousroutes>

While some routes are still classified as unsafe to walk, others have been reclassified as safe under these guidelines. In some cases, capital works are required to make a route safe. The full list of walking routes and their reclassification can be found at www.warwickshire.gov.uk/ask

It is proposed that this new classification system for routes is implemented on all routes across Warwickshire. When a route is reclassified as safe it is proposed that any students currently travelling will continue to receive free transport until the end of their time at their current school, provided there is no change in circumstances (such as a house move).

All new applicants from 1st September 2019 would be assessed using the new classification system. Existing travellers who have a change in circumstances requiring a new application (such as a house move) will also be assessed in the same way.’

Responses for proposal 2 ‘Unsafe walking route’ were very mixed, overall 45.6% of respondents disagreed with proposal 2, whereas 29.0% of respondents were in support. Interestingly, one-quarter of respondents were indifferent, neither agreeing nor disagreeing with it.

Residents from North Warwickshire Borough were most opposed to the ‘Unsafe Walking Routes’ proposal, with 71.5% of respondents disagreeing with this proposal, this may be due to the rural landscape of North Warwickshire Borough. The majority (52.3%) of respondents who reported to being directly affected by the proposals opposed proposal 2. Respondents who were not directly affected by the proposals were more likely to support proposal 2, than oppose it (32.4% versus 41.8% respectively).

Q2b. Please provide any additional comments related to this question (2a)

A total of 356 respondents chose to leave a response for this question. Themes which were mentioned by more than 10% of respondents are outlined below.

Qualitative themes for proposal 2

Description/Theme	Count (base=356)	%
Safety (high speed roads), no / narrow paths / lighting / safety assessment is wrong	210	59.0%
Traffic flow survey not done at peak school time / 2 years old /assessment criteria flawed	74	20.8%
Parking congestion outside school / traffic increase, not enough space for more cars	42	11.8%
Younger children / SEN need a chaperone / couldn't walk 3 (6) miles	41	11.5%
Disagree / backwards step / ridiculous / not practical / unfair / current system is fine	40	11.2%
More information required / links don't work	39	11.0%



Theme 1: Safety (high speed roads), no / narrow paths / lighting / safety assessment is wrong

A large number of respondents opposed proposal 2 as they had concerns over the safety of the routes, many felt that the routes that had been assessed as safe were in fact not safe.

Theme 2: Traffic flow survey not done at peak school time / 2 years old /assessment criteria flawed

Respondents again felt that the reclassification of certain routes was flawed, and were concerned that the assessment had been carried out when traffic flow was not at its peak and therefore the assessment was invalid and flawed. Respondents also advised that some of the assessments were done over two years ago, meaning they were now out of date and may need updating.

Theme 3: Parking congestion outside school / traffic increase, not enough space for more cars

A large volume of respondents disagreed with proposal 2 as they felt it would result in increased traffic and parking congestion outside of schools and that there is not enough space around the schools for more cars.

Theme 4: Younger children / SEN need a chaperone / couldn't walk 3 (6) miles

Respondents were concerned that younger children and children with SEN could not walk the routes, especially without a chaperone and due to the distance of the routes. For these reasons a number of respondents disagreed with proposal 2.

Theme 5: Disagree / backwards step / ridiculous / not practical / unfair / current system is fine

A number of respondents commented that this proposal was unfair, impractical and a step backwards. Many felt the current system was fine and should not be changed.

Theme 6: More information required / links don't work

A number of respondents highlighted that some of the links related to the reclassification of routes did not work. A decision was taken during October to change the URL name for the page in question. Unfortunately, this meant that the old URL was no longer active and did not navigate users to the replacement page.

Q3a. Special Educational Needs (SEN) Transport Criteria

Respondents were given the following information and asked **'To what extent do you agree/disagree with this proposal?'**

Warwickshire County Council is proposing to change the eligibility criteria for students with SEN so that those living within 'statutory walking distance' will not receive transport assistance unless the pupil meets both the following criteria:

- a) the pupil is both attending the nearest qualifying school and*
- b) the pupil has special educational needs, disabilities and/or mobility issues which mean they would not be able to make the journey without transport assistance, even if accompanied.*

*Currently, applicants do not have to meet any mileage criteria to qualify for free transport. Under the new policy, transport assistance will still be provided if the pupil attends their nearest qualifying school **and***

- a) the pupil lives outside the statutory walking distance **or***
- b) the pupil's needs are such that they would be unable to get to school, accompanied as necessary, without transport assistance.*

*An individual assessment based on the pupil's SEN and how it affects their journey to/from school will be used to make a final decision. **This would take effect from September 2019 for new applicants.** However, if a pupil's situation changes (i.e. a change of address or school) and they reapply on or after 1st September 2019, the application will be assessed under the new criteria.'*



Overall, 43.1% of respondents were opposed to proposal 3 'Special Educational Needs (SEN) Transport Criteria', whilst 31.7% of respondents supported this proposal. One-quarter (25.2%) of respondents were undecided, highlighting the variability in responses received for this proposal.

There was greater opposition to proposal 3 'Special Educational Needs (SEN) Transport Criteria' in the north of the county when compared to the south, this was most pronounced in North Warwickshire Borough where nearly half of all respondents from this area (49.1%) 'strongly disagreed' and a further 8.3% of respondents 'disagreed' with the proposal. Respondents who identified themselves as being directed affected by the proposals were more likely to disagree with proposal 3.

Q3b. Please provide any additional comments related to this question (3a)

A total of 226 respondents chose to leave a response for this question. Themes which were mentioned by more than 10% of respondents are outlined below.

Qualitative themes for proposal 3

Description/Theme	Count (base=226)	%
Best school probably isn't the closest based on individual child's needs	66	29.2%
Assess individuals' abilities very carefully / independent assessment	40	17.7%
Disagree / discriminating / unfair	40	17.7%
SEN should be provided with transport for safety regardless of distance	30	13.3%
SEN Parents have enough to cope with without reapplications / worrying about safety	28	12.4%
Child may be unable to walk for physical / mental / speed / age reasons	27	11.9%

Theme 1: Best school probably is not the closest based on individual child's needs

When asked to provide additional comments in relation to proposal 3, many respondents suggested the closest school may not be the best school to suit the individual child's needs.

Theme 2: Assess individuals abilities very carefully / Independent assessment

A number of respondents felt strongly that individuals abilities need to be assessed very carefully and this assessment needs to be carried out by an independent assessor.

Theme 3: Disagree / discriminating / unfair

Some respondents opposed proposal 3 as they felt it was an unfair and discriminating proposal.

Theme 4: SEN should be provided with transport for safety, regardless of distance

A number of respondents said they disagreed with proposal 3 as they felt SEN children should automatically be provided with transport for safety reasons, irrespective of distance.

Theme 5: SEN Parents have enough to cope with without reapplications / worrying about safety

Some respondents disagreed with proposal 3 as they felt parents of SEN children had enough to deal with, without the added stress of having to do reapplications. Other respondents also felt parents of SEN children already had many worries and that this would increase their worries around safety.

Theme 6: Child may be unable to walk for physical / mental / speed / age reasons

Many respondents opposed proposal 3 as they suggested not all children would be able to walk to school due for several reasons including physical and/or mental health problems and the age of the child (young).



Q4a. Medical Transport-Post 16

Respondents were given the following information and asked ‘To what extent do you agree/disagree with this proposal?’

‘Warwickshire County Council currently provides free transport on medical grounds to students aged 4–19 years. It is proposed to remove the specific provision for free transport on medical grounds to students aged 16-19 years. This is because there is no requirement for local authorities to provide transport for post 16 students. (*Post 16 is defined as any education or learning undertaken past compulsory school age). By removing this provision, the County Council would make transport assistance support for post 16 students consistent and fair.*

Students with medical needs and disabilities would still be able to access transport assistance through the 16-19 transport scheme, as well as the 16-25 transport scheme if they have an Education Health & Care Plan or a learning difficulty or disability.’ It is recognised that meeting the cost of transport to school /college can be difficult. A 50% discount is therefore available to low-income families who receive a qualifying benefit.

This change would take effect for new applicants from September 2018. Those who already travel under the scheme will continue to do so until the end of their course.

In all of the district and boroughs, except Warwick District, respondents were more likely to oppose proposal 4 ‘Medical Transport-Post 16’ than support it, this was again most evident in the north of the county. Conversely, in Warwick District 42.9% of respondents supported proposal 4, this is higher than the proportion of respondents (35.7%) opposing it. In line with other proposals outlined in this consultation, respondents who identified themselves as not being directly affected by the proposals were less likely to oppose proposal 4, than those who identified themselves as being directly affected. Interestingly however, when comparing the proportion of respondents who opposed the proposal across the two groups, the difference was small (5.9%).

Q4b. Please provide any additional comments related to this question (4a)

A total of 206 respondents chose to leave a response for this question. Themes which were mentioned by more than 10% of respondents are outlined below.

Qualitative themes for proposal 4

Description/Theme	Count (base=206)	%
Post 16 education / training is not optional	69	33.5%
Disagree / wrong / unfair / discriminatory	69	33.5%
Insufficient for low income / just about managing / unaffordable as a younger person	44	21.4%
All children should have free transport within a certain mileage	43	20.9%
Will limit opportunities / education	37	18.0%

Theme 1: Post 16 education / training is not optional

A large number of respondents commented that children are now required to stay in education/training until the age or 18, not 16 and therefore the proposal was wrong as education post 16 to 18 is not optional.

Theme 2: Disagree / wrong / unfair / discriminatory

A number of respondents disagreed with proposal 4 as they felt it was unfair and discriminatory.



Theme 3: Insufficient for low income / just about managing / unaffordable as a younger person

Many respondents opposed proposal 4 as they felt it would make transportation to and from school unaffordable, particularly for families with lower incomes and those who are just about managing on their current income.

Theme 4: All children should have free transport within a certain mileage

Some respondents suggested that all children should have free transport within a certain mileage.

Theme 5: Will limit opportunities / education

Some respondents commented that proposal 4 would limit young people's opportunities and therefore they disagreed with this proposal.

Q5a. Passenger Assistant

Respondents were given the following information and asked 'To what extent do you agree/disagree with this proposal?'

*'Warwickshire County Council is proposing that passenger assistants **should only be provided automatically on vehicles carrying special educational needs pupils with statements of SEN or an Education Health & Care Plan.***

*Passenger assistants are a non-statutory requirement and are currently provided on all vehicles **transporting primary school age children.** A full assessment would be carried out on each vehicle before making any decision to remove a passenger assistant. The assessment would take into consideration the location of the pick-up and drop off points and the make-up of passengers (i.e. whether primary and secondary students are travelling together). Vehicles carrying children with a statement or EHCP would not be subject to an assessment.*

This change would take effect from September 2018 onwards.'

The majority of respondents (56.5%) opposed proposal 5 'Passenger Assistants', with 22.9% of respondents indifferent to the proposal and 20.6% of respondents in support of it. Around three in seven respondents strongly disagreed with this proposal.

Across all of the districts and boroughs the majority of respondents disagreed with proposal 5 'Passenger Assistants', this was most pronounced in Rugby Borough where 63.1% of respondents opposed the proposal, this equates to around five in eight respondents from this area. Nearly half of all respondents (49.2%) who reported not being directly affected by the proposals disagreed with proposal 5 'Passenger Assistants', with one quarter (25.5%) of respondents from this group supporting this proposal and a further quarter (25.4%) of respondents neither agreeing nor disagreeing to it. Around three in five respondents (60.7%) who reported being directly affected by the proposals, disagreed with proposal 5, around one in five neither agreed nor disagreed with the proposal (21.3%), and one in six (18.1%) supported it.

Q5b. Please provide any additional comments related to this question (5a)

A total of 356 respondents chose to leave a response for this question. Themes which were mentioned by more than 10% of respondents are outlined below.



Qualitative themes for proposal 5

Description/Theme	Count (base=356)	%
Young / SEN children need a chaperone / safeguarding rules should be adhered to / parents would not use without chaperone	273	76.7%
Safety (compromised) / Councils duty of care / medical sickness issues / using the right stop	160	44.9%
Drivers job to drive bus not manage the children / for drivers' safety too / drivers not trained to manage the children	101	28.4%
Bullying / misbehaviour will occur	35	9.8%
Object / ridiculous / shocked	34	9.6%

Theme 1: Young / SEN children need a chaperone / safeguarding rules should be adhered to / parents would not use without chaperone

Many respondents strongly opposed proposal 5 and felt that young children and SEN children need a chaperone. Respondents suggested proposal 5 went against safeguarding rules and that without a chaperone they would feel so worried about the safety of their child that they would not use the transport provided.

Theme 2: Safety (compromised) / Council's duty of care / medical sickness issues / using the right stop

In a similar way to theme 1, a number of respondents highlighted safety concerns in relation to there not being a chaperone. Many respondents felt the council had a duty of care to provide a chaperone. Respondents reported that chaperones were needed to help with any medical or sickness issues on-board the bus and that they were needed to ensure the child uses the right stop.

Theme 3: Drivers job to drive bus not manage the children / for drivers safety too / drivers not trained to manage the children

Respondents felt that whilst drivers were trained to drive the bus they were not trained to manage children, and were concerned that this would impact on the safety of all those on-board the bus.

Theme 4: Bullying / misbehaviour will occur

Some respondents opposed proposal 5 as they felt the removal of the passenger assistant may lead to bullying and misbehaviour.

Theme 5: Object / ridiculous / shocked

Some respondents used the comments box to voice how shocked they were at proposal 5, many felt this proposal was 'ridiculous' and strongly objected to this proposal being implemented.

Q6a. Independent Travel Training (for pupils with SEN)

Respondents were given the following information and asked 'To what extent do you agree/disagree with this proposal?'

'Warwickshire County Council has decided to introduce a system of 'Independent Travel Training' to give children and young people the skills they need to improve their ability to travel independently, if it is considered this would be of benefit to them.

If successful this will mean that some children and young people who previously required highly individualised transport to travel to school or college would be able to take public transport, school buses, or even walk.



Although the system is already being commissioned, the Council proposes that this system should be guaranteed by making it a fundamental part of the home-to-school transport policy.

Independent Travel Training will be implemented during the 2017/18 Academic Year.'

Overall, 40.6% of respondents supported proposal 6 'Independent Travel Training (for pupils with SEN)', 28.9% of respondents neither agreed nor disagreed with the proposal, whilst 30.6% of respondents disagreed with the proposal.

Residents in the north of the county were more likely to oppose proposal 6 'Independent Travel Training (for pupils with SEN)' than respondents in the south of the county. Respondents from Rugby Borough, Stratford-on-Avon District and Warwick District were more likely to support proposal 6 than oppose it. Moreover, nearly one-third of respondents from North Warwickshire Borough (32.4%) strongly disagreed with the proposal, this compares with just 15.2% of respondents from Stratford-on-Avon District feeling this way. Levels of support (35.4%) and opposition (34.9%) for proposal 6 were split relatively evenly when looking at respondents who identified themselves as directly affected by the proposals; however respondents who identified themselves as not being directly affected by the proposals were over twice as likely to support this proposal (52.2%) than oppose it (20.7%).

Q6b. Please provide any additional comments related to this question (6a)

A total of 227 respondents chose to leave a response for this question. Themes which were mentioned by more than 10% of respondents are outlined below.

Qualitative themes for proposal 6

Description/Theme	Count (base=227)	%
Individual skills / needs / training needs should be assessed	94	41.4%
Good idea (if voluntary) good life skill	77	33.9%
Disagree	31	13.7%
Who will do the assessment? / needs to be independent assessors (not council)	29	12.8%
Money saving exercise / money saving sham / not costs before safety	26	11.5%

Theme 1: Individual skills / needs/ training needs should be assessed

Whilst many respondents supported proposal 6, they felt that individual's skills and needs following the training should be assessed.

Theme 2: Good idea (if voluntary) good life skill

Lots of respondents commented that proposal 6 was a good idea (if voluntary) as this would provide children with good life skills to live more independently.

Theme 3: Disagree

Some respondents disagreed with proposal 6, suggesting it was a waste of time and resource.

Theme 4: Who will do the assessment? / needs to be independent assessors (not council)

Some respondents highlighted concerns with proposal 6 around who would do the assessments, and felt that all assessments should be carried out by an independent assessor, not council staff.



Theme 5: Money saving exercise / money saving sham / not costs before safety

Other respondents opposed proposal 6 as they felt this was merely a money saving exercise, arguing the focus should be on child safety, not on cutting costs.

Q7a. Special Educational Needs Transport-Post 19

Respondents were given the following information and asked ‘To what extent do you agree/disagree with this proposal?’

‘Warwickshire County Council provides transport assistance for students aged 19-25 with an Education Health & Care Plan or statement or for those with learning difficulties / disabilities. At the moment, all students have to pay for this transport.

To bring us in line with legislation, a small number of 19-25 year olds would be eligible for free transport to sixth form/college if they meet specific criteria. Those who do not meet the criteria would be required to make their own arrangements.

*Full details can be found in the 'Post 19 Eligibility Criteria' document on warwickshire.gov.uk/ask and in section 11 of the proposed policy. **This change would take effect for new applicants from September 2018.***

Overall, 42.4% of respondents were in support of proposal 7 ‘Special Educational Needs Transport-Post 19’. Around three in eight respondents (38.1%) neither agreed nor disagreed with proposal 7 being implemented, whilst just under one in five respondents (19.4%) were opposed to this proposal.

Residents from the south of the county had the highest levels of agreement for proposal ‘Special Educational Needs Transport-Post 19’, most notably in Warwick District where 45.1% of respondents agreed with this proposal; conversely in North Warwickshire Borough just over one third of respondents (34.9%) supported this proposal. Respondents who were not directly affected by the proposals were more likely to support proposal 7 than those who reported being directly affected, 51.7% versus 37.5% respectively.

Q7b. Please provide any additional comments related to this question (7a)

A total of 123 respondents chose to leave a response for this question. Themes which were mentioned by more than 10% of respondents are outlined below.

Qualitative themes for proposal 7

Description/Theme	Count (base=123)	%
Disagree / discrimination	25	20.3%
What criteria / need more information / info should have been provided / was difficult to find	21	17.1%
Should be fair to all / unfair	19	15.4%
Limits education / opportunities / cause education drop out	19	15.4%
Free transport should be available for all	17	13.8%
Individual assessment of need eligibility	12	9.8%

Theme 1: Disagree / discrimination

Many respondents opposed proposal 7 as they felt it was discriminatory against SEN children and families.



Theme 2: What criteria / need more information / info should have been provided / was difficult to find

A number of respondents felt the consultation did not provide enough information on what the criteria was, whilst others said this information was difficult to find and that it should have been explicitly provided.

Theme 3: Should be fair to all / unfair

Many respondents opposed proposal 7 as they felt it was unfair to SEN children.

Theme 4: Limits education / opportunities / cause education drop out

A number of respondents disagreed with proposal 7 as they felt it would limit education opportunities for SEN children and would ultimately lead to an increased higher education dropout rate.

Theme 5: Free transport should be available for all

Some respondents disagreed with proposal 7 as they felt free transport should be available to all, regardless of SEN status.

Theme 6: Individual assessment of need eligibility

Several respondents commented that there needs to be an individual assessment of need eligibility with regard to free transportation.

Q8. Do you have any other comments to make in relation to these proposals?

Respondents were invited to provide any additional comments they may have in relation to the proposals. A total of 280 respondents chose to provide additional comments. Themes which were mentioned by more than 10% of respondents are outlined below.

Qualitative themes from respondents' additional comments

Description/Theme	Count (base=280)	%
Saving money at the cost of safety / education	76	27.1%
Disagree / Ridiculous / not worked elsewhere / unfair / backwards step / unsafe	66	23.6%
Chaperone needed for younger children / SEN	57	20.4%
Consider the only just managing families / sliding costs	55	19.6%
Proposed route will never be safe	34	12.1%

Theme 1: Saving money at the cost of safety / education

Several respondents expressed concerns that the proposals were too focused on saving money at the cost of the safety and education of children.

Theme 2: Disagree / Ridiculous / not worked elsewhere / unfair / backwards step / unsafe

Many respondents expressed their opposition to these proposals, suggesting they were unsafe and a step backwards.

Theme 3: Chaperone needed for younger children / SEN

Respondents once again commented that chaperones were needed for younger children and SEN children, highlighting strong opposition against proposal 5 'Passenger assistant'.

Theme 4: Consider the only just managing families / sliding costs

Many respondents were concerned about the financial impact of the proposals.



Theme 5: Proposed route will never be safe

A number of respondents expressed fears that the proposed routes would never be safe, even following capital works.

4.3 Additional Consultation Communications

In addition to the survey, the consultation received 161 letters and emails regarding the proposals from over 120 individuals, four County Councillors, one MP, nine Parish Councils, four schools and three organisations. The vast majority of the received emails and letters outlined reasons of opposition to the proposals. Some of the correspondence was around clarification of the proposals, with residents asking very specific questions, for example how certain proposals would affect them directly. Any specific queries or questions sent in were addressed and responded to directly.

All of the emails and letters received have been read, re-read and analysed to draw out key themes.

Whilst, the reclassification of routes using the Road Safety GB guidelines was agreed by Cabinet in 2014, and the current proposals being considered in this consultation relate to how this reclassification will be implemented, a large number of comments were made in relation to the assessment of routes and the implication of implementing the proposals on those individual assessments. The main routes of concern were:

- Long Itchington to Southam
- Woodend to Kingsbury
- Hatton to Ferncumbe
- Warton to Polesworth
- Leek Wootton to Kenilworth

As such, a key theme drawn out of the emails and letters received is:

Theme 1: The reclassified routes are incorrect, they are still not safe

Many respondents felt that the routes which were assessed as safe were not safe due to a variety of reasons including:

- Pavements too narrow
- Winter poses additional dangers
- There is not any street lighting
- Speed limits are too high
- The traffic count was conducted at the wrong time of day
- HGVs make the route unsafe
- The danger posed by HGVs will only increase with HS2

Theme 2: Distance is too far regardless of safety

A large number of respondents felt that even if the route were safe, it was simply too far for children to walk, especially when children have to carry so much to and from school. Some respondents also commented that it was unmanageable to walk one child to one school, then another child to different school.

Theme 3: will lead to increased traffic congestion which is bad for the environment

A number of respondents commented that they would end up driving their children to school due to safety concerns or the distance and practicalities involved with walking their child to school. This in turn would



create more traffic congestion and pollution, which would have a negative effect on the environment.

Theme 4: Keep Passenger Assistants

Some respondents wrote in to express their objections regarding the removal of Passenger Assistants, as many felt this would have detrimental effects on the safety of the children. A number of respondents commented that the drivers must pay attention to the road and driving and that if they are distracted by children there may be an accident. Others commented that it would impossible for drivers to both drive the bus and check, for example, that children are wearing their seats belts or that young children are getting off at the correct stops.



Appendix G

Post 19 SEN Eligibility Criteria

This extract is taken from Section 11 of the proposed home to school transport policy.

In deciding whether it is necessary for the local authority to provide free transport assistance in these circumstances, the authority would generally require young people to meet all of the following criteria, in that they should be:

- Resident in Warwickshire;
- Aged 19 or over but under 25 at the start of the academic year in which the course begins*;
- Holding an EHCP or have provided proof of a learning difficulty and/or disability;
- Starting a new course of study for a higher level qualification than has previously been studied for**;
- Attending a full-time course of at least 540 guided learning hours per academic year;
- Unable to travel to the place of education without transport assistance, and with no support available from members of the household in which they reside, other family members, or from personal assistants.***;
- Studying at the nearest suitable school, college or local authority funded training provider offering the qualification of choice for the young person. When considering whether a qualification is “the qualification of choice for the young person”, the County Council take into account the end qualification awarded (not the individual units taken, or the name of the course), the training provider having a place available to offer on that course and that the students meet the entry requirements demanded by the training provider;
- Travelling further than the statutory walking distance of 3 miles by the shortest available route or, due to the young person’s special educational needs, disability and/or mobility problems, they cannot reasonably be expected to walk to the place of education, accompanied as necessary; and
- Attending during the normal school/college day and during term time only

*This provision will not be available for anyone beginning a new course of study before their 19th birthday, and will not be available for anyone after the end of the academic year which includes their 25th birthday.

**For the purposes of deciding whether to provide free transport the Authority would not consider it necessary, other than in exceptional circumstances, for a young adult learner to attend an additional Further Education course at the same level or equivalent where the learner had previously attended and completed a course at an establishment within the Further Education sector.

*** If the young person is in receipt of the higher rate mobility component of the Personal Independence Payment or Disability Living Allowance, the purpose of which is to assist those who have mobility problems, with severe difficulty walking or who need help getting around outside, it would normally be expected that this benefit will be fully utilised before assistance under this section is sought. Similarly, if the young person has access to a 'Motability' vehicle, of which the student may or may not be the driver, then the County

Council would normally expect the carer/student to make their own appropriate transport arrangements.

Appendix H

EQUALITY IMPACT ASSESSMENT/ ANALYSIS (EqIA)

Home to School Transport Policy

This EqIA is a working document and therefore subject to continual review, amendment and refinement.

Equality Impact Assessment/ Analysis (EqIA)

Group	Communities
Business Units/Service Area	Education and Learning
Plan/ Strategy/ Policy/ Service being assessed	Home to School Transport Policy
Is this is a new or existing policy/service? If existing policy/service please state date of last assessment	It is an existing policy / service which is subject to review
EqIA Review team – List of members	Claire Thornicroft Guy Darvill John Edwards
Date of this assessment	2 nd January 2018
Signature of completing officer (to be signed after the EqIA has been completed)	(Claire Thornicroft)
Are any of the outcomes from this assessment likely to result in complaints from existing services users and/ or members of the public? If yes please flag this with your Head of Service and the Customer Relations Team as soon as possible.	YES / NO
Name and signature of Head of Service (to be signed after the EqIA has been completed)	(Chris Malone)
Signature of GLT Equalities Champion (to be signed after the EqIA is completed and signed by the completing officer)	(Phil Evans)

A copy of this form including relevant data and information to be forwarded to the Group Equalities Champion and the Corporate Equalities & Diversity Team



Working for Warwickshire

Form A1

INITIAL SCREENING FOR STRATEGIES/POLICIES/FUNCTIONS FOR EQUALITIES RELEVANCE TO ELIMINATE DISCRIMINATION, PROMOTE EQUALITY AND FOSTER GOOD RELATIONS



High relevance/priority



Medium relevance/priority



Low or no relevance/ priority

Note:

1. Tick coloured boxes appropriately, and depending on degree of relevance to each of the equality strands
2. Summaries of the legislation/guidance should be used to assist this screening process

Business Unit/Services:	Relevance/Risk to Equalities																										
	Gender			Race			Disability			Sexual Orientation			Religion/Belief			Age			Gender Reassignment			Pregnancy/ Maternity			Marriage/ Civil Partnership (only for staff)		
State the Function/Policy /Service/Strategy being assessed:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home to School Transport Policy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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Are your proposals likely to impact on social inequalities e.g. child poverty for example or our most geographically disadvantaged communities? If yes please explain how.																									YES/ NO		
Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes please explain how. The proposals around the qualifying criteria for free transport, under 16 and post 19, will have a direct impact on parents who care for children with Special Educational Needs																									YES/ NO		

Form A2 – Details of Plan/ Strategy/ Service/ Policy

Stage 1 – Scoping and Defining

(1) What are the aims and objectives of Plan/Strategy/Service/Policy?

Local Authorities have a legal duty to provide free transport to school to children considered 'eligible' under the Education Act 1996 (as amended). Children are considered 'eligible' if they fall under one of a number of broad categories. These include:

- children attending the nearest qualifying school to home where the distance from home to school is over the relevant statutory walking distance;
- children unable to walk to school in safety due to the nature of the route;
- children unable to walk to school by reason of their SEN, disability, or mobility problem (including temporary medical conditions).

A child's 'nearest qualifying school' is the school closest to the child's main home address with spaces available at the time of application for school transport and which provides an education which is suitable for the child's age, ability and aptitude.

In discharging their duty to provide free transport to school for eligible children, arrangements can include a seat on a bus, taxi, or the payment of a direct travel payment (or other suitable combination). Direct travel payments can only be made with parental consent.

Warwickshire meets and exceeds all of the statutory requirements regarding eligible children and none of the proposals will interfere with statutory rights to home-to-school transport.

For pupils with Special Educational Needs (SEN), all pupils attending the nearest special school are offered free transport. In addition, pupils attending a specialist nursery also receive free transport.

Section 508C of the Education Act 1986 (as amended) also provides local authorities with discretionary powers to make travel arrangements for those children not considered eligible. In Warwickshire, a Vacant Seats Scheme operates which allows non-eligible

children to travel on Council subsidised services after all eligible children have been accommodated. A parental contribution is required.

For students aged 16-19 local authorities are required to publish an annual transport policy statement which details the transport arrangements and financial assistance with transport that the local authority considers it necessary to ensure access to education or training for learners of sixth form age. This duty also applies to learners aged 16-25 with SEN / LDD.

Local authorities also have a duty to provide free transport where necessary to:

- Those aged 19 or over who are receiving further education or higher education (the latter in establishments maintained by the LA);
- Those aged 19 or over but under 25 with Education Health and Care Plans (or Learning Difficulty Assessments), receiving education at institutions outside the further or higher education sector but only for boarding provision where the LA has secured the provision of education and training at the institution.

Warwickshire's current policy provides transport to school and college for learners aged 16-19 and 16-25 with SEN / LDD in line with the above requirements. The majority of students or their parent(s) make a contribution toward the cost of the transport they receive.

Due to the financial pressures faced by the local authority and in light of fundamental changes to the authority's role, a review of existing transport policies has been carried out and a number of changes to the current policy are proposed. These include changes to provision for pupils with SEN but will still allow the authority to continue to meet its statutory responsibilities, achieve significant savings, and to deliver a flexible service for the provision of transport that meets need, supports personalisation and maximises independence. Therefore whilst the proposals would, if implemented, have an impact on some children and young people with disabilities, it is considered by the authority that the proposals amount to a proportionate means of achieving a legitimate aim.

The changes proposed are set out below. This document will be reviewed regularly as and when proposals are amended.

1) Transport to Special Schools

All students attending their nearest qualifying special school receive free transport regardless of the distance from home or their assessed need.

Warwickshire's policy is a local decision. Most of the authority's statistical or geographical neighbouring Local Authorities already assess students attending special schools in the same way as other students. However, they also have to give consideration to the needs of the individual student.

The Council proposes in future to transport children attending a special school if either they live outside of the statutory walking distance for their nearest qualifying school or if, having regard to their special educational needs, disability and/or mobility problems, they cannot reasonably be expected to walk to their nearest qualifying school

Those who live over the distance will qualify for free transport assistance to their nearest qualifying school, those who live less than the statutory walking distance would still qualify if their needs were such that they would not be able to make the journey, accompanied as necessary, without transport assistance. Pupils who fall under this category would be subject to a full assessment to determine their eligibility upon application for transport under these grounds.

How many students would be affected?

This proposal would apply to all new applicants from September 2019 onwards. Whilst it is difficult to say exactly how many pupils will be affected, all applicants will be assessed using the new criteria. Phased in over a period of years, the proposals would potentially reduce the number of students with special educational needs and / or disabilities entitled to free transport and ultimately enable a revision of the transport network.

Other key issues for consideration

It is acknowledged that some students will not be able to travel to school independently. An assessment of a student's needs would be made before any decision was taken to discontinue or not to provide transport. However, developing independence is regarded as a specific objective as a student moves through secondary school. As part of a student's development of independence, Independent Travel Training may assist to enable a child /

young person to make their own way to and from school

2) Transport to the Nearest School

Currently, pupils attending their 'priority school' receive free transport to school provided they are resident in Warwickshire and are travelling over the statutory walking distance, even if it is not the school which is physically closest.

The Council proposes that students only receive free transport to their nearest suitable school with places available at the time of the application for a school place. This may not be the priority school but will be the one physically closest to the student's home address (this will be calculated using the shortest available route on Google maps, motorised routes are used for journeys over 3 miles and walking routes for journeys less than 3 miles).

Who is likely to be affected?

This would affect all students starting a new school, or moving house/school, in or after September 2019, who attend a school which they live in the priority area for and which is more than statutory walking distance from their home, but which is not the school closest to the pupil's home address calculated using the shortest available route on Google Maps.

Other key issues for consideration

It is acknowledged that not all students will be able to attend their nearest school due to it either not being able to provide a suitable education for them, or through lack of space at the time of application. In these instances, transport will be available to the next nearest suitable school with spaces available.

3) Medical Transport – Post 16

Currently, the Council offers free transport to school/college on medical grounds for students aged 4-19 subject to certain criteria. All other post 16 students must pay for transport to sixth form/college.

The Council proposes that students aged 16-19 with a medical condition no longer be entitled to free transport to sixth form/college. This is because there is no statutory requirement for local authorities to provide transport for post 16 students. Students would

still be able to access transport assistance through the 16-19 transport scheme, and would also be able to access the 19-25 transport scheme should the student have an EHCP or a learning difficulty or disability.

How many students would be affected?

The number of students accessing transport due to medical conditions varies from term to term, year to year. At the moment, the authority only has three students in receipt of transport under this scheme. It is likely that most of those who currently receive transport under this part of the policy would still receive transport assistance if they have long-term conditions under special educational needs and/or disability provisions of the policy, but it is acknowledged that this will require a payment, in line with the amount paid by other recipients of 16-19 home-to-education transport.

Other key issues for consideration

It is proposed that this change would be introduced to all new applicants from September 2018.

4) Removal of Passenger Assistants

Passenger assistants are currently provided on all vehicles travelling to primary schools. The Council proposes that not all services carry a passenger assistant. The majority of other local authorities operate their primary transport without assistants as they are not considered to be necessary for safeguarding or for health & safety reasons. An assessment of each service would be carried out before making a decision and would take into consideration the pick- up and drop off points and the make-up of passengers (for example, whether primary and secondary students are travelling together).

How many students would be affected?

There are currently 1034 pupils of primary-school age accessing school transport (excluding Children Looked After and those with Special Educational Needs), but it is not considered that passenger assistants would be removed from services on which any children would be likely to require their support as a result of their needs. The Council anticipate savings of approximately £300,000 per annum should this proposal be implemented.

Other key issues for consideration

This change would only be applicable for mainstream primary vehicles and would not impact upon any service carrying pupils with an Education, Health and Care Plan.

5) Introduction of free transport to 19-25 year olds with an EHCP / learning difficulties or disabilities

Currently, all students aged 16-25 must pay for transport assistance to sixth form/college. In line with current legislation, the Council proposes that 19-25 year olds would be eligible for free transport assistance if they meet specific criteria and prove that it is necessary for the Council to provide transport assistance in order for them to access education.

How many students would be affected?

There are currently 338 students aged 16-25 receiving transport assistance of which approximately 165 are aged 19-25.

Other key issues for consideration

If students aged 19-25 are deemed not to be eligible for free transport, there would be no option to pay for any form of travel assistance.

6) Introduction of Independent Travel Training

Warwickshire County Council has not previously offered any form of independent travel training to students as a form of travel support.

The Council is introducing independent travel training to students with a statement or EHCP of secondary school age. This will be offered to students who have been assessed as suitable by the child or young person's school or the Council's training provider. The training would be aimed at giving children and young people the skills necessary to make the journey from home to school independently, either by bus, train or by walking. The skills learnt can be transferred to be used for any journey, for both social and educational reasons. Once trained, students would travel to school by the most suitable method. This may mean that transport would still be funded by the Council, but it could be in a different form.

How many students would be affected?

It is anticipated that there are around 800 students who could be considered for travel training. Not all of these students will be suitable and each learner will be assessed on an individual basis.

Other key issues for consideration

The benefits for young people are likely to be extensive. The training will afford them with transferable life skills which will help them beyond travelling to and from school/college. Schools in other local authority areas have reported improved quality of work and confidence in the young people who have been travel trained.

The benefit for the local authority is the reduction in specialist vehicle passengers and therefore a reduction in the amount spent on these vehicles. There could also be a reduced dependence on other agencies, such as Adult Social Care, now and in the future.

7) The Creation of 'One Policy'

There was previously a mainstream and post 16 transport policy with a separate, unpublished policy for SEN students.

The Council has amalgamated the SEN & mainstream transport policies which means just one policy exists for all children aged 3-25, and there is only one document parents/carers need to refer to for home-to-education transport.

8) The reassessment of all unsafe walking routes

All routes which are currently deemed to be unsafe to walk are being reassessed using the Road Safety GB guidelines.

Where a route is reclassified as safe it is now proposed that any students currently travelling will continue to receive free transport until the end of their time at school, provided there is no change in circumstances (such as a house move). All new applicants from September 2019 would be assessed using the new reclassification. This is a change to the previous proposal that all transport would be withdrawn from the end of the academic year

	in which a route was reassessed as being safe.
(2) How does it fit with Warwickshire County Council's wider objectives?	Within the authority's current financial position, particularly the impact on Education and Learning, it is necessary to review all of the support the Council offers with transport. The authority is committed to ensuring that any changes made to services are undertaken in a way that is cost effective and prioritises need. This requires the Council to examine existing policies and working practice to help us to deliver a flexible service for the provision of transport that meets need, supports personalisation and maximises independence.
(3) What are the expected outcomes?	<p>Should the proposals be implemented, it is anticipated that there will be a reduction in costs by reducing the number of pupils receiving free transport, while ensuring all statutory functions will continue to be delivered and improving the skills of children and young people who are in a position to access Independent Travel Training. The Council will aim to ensure that no-one entitled to transport assistance would be unable to access education as a result of these proposals.</p> <p>There would also be a reduction in the cost of providing transport for Primary-aged pupils by removing the passenger assistant, where safe to do so. The local authority would continue to work to ensure the safety of pupils travelling on WCC services.</p>
(4) Which of the groups with protected characteristics is this intended to benefit? (see form A1 for list of protected groups)	The changes proposed are designed to ensure that the local authority continues to be in a position to meet its statutory duties in relation to free transport in relation to relevant children and young people, including those with disabilities. They are also designed to ensure that, despite reduced resources, all students up to the age of 25 (for those with disabilities) who are entitled to receive free transport can continue to access their place of learning.
<u>Stage 2 - Information Gathering</u>	

<p>(1) What type and range of evidence or information have you used to help you make a judgement about the plan/ strategy/ service/ policy?</p>	<p>All relevant legislation has been considered including the SEND Code of Practice: 0-25 Years. We have also looked carefully at the policies in other local authorities and have considered relevant guidance from the Department for Education.</p> <p>Data held by Warwickshire County Council has also been used to assess the impacts on particular groups and where applicable, the level of savings which will be realised.</p>
<p>(2) Have you consulted on the plan/ strategy/ service/policy and if so with whom?</p>	<p>The policy has been co-produced as part of a workstream involving parent representatives. A full public consultation was carried out between 7th September and 2nd November 2017, with parents, young people, schools, Members, and any other interested stakeholders and with parties able to comment. A full analysis has been undertaken of all the consultation responses and the proposals have been reviewed in light of this.</p>
<p>(3) Which of the groups with protected characteristics have you consulted with?</p>	<p>See above. Parents of children with special educational needs and disabilities have responded in strong numbers to the public consultation, as was hoped. Parents of children of primary school age have also responded concerning proposals to remove passenger assistants from primary school transport, and responses have also been received from those speaking on behalf of children and young people of other age groups who would be affected by different proposed changes to the transport policy.</p> <p>Other groups with protected characteristics are not considered to be disproportionately adversely impacted by any of the proposals.</p>
<p><u>Stage 3 – Analysis of impact</u></p>	

<p>(1) From your data and consultations is there any adverse or negative impact identified for any particular group which could amount to discrimination?</p> <p>If yes, identify the groups and how they are affected.</p>	<p>RACE</p> <p>None identified</p>	<p>DISABILITY</p> <p>Students with disabilities potentially affected by:</p> <p>SEND Transport</p> <p>The practical implications of the proposed policy are that those who live less than the statutory walking distance who do not have difficulties that require them to have transport assistance, will not receive local authority assistance for their travel to/from school. Therefore, this proposal will have an impact upon those with a disability as we are aligning our policy on walking distance for pupils with SEN / disabilities to meet that which applies to non-SEN / disabled pupils. However the proposal will only impact upon those who do not have mobility issues that prevent them from being able to walk to school and therefore it is considered that the proposal amounts to a proportionate means of achieving the legitimate aim of reducing overall expenditure on Home to school transport to ensure that the authority is still in a position to meet its statutory obligations. This could put additional pressures on families due the need to organise and fund transport or to accompany the child as necessary.</p> <p>The consultation has raised concerns about the impact that the best school would not necessarily be the nearest in particular for those with SEND, but decisions on what school a child can be transported to is already based on an assessment of suitability and that will not change under this proposal. Some consultees felt that those with SEND should be provided with transport regardless, but the proposal is intended to focus provision on those children who actually require it. The assessment undertaken would take account not merely of the child's physical ability to walk, but other mitigating factors for the child and family that may impact on their ability to make the journey, in line with current practice.</p>	<p>GENDER</p> <p>None identified</p>
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<p>(1) From your data and consultations is there any adverse or negative impact identified for any particular group which could amount to discrimination?</p> <p>If yes, identify the groups and how they are affected.</p>	<p>RACE</p>	<p>DISABILITY</p> <p>Students with disabilities potentially affected by:</p> <p>Medical Transport</p> <p>It is likely that the proposed withdrawal of medical transport for those aged 16-19 will impact on those with disabilities who are eligible for the transport assistance as a result, as in the future those who would have been eligible for medical transport assistance for free will have to pay a contribution towards transport. As this will however bring those young people in line with all other disabled young people who already have to pay a contribution towards transport then this is considered to be a proportionate means of achieving a legitimate aim.</p> <p>Change of policy for 19-25 year olds</p> <p>This will have an impact upon those with a disability because the proposal will restrict the number eligible to receive post 19 transport support to only those for whom transport is necessary, both as a result of still requiring educational provision and also through being unable to travel to the provision without such support. The Council will however ensure support will still be available where necessary to support the young person's journey to college and consider that this proposal is a proportionate means of achieving a legitimate aim.</p> <p>The consultation raised concerns that this could lead to an increased risk of drop-out from education for young people of that age. This is acknowledged as a concern, but can be managed through appropriate assessment to ensure that those who still require transport in order to access education continue to receive it.</p>	<p>GENDER</p>
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	MARRIAGE / CIVIL PARTNERSHIP None identified	AGE A number of the proposals will affect children and young people of different ages. This is due to different legislation applying to different age groups for the purposes of home-to-education transport. Children of compulsory school age have the highest level of entitlement under the law, and although recategorisation of routes and removal of passenger assistants from primary-age transport would impact particularly on those age groups, entitlement would remain in line with the law and at a higher level than for those of older age groups. Removal of 16-19 medical transport will particularly impact upon that age group, whilst the provision will remain available to younger children, but transport assistance will remain available through the contributory rate scheme. Changes to the 19-25 scheme are to put the policy in line with the current legislative provision. It may take some young people out of the scope of transport assistance, but for those young people for whom transport assistance is necessary that assistance will be provided free of charge.	GENDER REASSIGNMENT None identified
	RELIGION / BELIEF None identified	PREGNANCY MATERNITY None identified	SEXUAL ORIENTATION None identified

<p>(2) If there is an adverse impact, can this be justified?</p>	<p>Despite the proposals being considered the local authority will continue to meet all of its statutory duties. However, due to the level of savings required the Council's current policy must be reviewed. Wherever there will be adverse impacts then steps will be taken to alleviate the impact and to ensure that support is prioritised based on need.</p> <p>As set out above, it is considered that all of the adverse impacts can be justified as being a proportionate means of achieving a legitimate aim, in that suitable transport assistance will remain available for all those who require it, although in some cases that transport provision may take a different form, but the changes do need to be made in order both to reduce expenditure due to the increasingly limited resources available to the County Council, and also to ensure that the Council's policy is in line with current legislation</p>
<p>(3)What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.)</p>	<p>Those who require transport assistance because of genuine mobility reasons would still receive this. In any case where support with transport is refused parents would have a right to appeal the decision with each case assessed on an individual basis.</p> <p>Full assessments of each service would be carried out before taking the decision to remove a passenger assistant. Parents and schools would also be given the right to comment during the assessment process.</p> <p>Transport assistance would remain available for those paying a contributory rate who would otherwise have been eligible for free 16-19 Medical Transport.</p> <p>Independent Travel Training will, where practical, give children / young people the skills necessary to travel to and from their place of education on their own.</p> <p>Where a route has been reassessed as being safe then transport provision would remain in place for all current users until either a change in circumstances (such as a house move) or until the child leaves the school, whichever is sooner.</p> <p>Where assessments are necessary under the proposals, these would ensure that proper consideration is given both to a child or young person's needs and other circumstances relevant to the case.</p>

(4) How does the plan/strategy/service/policy contribute to promotion of equality? If not what can be done?	All legislative requirements will continue to be met, and students whose needs are such that they could not access education without transport provision will continue to receive this.
(5) How does the plan/strategy/service/policy promote good relations between groups? If not what can be done?	Should the proposals be approved, the authority would work closely with schools, colleges, parents, students and all other relevant parties. While it is acknowledged that some of the changes will not be popular, they are necessary in order to ensure that the authority can still sustainably provide transport to those entitled to receive it, and we will do everything possible to ensure that those affected are kept informed and are involved in the process. Wherever possible we will work with partners in order to try and ensure a smooth transition and to build / continue strong relationships.
(6) Are there any obvious barriers to accessing the service? If yes how can they be overcome?	Discussion would take place with school/family should any students face significant financial difficulties as a result of introducing such policy changes. However, a 50% discount is already available to families who receive certain benefits.
(7) What are the likely positive and negative consequences for health and wellbeing as a result of this plan/strategy/service/policy?	While some students may not be entitled to free transport as a result of the proposed changes it is not envisaged that there will be any negative impact on health and wellbeing.
(8) What actions are going to be taken to reduce or eliminate negative or adverse impact on population health? (This should form part of your action plan under Stage 4.)	It is not anticipated that the proposed changes would have a negative or adverse impact on population health.
(9) Will the plan/strategy/service/policy increase the number of people needing to access health services? If so, what steps can be put in place to mitigate this?	This is not currently considered likely.
(10) Will the plan/strategy/service/policy reduce health inequalities? If so, how, what is the evidence?	This is not currently considered likely.

Stage 4 – Action Planning, Review & Monitoring	
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If No Further Action is required then go to – Review & Monitoring

(1) Action Planning – Specify any changes or improvements which can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.

EqIA Action Plan

Action	Lead Officer	Date for completion	Resource requirements	Comments

(2) Review and Monitoring
State how and when you will monitor policy and Action Plan

The policy will be regularly reviewed as the proposals move through the democratic services / consultation process.

- Monitor number of young people with EHC plans taking up Independent Travel Training by age and disability (contract provider)
- Monitor number of risk assessments carried out by age and disability (Risk assessor)
- Monitor number of complaints regarding school transport by age and disability (using Contact Us data)

Please annotate your policy with the following statement:
‘An Equality Impact Assessment/ Analysis on this policy was undertaken on 19 June 2017 and will be reviewed on an ongoing basis until the Council’s revised transport policy is finalised and then on an annual basis’.

Appendix J

Home to School/College
Transport Policy

(For consultation in September 2017)

COMMUNITIES GROUP

HOME TO SCHOOL / COLLEGE TRANSPORT POLICY

CONTENTS

1 INTRODUCTION.

2 DEFINITIONS.

- 2.1 Eligibility for Travel Assistance
- 2.2 Qualifying School
- 2.3 Nearest Qualifying School.
- 2.4 Statutory Walking Distance.
- 2.5 Motorised Route.
- 2.6 Low-income families.

3 ELIGIBLE PUPILS.

- 3.1 Background.
- 3.2 Pupils living outside Walking Distance
- 3.3 Pupils from low-income families
- 3.4 Pupils unable to walk in safety to school because of the nature of the route.
- 3.5 Pupils with a statement of special educational needs (SEN) or an Education Health & Care Plan (EHCP)
- 3.6 Pupils with SEN attending a specialist nursery.
- 3.7 Children Looked After
- 3.8 Managed Moves
- 3.9 Fair Access Protocol
- 3.10 Pupils unable to walk to school by reason of their medical needs
- 3.11 Pupils Educated Outside of Year Group / Deferment
- 3.12 Accompaniment

4 GENERAL PRINCIPLES APPLYING TO TRANSPORT PROVISION UNDER THIS POLICY FOR THOSE OF COMPULSORY SCHOOL AGE.

- 4.1 Eligibility.
- 4.2 Divorced / Separated Parents.
- 4.3 Review of Entitlement (pupils with SEN)
- 4.4 Withdrawal of Transport.
- 4.5 Behaviour.
- 4.6 Parental Responsibilities

5 PROVISION OF TRANSPORT FOR THOSE OF COMPULSORY SCHOOL AGE.

- 5.1 Transport Arrangements.
- 5.2 Direct Travel Payments
- 5.3 Independent Travel Training (for pupils with SEN)
- 5.4 Ad-hoc/Emergency Transport (for pupils with SEN)

- 6 **HOW TO APPLY FOR TRANSPORT FOR THOSE OF COMPULSORY SCHOOL AGE.**
 - 6.1 The Application Process.
 - 6.2 Replacement Passes.
 - 6.3 Temporary Passes.

- 7 **APPEALS.**
 - 7.1 Introduction.
 - 7.2 How to Appeal.

- 8 **TRAVEL ARRANGEMENTS FOR NON-ELIGIBLE CHILDREN OF COMPULSORY SCHOOL AGE.**
 - 8.1 Introduction.
 - 8.2 Vacant Seats
 - 8.3 How to Apply.

- 9 **RESPIRE / FAMILY LINK TRANSPORT.**

- 10 **TRANSPORT SUPPORT FOR STUDENTS AGED 16-19.**
 - 10.1 Introduction.
 - 10.2 Eligibility.
 - 10.3 Direct Travel Payments.
 - 10.4 Transport Arrangements.
 - 10.5 How to Apply.
 - 10.6 Refunds.
 - 10.7 Replacement Passes.

- 11 **TRANSPORT FOR STUDENTS AGED 16-25 WITH A STATEMENT OF SEN/EHCP, LEARNING DIFFICULTIES AND / OR DISABILITIES**
 - 11.1 Limited Free Post-19 Transport Assistance Availability
 - 11.2 Contributory Transport for Learners Aged 16-19
 - 11.3 How to Apply

- 12 **CONTACT DETAILS.**
 - 12.1 Education Transport.
 - 12.2 Transport Operations.
 - 12.3 SENDAR.
 - 12.4 School Admissions.
 - 12.5 SENDIAS.

Appendix A – Process for the Assessment of Walking Routes

Appendix B – Accompaniment

Appendix C – Special Schools

Appendix D – Exceptions & Assessment Criteria

‘An Equality Impact Assessment/ Analysis on this policy was undertaken on 19 June 2017 and will be reviewed on an ongoing basis until the Council’s revised transport policy is finalised and then on an annual basis’.

1 INTRODUCTION.

The following document aims to provide guidance for parents/carers, young people and young adults on the Education Transport Policy adopted by Warwickshire County Council (“the Local Authority”) and approved by elected members. This document sets out the Local Authority’s Education Transport Policy and describes how it fulfils its duties and exercises its discretionary powers as required under the Education Act 1996 and subsequent legislation.

The purpose of this comprehensive guidance is to incorporate all education transport assistance into one key policy for children and young people aged 3 to 25 years of age.

There is no universal entitlement to free travel for every child or student to and from any school. Parents and post-16 students are strongly advised to consider how pupils and students will get to an education establishment before applying for a place.

Support from the LA for travel to and from education will not necessarily be in the form of a vehicle to transport a child. It may be by enabling the child to walk to and from education through Independent Travel Training where the child may otherwise not have been capable of doing so.

Where there is no entitlement to support from the Local Authority, parents and students can seek assistance from educational institutions which are able to use some of their own funds to support transport where they feel this is appropriate. Where support from Warwickshire is not free, a vacant seat on the Local Authority’s transport network may be available, but this may not be the cheapest option and commercial options should be explored.

Parents have a legal duty and a responsibility to make necessary arrangements to ensure that children of compulsory school age receive a suitable full time education and, if registered at school, that they attend school regularly. The LA is required to provide transport assistance to children resident within the administrative area of Warwickshire County Council who are entitled under the law and this policy.

Transport policy will often influence a parent’s decision when choosing a school but the two policies are not intrinsically linked.

The following policy will outline in detail the key aspects of applications received for consideration under the heading of Eligible Children, it aims to provide clarity and understanding of criteria for eligibility and the process when a child is refused free travel. The policy will also outline discretionary arrangements for specified groups and will explain travel arrangements for non-eligible travellers.

The Policy contains supplementary information within the appendices attached. The content of these are updated regularly and are subject to change without consultation.

2 DEFINITIONS

2.1 Eligibility for travel assistance

To qualify for free home to school transport the pupil must meet all of the criteria listed below;

A	The pupil must be resident in Warwickshire
B	The pupil must be attending their nearest qualifying school (see section 2.3) (exceptions to this rule are in section 3.3)
C	The pupil must be of compulsory school age. This includes all pupils from the start of the academic year in which they turn 5 until the end of the academic year in which they turn 16. Transport assistance is not provided to Nursery settings (exceptions to this rule are in section 3.6)
AND either D or E	
D	The pupil must live more than the statutory walking distance from their qualifying school (see section 2.4) OR have a route to school which is less than the statutory walking distance but deemed unsafe to walk (see section 3.4)
E	The pupil must be unable to walk the statutory walking distance to their qualifying school because of their special educational need, disability or mobility difficulties (subject to an assessment of their needs)

2.2 A **qualifying school** falls within one of the categories set out below:

- (a) a community, controlled, foundation or voluntary aided school
- (b) a community or foundation special school
- (c) a non-maintained special school
- (d) a PRU (pupil referral unit)
- (e) a free school
- (f) a maintained nursery school
- (g) a City Technology College (CTC), College, Career & Technology Academy (CCTA) or Academy
- (h) an independent school if named in a child's Statement of Special Educational Needs or Education, Health and Care Plan

2.3 The **nearest qualifying school** is the closest qualifying school (see 2.2) to the pupil's home address, with places available, that provides education appropriate to the age, ability, and aptitude of the pupil and takes into account any special educational needs that pupil may have.

This may not necessarily be a school in whose priority area the pupil resides.

Initially a calculation on nearest qualifying school is undertaken on the basis of what school is closest to home by the shortest available walking route with spaces available in the pupil's year group. If there is no such school within statutory walking distance (see 2.4 for definition) then a new calculation will take place on the basis of the shortest motorised route to calculate the nearest qualifying school.

The calculation of nearest qualifying school for a pupil who has gained a place at a selective school will include non-selective comprehensive schools which provide schooling for those of all ability levels. As such transport to selective schools will only be provided if it is the nearest qualifying school to the child's home, taking into account all relevant secondary schools.

Similarly, the calculation of nearest qualifying school for a pupil who has gained a place at a faith school will include non-faith schools which provide schooling for those of all faiths. As such transport to faith schools will only be provided if it is the nearest qualifying school to the child's home, taking into account all relevant schools. The exception to this will be when the pupil is of secondary school age and qualifies under the extended eligibility criteria (see section 3.3).

The nearest qualifying school for a pupil attending a special school or specialist unit will be the nearest appropriate special school or unit that can meet their needs. Parents who choose a different school or unit will not qualify for transport assistance.

Where a special school or unit is named in the pupil's statement or EHCP because of parental preference, free transport will not normally be provided if it is not deemed to be the nearest school able to meet the pupil's needs.

- 2.4 The **statutory walking distance** is:
- (a) two miles for pupils under eight.
 - (b) two miles for pupils aged 8-16 from a low-income family (see 2.6).
 - (c) three miles for other pupils aged 8-16.

The measurement of the Walking Distance is not necessarily the shortest distance by road. It is measured by the shortest route along which a child, accompanied as necessary, may walk in reasonable safety. As such, the route measured may include footpaths, bridleways and other pathways, as well as recognised roads.

Walking Distance will be measured from the home boundary to the nearest school gate. This may not be main school gate, but may be the closest access point.

- 2.5 **Motorised Routes** are those passable by using a suitable motorised vehicle. Paths and roads not passable by motorised transport will not

therefore be considered. Measurements will be made by the Local Authority's Education Transport Office using Google Maps or other appropriate measurement system used by the Local Authority at that time.

Motorised routes will be used to calculate the nearest school when there is no qualifying school within statutory walking distance of the child's home.

- 2.6 **Low-income families;** pupils shall be considered to be from a low-income family if they are entitled to free school meals, or if a parent with whom they are ordinarily resident are in receipt of their maximum level of Working Tax Credit. Proof will be required.

For pupils granted free transport on the grounds of entitlement to free school meals, or their parent's receipt of the maximum level of Working Tax Credit, eligibility will need to be confirmed during each academic year.

Where pupils are granted free school meals on a non-statutory basis, or if parents are unable to prove they are in receipt of their maximum level of Working Tax Credit, the pupils shall not be considered to be from a low-income family for transport purposes.

3 **ELIGIBLE PUPILS.**

3.1 **Background.**

Under Section 508B Education Act 1996, the Local Authority must provide certain categories of pupils with free home to school transport. This sections sets out the groups of pupils who are currently eligible for free transport.

Unless eligible under section 3.3 of this policy, pupils should be attending the nearest qualifying school to qualify for free transport (see section 2.3). Section 3 applies only to children of compulsory school age, and does not provide any entitlement to those aged under 5 or those who are 16 or over and are no longer of compulsory school age.

3.2 **Pupils living outside Walking Distance**

Statutory walking distance is a threshold which determines whether the responsibility for travel sits with the Local Authority or with the child's parent. It does not mean that pupils must walk the distance. It is the responsibility of parents who live under the qualifying distance to decide how to get their children to and from school.

Free home to school transport assistance will be available to pupils attending their nearest qualifying school, where the distance from home to school by the shortest available walking route exceeds:

- (i) Two miles for pupils under the age of 8 years
- (ii) Three miles for pupils aged 8 – 16

Where a pupil qualifies for home to school transport under the age of 8 due to the distance being more than 2 miles but less than 3 miles, transport assistance will continue until the end of the academic year in which they turn 8 years old.

3.3 Pupils from low-income families:

Where a pupil is considered to be from a low-income family free home to school transport assistance will be provided:

- (a) To pupils aged 8-11, attending the nearest qualifying school, if more than two miles from their home by the shortest available walking route.
- (b) To pupils aged 11-16, attending one of their three nearest qualifying schools, provided it is more than two miles (by the shortest available walking route), but not more than six miles (by motorised route) from their home.
- (c) To pupils aged 11-16, attending the nearest qualifying school which accords with the parents' religion or belief, provided it is more than two miles (by the shortest available walking route), but not more than fifteen miles (by motorised route) from their home.

Where an application for transport is made on grounds of religion or belief, the Local Authority will require written evidence to support that application. It is the applicant's responsibility to provide this information. This may include written confirmation from third parties supporting the religion or belief claimed. Providing such evidence is no guarantee of free transport, as the final decision as to whether the application meets the criteria for being based on grounds of religion or belief will sit with the Local Authority.

3.4 Pupils unable to walk in safety to school because of the nature of the route.

Where pupils live within the statutory walking distance of the nearest qualifying school, and the pupil attends that school, the Local Authority may, in certain circumstances, be under a duty to make travel arrangements.

These include where the nature of the route is such that a pupil cannot reasonably be expected to walk, accompanied as necessary, in reasonable safety (advice concerning 'accompaniment' in Appendix B), and no alternative suitable route of under statutory walking distance exists.

The Local Authority has a detailed policy for carrying out route assessments. Further information is provided in Appendix A.

Where a parent believes that the route from home to school is not safe they can request that the route is assessed. The route will then be assessed by the Local Authority if either it has not been assessed in the

last 3 years or if the parent provides evidence that circumstances on the route have changed since the last assessment. Parents will need to complete the request form which can be obtained from the Education Transport department directly, using the contact details in section 12.

3.5 Pupils with a Statement of Special Educational Needs or an Education Health & Care Plan (EHCP)

Entitlement to free school transport assistance for a pupil with special educational needs and/or a disability who has a Statement of Special Educational Needs or an EHCP is based on the following:

- **The pupil is a Warwickshire resident**
- **The pupil holds a statement of special educational needs, an Education Health & Care Plan (EHCP) or is accessing a placement for continuous assessment such as;**
 - A designated speech and language unit
 - A specialist nursery

- **The pupil is attending the nearest qualifying school**

The **nearest qualifying school** is a qualifying school that provides education appropriate to the age, ability, and aptitude of the pupil, and taking into account the child's special educational needs. For most children this is still likely to be their nearest mainstream school.

In the case of a pupil whose needs cannot be met in mainstream but which can be met in a generic Warwickshire special school, this is likely to be the school which serves that area of the County. Further details are available in Appendix C (this will be updated annually or as and when required). It could also be another school if closer to home by the shortest available route.

If the child's needs cannot be met in either mainstream or in a generic special school, the nearest qualifying school would depend on the specific requirements of the pupil. This could be a specialist special school, satellite provision or resourced provision within mainstream schools (please see Appendix C for full details), or provision made through the Flexible Learning Team as written into the child's EHCP.

Where a parent chooses to send their pupil to a more distant school or specialist provider, even though the nearest qualifying school is able to meet the pupil's needs, they assume responsibility for the provision of transport and any associated costs. Such circumstances will be noted on the Statement of Special Educational Needs or EHCP.

- **The pupil lives over the Statutory Walking Distance from the School**

Statutory walking distances will apply (see section 2.4), unless the pupil's needs are such that they would not be able to complete the

journey from home to school, accompanied as necessary, without home-to-school transport assistance.

Where a pupil's journey does not exceed the statutory walking distance, a full assessment will be carried out to determine whether transport assistance is necessary to facilitate access to school. The pupil's individual needs will be taken into consideration as well as the nature of the route to/from school. The pupil's EHCP may be used to obtain information about their specific needs.

Please see Appendix D for a list of the assessment criteria and the supplementary information that may be required to support the application. All applications will be considered on an individual basis, in line with any relevant law or legislation.

The type of transport assistance offered may vary depending on the pupil's individual needs. Independent Travel Training will be considered an appropriate form of assistance where the pupil has been assessed as being suitable (see section 5.1/5.3). Refusal to engage in the training may result in no further transport assistance being offered.

3.6 Pupils with special educational needs attending a specialist Nursery

Free transport will be provided to children in early years where:

- They are resident in Warwickshire;
- The pupil is attending the nearest appropriate specialist nursery provision and has a place confirmed by IDS (Integrated Disability Service); and
- The pupil is aged 3 or 4 years old

3.7 Children Looked After

Arrangements for children who have been placed with foster carers may differ slightly, as the school attended by the child may be set by the Local Authority, which would make that school the nearest qualifying school, but the Local Authority is clear that this policy applies to all Looked After Children. Foster carers should approach their allocated social worker to discuss eligibility and to apply for any additional assistance.

3.8 Managed Moves

Pupils placed by the Local Authority into a school as a managed move may qualify for transport assistance. This would normally be funded by the Area Behaviour Partnership (ABP) and will depend on the circumstances of the case.

3.9 Fair Access Protocol (FAP)

Where a pupil has been placed at a school by the Local Authority under the FAP, they may receive transport to facilitate their attendance, should it be considered necessary to do so.

3.10 Pupils unable to walk to school by reason of their disability or medical needs

Where a pupil (up to 16 years of age) has a disability, mobility issues or short or long-term medical needs, which prevent them from walking to school, transport assistance will be considered.

A pupil of compulsory school age will be eligible for free home to school transport, if they attend their nearest qualifying school and if they cannot reasonably be expected to walk to that school because of their disability or mobility problems.

Evidence of any conditions or difficulties will be required from relevant professionals. Applications under this criterion must evidence that the pupil's disability prevents him or her from walking the statutory walking distance to school, even if accompanied by a responsible adult.

Eligibility will be assessed using the information provided on the application form. Parents / carers will be responsible for providing supporting evidence and it may be necessary to seek guidance from relevant professional agencies. Evidence may be a letter from a paediatrician or a consultant psychologist, for example.

Should transport assistance be agreed, it will normally be on a time-limited basis. Transport assistance for those with short term medical problems will be agreed for up to 8 weeks, subject to review at the end of the period if necessary. Long term medical conditions will normally be agreed for the academic year, with a new application required for the following academic year.

Parents should apply using the 'Transport Assistance for Pupils on Medical Grounds' application form. This can be found at <http://www.warwickshire.gov.uk/educationmedicaltransport> or requested from Education Transport by using the contact details in section 12.

If the pupil has a Statement of Special Educational Needs or an EHCP they will qualify for free transport based on the criteria listed in section 3.5. They should not apply for transport assistance using the 'Medical Grounds' application form.

Students over the age of 16 should apply either under the 16-19 transport policy (section 10) or under the 16-25 policy (section 11) if the student has an EHCP, statement or learning difficulties / disabilities. They should not apply for transport assistance using the 'Medical Grounds' application form

3.11 Pupils Educated Outside of Year Group/Deferment

Occasionally, pupils may be placed in a year group below their chronological year group assumed by their date of birth. Deferred entry to school would also mean that a pupil is educated outside of their normal year group.

Pupils who are legally entitled to free transport assistance would continue to receive assistance until the end of the academic year in which they reach the age of 16. Transport assistance after this time would depend on the Post-16 policy and become chargeable, further details of which can be found in section 10 of this policy.

3.12 Accompaniment

It is the responsibility of those with parental responsibility to make suitable arrangements to ensure that their child is accompanied on walking routes to school, if it is considered by the parents that the child's age, ability and levels of understanding make this necessary. The Authority will therefore not provide transport solely because parents have not made such arrangements, unless exceptional circumstances apply. Such circumstances may include where disability means that no parent is available to accompany the pupil along a walking route to school. In circumstances such as this, parents will be responsible for providing supporting evidence and it may be necessary to seek guidance for relevant professional agencies.

Production of evidence is no guarantee of free transport and each case will be assessed on an individual basis. It is the general position of Authority that parents are expected to manage ensuring that their children are accompanied to school alongside any work commitments that they may have. Details on the law can be found in Appendix B.

4 GENERAL PRINCIPLES APPLYING TO TRANSPORT PROVISION UNDER THIS POLICY FOR THOSE OF COMPULSORY SCHOOL AGE.

4.1 Eligibility.

The Education Transport section will establish eligibility for free transport. This will take place on application once places at schools have been allocated and accepted by the parents.

The Local Authority only provides free home to school transport to Warwickshire residents. However, non-Warwickshire residents may apply for transport assistance under the Local Authority's Vacant Seats Scheme. (See section 8.2).

By law, a pupil is not entitled to free transport until he / she reaches statutory school age (at the beginning of the first term to start after the child's fifth birthday). Since Warwickshire's policy is to admit pupils from the start of the academic year in which they become five, transport

provision will normally be made from the time of their admission. Transport assistance will not be provided before this time except in accordance with section 3.6.

Parents have the opportunity to express a preference for the pupil to attend any school. However, when pupils do not attend the nearest qualifying school, there is no requirement to provide transport, unless eligible under a relevant section of this policy.

If parents have been unable to secure a place for the pupil at the nearest qualifying school despite making an application at the appropriate time, free transport assistance will normally be provided to the next nearest qualifying school if this is above the statutory walking distance.

However, where the pupil initially attends the nearest qualifying school, and then transfers to another school, free transport will only be provided if the new school is considered the nearest qualifying at the time of application and the journey from home to school is over the statutory walking distance. If the school being applied for is further away than the child's initial setting then it is unlikely that transport assistance would be provided, unless evidence exists to confirm that the child's initial setting is not a suitable school for them.

The route used for determining eligibility for free transport will be that which is the nearest available to a child, accompanied as necessary, to walk along with reasonable safety to school. (See 2.3 / 3.4)

4.2 Divorced / Separated Parents

Where parents are divorced or separated and the pupil spends time living with each parent at different addresses, eligibility for free transport will depend on the nearest qualifying school (see section 2.3 for definition) for each of the parent's addresses.

If the nearest qualifying school is the same school from both parent's addresses, then free transport will normally be provided from each address (dependent on the usual eligibility criteria).

However, where the chosen school is only deemed to be the nearest qualifying from one parent's address, transport would only be provided from this address (subject to the normal eligibility criteria).

A vacant seat may be purchased to facilitate travel from the alternative address provided a seat is available (see section 8.2 for further details).

4.3 Review of Entitlement (for pupils with a Statement of SEN or an EHCP)

The pupil's entitlement to free transport will be considered following each annual review of their Statement or EHCP, and should be discussed at each annual review meeting for children currently in receipt of transport assistance. The outcome of these reviews will include whether the pupil

still qualifies for free transport assistance, if transport needs to continue and if so, what provision is most appropriate. Options for independent travel, and independent travel training, will be explored where possible.

4.4 Withdrawal of Transport.

All Local Authority services are reviewed on a regular basis.

The Local Authority reserves the right to withdraw free transport if a pupil ceases to be eligible, or if it is discovered that transport has been granted in error. One term's notice will be given. Where it is established that parents have fraudulently applied for transport the Local Authority reserves the right to withdraw free transport immediately and to recoup the costs of transport provided to date.

Occasionally, the Local Authority may decide that a service is no longer financially viable. This is normally when few or no entitled students are travelling. In these cases, all passengers will be given a minimum of one term's notice. Any eligible students will be accommodated on alternative provision whilst vacant seat / post 16 students will be required to make their own arrangements.

4.5 Behaviour

The Local Authority expects all pupils to behave in a considerate way when travelling on transport either provided, or arranged by the Local Authority.

Further details on the standard of behaviour expected can be found on the application form for transport assistance. Parents / Carers, and students of secondary school age will be required to accept the relevant Terms and Conditions of Travel.

The Local Authority reserves the right to withdraw a pupil's entitlement to free home school transport without notice if a pupil misbehaves whilst on transport provided under this policy.

For serious incidents of poor behaviour or breaches of the Terms and Conditions of Travel, the Local Authority reserves the right to permanently withdraw transport. Parents will then be responsible for transporting the pupil to school, although a direct travel payment may be paid. (See 5.2).

4.6 Parental Responsibilities

Parents are responsible for ensuring that the pupil reaches the pick-up point and that they board the vehicle safely. They should also ensure that the pupil is aware of the need to fasten their safety belt (where provided) and to not move around the vehicle during the journey.

Parents should also ensure that a responsible adult is there to meet the pupil at the drop-off point at the end of the school day, or that the pupil is able to make their way home by other means.

If a pupil's parents are not at home when they are brought home / to a drop-off point, any additional costs, e.g. waiting time, extra mileage, will be met by the parents. In such circumstances, it may be necessary to take the pupil to the local police station, and / or seek guidance from social services. In the case of repeat incidents, the Local Authority reserves the right to withdraw / amend the transport provision. A direct travel payment may be offered in lieu of free transport (See 5.2).

5 PROVISION OF TRANSPORT FOR THOSE OF COMPULSORY SCHOOL AGE.

5.1 Transport Arrangements.

Transport assistance provided may include (but is not limited to) dedicated school bus services, public buses, specialist vehicles, or an appropriate combination. Direct travel payments may be provided, with parental agreement, under the scheme in section 5.2.

Independent travel training (section 5.3) is offered to pupils with SEN who have been assessed, by a professional advisor, as being suitable. Pupils will be expected to participate unless they have been assessed, by a professional advisor, as being unlikely to benefit from such training. Refusal to participate in the travel training programme will be deemed as declining the Local Authority's offer of travel assistance and no alternative assistance will be provided.

Transport arrangements will be made by the Transport Operations department within the Local Authority's Communities Group to ensure the most effective and efficient use of resources. The offer will be the most cost effective from a range of options and will be offered based on an individual consideration of the safety of the pupil. The Local Authority reserves the right to change the offer at any point during the year if necessary.

Where eligible, free transport will be provided for one return journey per day, for arrival at school prior to the beginning of the normal school day, and departure from school after the end of the normal school day, to and from a pick-up / drop-off point at or near the child's home address (taking into account Section 4.2).

No transport assistance will be offered to enable children to attend wrap-around provision, breakfast clubs, paid employment, extra-curricular activities or any other provision which exists outside of normal school hours. Similarly no transport will be provided to any site other than the school's main campus. No transport assistance will be provided to college day release programmes, work experience or other school sites.

Eligibility for travel assistance will be reviewed annually or when there is a change in circumstances. For pupils with a statement of special educational needs or an EHCP, this will be done following the annual

review of the statement or EHCP. Any changes will be implemented from the start of the next school term or sooner if mutually agreeable.

Costs incurred by parents will not be reimbursed unless an application has been rejected in error.

On occasions, it may be necessary to transfer pupils to an alternative service. While as much notice as possible will be given, the safety of passengers may necessitate changes at short-notice.

Pupils will be expected to make their own way, accompanied as necessary, to a pick up point which is within one mile of the home address, except where for reasons related mobility or special educational needs this is not practical.

As a general rule, no pupil should be on a vehicle for longer than 75 minutes one way, if aged 11 or over, or 45 minutes if under the age of 11. This will not however be possible in all circumstances, and the Local Authority reserves the right to offer transport assistance with longer journey times if this is unavoidable.

Passenger assistants will not be provided on vehicles transporting pupils to schools unless there is a need related to a pupil's special educational needs or disability, or in other very exceptional circumstances.

Where it is necessary for a passenger assistant to be provided for a particular contract, the operator will ensure the presence of an assistant who is familiar with the operation of any equipment e.g. safety belts and harnesses, and will ensure its proper use.

The Local Authority's policy is that all vehicles transporting pupils to primary school should be fitted with seatbelts. All transport assistance provided under arrangements made by the Local Authority will be in accordance with legal requirements. Provided that the additional cost is not excessive, when letting contracts to transport pupils to secondary school, preference will be given to tenders that will provide transport fitted with seat belts.

If parents make any changes to transport arrangements, for example by contacting an operator directly, no additional costs will be met by the Local Authority, unless by prior agreement with Education Transport.

5.2 Direct Travel Payments

Where transport does not currently operate, in the first instance, parents will be given the opportunity to convey the pupil themselves or to make their own arrangements and to receive a direct travel payment (DTP). DTPs will not be provided unless agreed by the pupil's parents.

DTPs will be calculated based on two return journeys from home to school per day and are paid half-termly in advance. The amount paid per

mile is reviewed annually. Parents will be informed of the current rate at the time of application. Enhanced travel payments may be agreed in exceptional circumstances.

Direct travel payments will only be given when financially viable and when no existing transport is in place. Should a more cost effective method of transport become available, the Local Authority reserves the right to withdraw the DTP. Should a parent decide they can no longer accept a DTP, they must give at least 14 days' notice.

DTP payments are subject to audit, and the Local Authority reserves the right in all cases to demand to see evidence that payments made have been spent solely on transporting the pupil to and from school. Should evidence exist that payments have been used for other purposes then the Local Authority would immediately terminate the arrangements and begin proceedings to recover the amounts in question.

If, due to periods of absence or otherwise, not all of the amounts paid to a parent have been necessary for the purposes of funding home-to-school transport, the Local Authority reserves the right to reduce future payments or to demand repayment of unused amounts. The Local Authority also reserves the right to gain access to a child's attendance register record in order to check levels of attendance, and to speak with school staff and others in order to gain information about a child's home-to-school travel arrangements.

Full terms and conditions can be found on our website:
<http://www.warwickshire.gov.uk/direct-travel-payments>

5.3 Independent Travel Training (for pupils with SEN)

Where appropriate, the Local Authority will identify pupils for travel training to encourage independent travel. Upon completion of training, it will generally be expected that pupils will use more sustainable modes of transport to get to/from school (such as school/public buses or walk) in place of specialist transport. The Local Authority will make arrangements accordingly, taking into account an assessment of the pupil's abilities and on-going needs. For more information about travel training, please contact Education Transport using the contact details in Section 12.

5.4 Ad-hoc/Emergency Travel Provision (for pupils with SEN)

When a request for an emergency change to transport is made, supporting information may be requested from third parties (such as contract operators or schools) before a decision can be reached.

These arrangements will normally be time-limited and the end date will be communicated to parents at the time of agreement.

Requests will be taken to Moderation (a meeting of SEN Officers to discuss complex cases and transport requests) by officers from

Education Transport for consideration. Transport may be arranged for up to 5 working days in the interim period.

6 HOW TO APPLY FOR TRANSPORT FOR THOSE OF COMPULSORY SCHOOL AGE.

6.1 The Application Process.

Parents / Carers should complete the 'Application for Transport Assistance for Pupils of Statutory School Age (Up to 16 years)' form.

This can be found online at

<http://www.warwickshire.gov.uk/transporthelpunder16> or by contacting the Education Transport department directly (see section 12).

For pupils with a statement or EHC Plan the 'Application for Home to School Travel Assistance for Pupils with Special Educational Needs & Disabilities (SEND)' should be completed. This can be found online at <http://www.warwickshire.gov.uk/travelhelpunder16> or by contacting SENDAR (see section 12).

Submission of the application form is taken as agreement to the conditions of travel.

If the form is not fully completed, it will not be possible to process the application, and the form will be returned.

If the application is based on the grounds of religion or belief (in accordance with Section 3.3), or to a school which is not the nearest qualifying establishment, parents should supply as much information as possible. The Local Authority will require written evidence to support applications for transport made on religious grounds. Further information may be requested by the Education Transport department if considered necessary to correctly assess the application.

All applications will be processed as quickly as possible. However, no travel costs incurred whilst waiting for a decision on Home to School Transport will be reimbursed.

Completed Application Forms should be sent to the Education Transport Department or to SENDAR for those with a statement or EHC Plan. Contact Details can be found in section 12.

6.2 Replacement Passes.

If a pass has been lost, stolen, damaged or confiscated, it needs to be replaced. Pupils who attempt to board a service without a valid bus pass may be refused access to transport, or may be required to pay a daily fare. Any costs incurred whilst waiting for a replacement pass are non-refundable.

A new pass will be issued upon payment of the appropriate administration fee. Passes are issued as quickly as possible, after payment has been received.

The replacement pass fee is payable in all cases where a pass is to be reprinted. (This includes requests to change services, change of name etc.)

Payment, along with a completed Replacement Pass Application Form, should be sent to the Education Transport Office at the address shown in section 12. Alternatively passes may be ordered and paid for over the phone.

For replacement commercial passes (such as Stagecoach), a higher administration fee will normally be charged. These prices are set by the individual company.

6.3 Temporary Passes.

Some schools operate a temporary pass scheme which may be available if a pupil loses a pass during the school day. These passes allow the pupil to travel home from school, and from home to school the following day. Along with the temporary pass, pupils will be issued with a replacement pass form. This needs to be returned to the school the following day along with the appropriate payment. The school will then issue pupils with a further temporary pass, valid for a fixed period, and will send the replacement pass form to the Education Transport section. A new pass will then be issued.

Not all schools operate a temporary pass scheme and pupils / parents should contact schools directly for further details.

7 APPEALS.

7.1 Introduction.

A parent who applies for free home to school transport under this policy, and who is refused any such assistance, has the right of appeal. The Strategic Director for the Communities Group or officers nominated by him/her have via the appeals process the power to authorise the provision of free or assisted transport and / or waive any charges in whole or in part in exceptional circumstances.

Parents are able to appeal to challenge the Local Authority's decision about the following:

- The transport arrangements offered;
- Their child's eligibility;
- The distance measurement in relation to statutory walking distances; and
- The safety of the route

For any other issues not set out above, please follow the Local Authority's complaints procedure which can be found on the website by visiting <http://www.warwickshire.gov.uk/councilcomplaints>

7.2 How to Appeal.

Stage one: Review by a senior officer

Parents must submit their request for a review of the decision to refuse transport assistance by completing the 'Appeal Request Form' (available online or through Education Transport - see section 12). This should be sent to the Lead Officer for Education Transport (either by email or post) within 20 working days from receipt of the Local Authority's decision. Please note that the decision will be deemed served 2 working days from the date of posting, if sent by first class post, or on the day if sent via email. Appeal requests received outside of this timeframe will be rejected.

The written request should detail why the parent believes the decision should be reviewed and give details of any personal and/or family circumstances that the parent believes should be considered when the decision is reviewed, as well as providing any relevant evidence

Consideration will be given to the views of the parent, the student and those of Headteachers and other professionals/agencies as provided by the parent or consulted as part of this process (where relevant).

Within 20 working days of receipt of the parent's written request the Lead Officer for Education Transport (or another senior officer in their absence) will review the original decision and send the parent a detailed written notification of the outcome of the review.

Please note stage one appeals for students with a statement or EHCP will be considered by a moderation panel and the outcome conveyed to parents in accordance with the timescales above.

Stage two: Review by an independent appeal panel

Parents have 20 working days from receipt of the Local Authority's stage one written decision to make a written request to escalate the matter to stage two. As stated above the decision will be deemed served 2 working days from the date of posting, if sent by first class post, or on the day of sending if sent via email. Appeal requests received outside of this timeframe will be rejected.

Within 40 working days of receipt of the request, an independent appeal panel considers written and verbal representations from both the parent and officers involved in the case (including all past correspondence in relation to the stage 1 appeal) and gives detailed written notification of the outcome including the information considered and the rationale behind the decision (within 5 working days of the review meeting)

The members of the panel will be independent of the original decision making process but are not required to be independent of the Local Authority. They will be suitably trained to ensure a balance is achieved between meeting the needs of the parents and the duties and responsibilities of the Local Authority, and that road safety requirements are complied with so that no child is placed at unnecessary risk.

Once the date of the meeting is set, parents will be given a deadline for the submission of any supporting evidence. Late evidence submitted may mean that the meeting has to be adjourned to enable the panel to consider it.

Successful Appeals

If an appeal for transport is successful at either stage, and a decision is taken to provide transport as an exception to the home to school transport policy, the decision will only apply to the student in question. Transport applications for siblings, or any existing transport arrangements for siblings will be assessed in line with the relevant sections of this policy.

For the avoidance of doubt, any transport costs incurred by the family between the initial decision and the outcome of the appeal will not be reimbursed.

Unsuccessful Stage Two Appeals

Where a parent believes the Local Authority has failed to comply with the procedural rules or if there are any other irregularities in the way the appeal was handled they have the right to complain to the Local Government Ombudsman. If a parent considers the decision of the independent panel to be flawed on public law grounds namely illegality, irrationality or procedural impropriety, they may apply for judicial review.

Parents of students with special educational needs who require support for this process are advised to contact SENDIAS (Special Educational Needs & Disability Information, Advice and Support) for assistance. Contact details can be found in section 12.

8 TRAVEL ARRANGEMENTS FOR NON-ELIGIBLE CHILDREN OF COMPULSORY SCHOOL AGE

8.1 Introduction

The Local Authority has discretion to make travel arrangements for pupils who do not meet the criteria for free transport.

For those pupils, the Local Authority operates a Vacant Seats Scheme. If, after entitled pupils have been accommodated, spare places still exist

on contracted vehicles, these may be offered to pupils in exchange for a contribution towards transport costs.

8.2 **Vacant Seats.**

Vacant Seats will be allocated to pupils based on the categories below and will be processed in date order.

The categories are listed in order of priority (highest first):

1) Pupils who have travelled on the bus service they are applying for in the previous academic term.

2) Warwickshire residents who have not previously travelled under the Vacant Seats Scheme, or who are applying for a different service

3) Non-Warwickshire residents who have not previously travelled under the Vacant Seats Scheme, or who are applying for a different service

Where only one seat is left available on a particular service and there is more than one application in the same category, received on the same day, a random number generator allocation will be used to allocate the seat.

Vacant Seats will be allocated subject to the following conditions:

- 1) A pass will be withdrawn if;
 - The place is required for an entitled traveller,
 - the service is withdrawn/changed, or
 - the route is altered

One term's notice will be given, except for pupils travelling by taxi, where a minimum of one week's notice will be given.

2) Where a pass is withdrawn after payment has been made, a refund will be made based on the number of days travelled.

3) Vacant Seat passes are not available on public transport services.

4) Vacant Seats for pupils can only be allocated once all entitled travellers have been accommodated. Parents should therefore make alternative arrangements until they have received confirmation that a Vacant Seat is available.

5) A parental contribution is required for the Vacant Seats Scheme. If the contribution is not received, pupils will not be able to travel.

6) Vacant seats are not available to pupils over the age of 16.

7) Passes can only be used at the start and end of a school day at normal school hours. Timetables are normally supplied with bus passes.

8) Vehicles will not be re-routed to accommodate pupils under the Vacant Seats scheme, nor will extra/larger vehicles be provided to increase the availability of Vacant Seats.

8.3 How to Apply.

Parents / Carers should complete the 'Application for a Vacant Seat' form, and return it to the Education Transport Office. Address details can be found in section 12, and on the application form. The application form is also available online;

<http://www.warwickshire.gov.uk/vacantseatscheme>

Full details of the terms and conditions of the Vacant Seats Scheme are included as an appendix to the application form, including details of the cost for the current academic year.

Warwickshire County Council's Cabinet agreed in October 2015 that the charges associated with the Vacant Seats scheme will increase each year based on the Local Authority's annual income inflation rate.

As Vacant Seats can only be issued once all entitled travellers have been accommodated, it is often not possible to issue a Vacant Seat until after the start of the academic year. Parents will be therefore responsible for arranging interim transport to and from school and for any costs incurred. These will not be reimbursed.

9 RESPITE/FAMILY LINK TRANSPORT.

The Local Authority may also provide transport assistance to pupils with a statement of SEN or an EHCP accessing respite care, to travel between school and the respite setting. This support will only be available to pupils who are either "Eligible Pupils" within section 3.5 above or who are accessing post-16 provision at a special school.

Applications should be made using the 'Application for Transport Assistance for Students Accessing Respite Care' form.

For further details of the assistance available and to obtain the application form, please contact the Education Transport Office. Contact details can be found in section 12.

10 TRANSPORT SUPPORT FOR STUDENTS AGED 16-19.

10.1 Introduction.

The law requires all young people in England to continue in education or training until at least their 18th birthday. Raising the Participation Age (RPA) does not mean that young people must stay in school and they will be able to participate through three options.

- Full-time education (540 hours per year) – whether at a school, college or otherwise.
- Work based learning such as an apprenticeship.
- Part-time education or training if they are employed, self-employed or volunteering for more than 20 hours a week.

Free transport will not be available to young people over the age of 16 continuing in education or training but Warwickshire is well served by a public transport network and the Local Authority also provides a number of dedicated services to schools and colleges.

The Local Authority provides transport assistance to certain students aged 16-19, subject to the eligibility criteria below.

10.2 **Eligibility.**

Support with transport is available to students who are aged over compulsory school age but under 19 on the 31st August prior to the commencement of the course. This is dependent on an appropriate service operating.

Seats will be allocated to pupils based on the categories below, the categories are listed in order of priority (highest first):

1. Students who have travelled on the same bus service in the previous academic term
2. Warwickshire residents who have not previously travelled on the service, or who are asking for a different bus service to the one travelled on in the previous academic term
3. Non-Warwickshire residents who have not previously travelled on the service, or who are asking for a different bus service to the one travelled on in the previous academic term

Where there is no suitable transport, Warwickshire parents/students may be entitled to claim direct travel payments (see 10.3)

Students should apply for transport assistance during the summer term prior to the commencement of their course. Students will receive full reimbursement of payments made should their plans change prior to starting their course. Students applying after the end of July may not receive a pass before the start of term.

If a student wishes to attend a Further Education institution outside Warwickshire they are recommended to make an initial application to determine whether any Local Authority transport is available.

10.3 **Direct Travel Payments**

Direct travel payments are only offered to Warwickshire residents when there is no suitable Warwickshire County Council or commercial transport

available between home and school/college. If this is the case you will receive a letter advising you of this.

To qualify, students should be:

- (a) Studying at the nearest suitable school, college or Local Authority funded training provider offering the qualification of choice* for the young person;
- (b) Studying a full time course (at least 540 guided learning hours per year).
- (c) Travelling more than 2 miles from home to the nearest pick up point

*When considering whether a qualification is “the qualification of choice for the young person”, we take into account the end qualification awarded (not the individual units taken, or the name of the course), the training provider having a place available to offer on that course, and that the students meet the entry requirements demanded by the training provider.

Parents / students may use their own vehicle or public transport to get to school/college. Applicants entitled to a direct travel payment will be sent three claims forms (one for each term) to claim back £110 per year (or £220 if in receipt of a qualifying benefit*). Students who receive a direct travel payment can then also apply to travel on a Warwickshire County Council service (normal terms and conditions then apply).

Those in receipt of direct travel payments under the 16-19 scheme will have to show receipts which illustrate that at least the amount being claimed back has been spent by the family on transporting the student to and from college before payments will be made. Additional evidence may be demanded by the Local Authority.

*A qualifying benefit can be one of the following; Income Support, Income Based Job Seekers Allowance (or equal based Income based & Contribution based JSA), The Guarantee Element of State Pension Credit, Income related Employment & Support Allowance (or equal based Income based & Contribution based ESA), The Maximum Level of Working Tax Credit, Child Tax Credit (with an income not exceeding £16,190), Support under Part VI of the Immigration and Asylum Act 1999 or Universal Credit

10.4 Transport Arrangements

Students will normally be provided with a bus pass. This is valid for one return journey per day, at the times shown on the timetable included with the pass.

Rail Passes can only be issued in certain areas, please contact the Transport Operations team for further details (see section 12).

10.5 How to Apply

Parents / Carers should complete the relevant application form, and return it to the Education Transport department. Address details can be

found in section 12, and on the application form. The application form can be found online <http://www.warwickshire.gov.uk/transporthelp16-19> or by contacting the Education Transport department directly (see section 12).

Full details of the terms and conditions of Transport Assistance for Students Aged 16-19 are included as an appendix to the application form, including details of the parental contribution for the current academic year.

Transport assistance will only be provided upon payment of a contribution by the young person or their parent. Details of the current contribution rates can be found on the Local Authority's website. The Local Authority's Cabinet agreed in October 2015 that the charges associated with Post 16 transport will increase each year based on the Local Authority's annual income inflation rate.

10.6 Refunds

Where a parental contribution is received and a student either leaves their course or no longer requires transport assistance, a refund may be issued once the pass has been returned, strictly at the LA's discretion. Any refund will be made on a pro-rata basis. No refunds will be available if the pass is not returned.

10.7 Replacement Passes

If a pass is lost or stolen a charge will be made for a replacement. Any costs incurred whilst waiting for a replacement pass will not be reimbursed. (See 6.2)

11 TRANSPORT FOR STUDENTS AGED 16-25 WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS, EHCP, LEARNING DIFFICULTIES AND / OR DISABILITIES

11.1 Limited Free Post-19 Transport Assistance Availability

For learners with an EHCP or learning difficulties and/or disabilities, free transport assistance will be provided for those beginning new courses after their 19th birthday. This will only be provided if it is considered necessary by the Local Authority for the young person to attend the course, and also necessary for the Local Authority to facilitate attendance at the place of education or training.

In deciding whether it is necessary for the Local Authority to provide free transport assistance in these circumstances, the authority would generally require young people to meet all of the following criteria, in that they should be:

- Resident in Warwickshire;
- Aged 19 or over but under 25 at the start of the academic year in which the course begins*;

- Holding an EHCP or have provided proof of a learning difficulty and/or disability;
- Starting a new course of study for a higher level qualification than has previously been studied for**;
- Attending a full-time course of at least 540 guided learning hours per academic year;
- Unable to travel to the place of education without transport assistance, and with no support available from members of the household in which they reside, other family members, or from personal assistants.***;
- Studying at the nearest suitable school, college or Local Authority funded training provider offering the qualification of choice for the young person. When considering whether a qualification is “the qualification of choice for the young person”, we take into account the end qualification awarded (not the individual units taken, or the name of the course), the training provider having a place available to offer on that course and that the students meet the entry requirements demanded by the training provider;
- Travelling further than the statutory walking distance of 3 miles by the shortest available route or, due to the young person’s special educational needs, disability and/or mobility problems, they cannot reasonably be expected to walk to the place of education, accompanied as necessary; and
- Attending during the normal school/college day and during term time only

*This provision will not be available for anyone beginning a new course of study before their 19th birthday, and will not be available for anyone after the end of the academic year which includes their 25th birthday.

**For the purposes of deciding whether to provide free transport the Local Authority would not consider it necessary, other than in exceptional circumstances, for a young adult learner to attend an additional Further Education course at the same level or equivalent where the learner had previously attended and completed a course at an establishment within the Further Education sector.

*** If the young person is in receipt of the higher rate mobility component of the Personal Independence Payment or Disability Living Allowance, the purpose of which is to assist those who have mobility problems, with severe difficulty walking or who need help getting around outside, it would normally be expected that this benefit will be fully utilised before assistance under this section is sought. Similarly, if the young person has access to a 'Motability' vehicle, of which the student may or may not be the driver, then we would normally expect the carer/student to make their own appropriate transport arrangements.

Transport will only be provided to the main campus of the young person’s registered educational placement. Transport to any other address or setting will be the responsibility of the educational establishment, the young person’s parents or the young person themselves.

Transport assistance may also be provided in exceptional cases where the above criteria are not all met. In those circumstances the Local Authority would have regard, non-exclusively, to:

- 1) the young person's age, ability and aptitude;
- 2) any learning difficulties the young person may have;
- 3) the locations and times at which the education or training is provided;
- 4) the nature of the route, or alternative routes, which the learner could reasonably be expected to take;
- 5) the ability of other members of the young person's household to transport the learner to and from the educational placement; and
- 6) the ability of the young person to travel independently.

The type of transport assistance offered will be determined by the Local Authority and will be one of the following:

- Direct travel payments made to the parent/carer;
- Independent travel training for the young person;
- A bus or train pass;
- A specialist vehicle (as a last resort, only when absolutely necessary)

If the Local Authority deems that the student does not qualify for free transport assistance, transport would remain the responsibility of the young person or their Parent/Carer. There is no option to pay for transport provision under these circumstances.

11.2 Contributory Transport for Learners Aged 16-19

In addition to transport offered under section 11.1, support with transport may be considered for students who meet the following criteria:

- resident in Warwickshire on the 1st September prior to the beginning of the course;
- agrees (or family agree) to pay a flat rate charge as a contribution towards the cost of transport;
- has a current statement / EHCP or has provided proof of learning difficulties and/or disabilities;
- is aged over compulsory school age and under 19 years on the 31st August before the course starts;
- is attending a full-time course (over 540 guided learning hours per year);
- is attending the nearest qualifying special school*, sixth form or the nearest college offering the qualification of choice** for the young person; and
- has a journey from home to school or college which is more than three miles measured by the shortest available route to the place of study or, following consideration of the student's special educational needs and/or disabilities, the Local Authority has concluded that they

would be unable to get to the establishment unless transport assistance was provided.

*(A student's nearest qualifying school is the nearest establishment that can provide education appropriate to their age, ability, and aptitude, whilst taking into account any special educational needs that they have. The nearest qualifying school will be calculated with reference to section 2.3 of this policy)

**When considering whether a qualification is "the qualification of choice for the young person", we take into account the end qualification awarded (not the individual units taken, or the name of the course), the training provider having a place available to offer on that course, and that the students meet the entry requirements demanded by the training provider.

The Local Authority encourages young people to travel independently. Direct travel payments are available when no existing Local Authority transport is operating. For more information, please contact us using the details found in section 12 of this document.

Transport is procured for the start/end of the school day although reasonable adjustments will be made to provide transport which accommodates student's individual timetables. However, when considered necessary and reasonable, students may be required to wait at college at the beginning or end of the day.

The Local Authority will seek advice from relevant professionals if there is any dispute over the nature of transport requested / required.

A bus pass for travel during off-peak hours may be available through the England National Concessionary Travel Scheme which the Local Authority operates on behalf of central Government. Please contact the Concessionary Travel Team via www.warwickshire.gov.uk/freebustravelfordisabledpeople or call 01926 359180 for further details.

11.3 How to Apply

Parents / Carers should complete the relevant application form, and return it to the Education Transport office. Address details can be found in section 12, and on the application form. The application form can be found online <http://www.warwickshire.gov.uk/travelhelpover16> or by contacting the Education Transport department directly.

Full details of the terms and conditions of Transport Assistance for Students Aged 16-25 are included on the application form, including details of the parental contribution for the current academic year.

Warwickshire's Cabinet agreed in October 2015 that the charges associated with Post 16 transport will increase each year based on the Local Authority's annual income inflation rate.

12 CONTACT DETAILS

12.1 Education Transport (For all questions about eligibility, policy, refunds, replacement passes and the application process).

Post: Education Transport
Communities Group
Saltisford Office Park
Ansell Way
Warwick, CV34 4UL

Telephone: 01926 412929 (Option 1, Option 1)
(Mon – Thu 8.30 – 5.00, Fri 8.30 – 4.30).

Email: educationtransport@warwickshire.gov.uk

12.2 Transport Operations (For all questions about routes, timetables and any service queries).

Post: Transport Operations
Communities Group
PO Box 43
Shire Hall
Warwick, CV34 4SX

Telephone: 01926 412929 (Option 1, Option 2)
(Mon – Thu 8.30 – 5.30, Fri 8.30 – 5.00).

Email: busservices@warwickshire.gov.uk

12.3 SENDAR (For questions about transport for children with Statements of Special Educational Needs or EHC Plans attending schools).

Post: SENDAR
Communities Group
Saltisford Office Park
Ansell Way
Warwick, CV34 4UL

Telephone: 01926 742160
(Mon – Thu 9.00 – 5.00, Fri 9.00 – 4.30).

Email: Sendtravelapplications@warwickshire.gov.uk

12.4 School Admissions (For all questions about admission to primary school, secondary school and questions on priority areas).

Post: School Admissions
Communities Group
Saltisford Office Park
Ansell Way

Warwick, CV34 4UL

Telephone: 01926 414143
(Mon – Thu 8.30 – 5.00, Fri 8.30 – 4.30).

Email: admissions@warwickshire.gov.uk

12.5 SENDIAS (SEND Information, Advice & Support Service)

Post: SENDIAS
Canterbury House
Exhall Grange Campus
Easter Way
Ash Green
Coventry
CV7 9HP

Telephone: 02476 366054
(Mon - Fri 9.15 - 2.30)

Email: dawn.rowley@family-action.org.uk

Appendix A

Walking Route Assessment Process

Please note that the current process of assessment is under review and is subject to change.

Background

Where a child lives within the “statutory walking distance” of their nearest qualifying school, transport assistance will be provided if the Local Authority considers the route to school is such that a child accompanied by an adult could not walk it in reasonable safety.

The measurement of the “statutory walking distance” is not necessarily the shortest distance by road. It is measured by the shortest route along which a child, accompanied as necessary, may walk with reasonable safety. As such, the route measured may include footpaths, bridleways and other pathways, as well as recognised roads.

National guidance on the identification of hazards and the assessment of risk of walked routes to school published by Road Safety Great Britain (RSGB) recommends that a route be designated “**unacceptable**” if a child, accompanied as necessary, cannot walk the route in reasonable safety. Whether this is the case in any particular circumstances will be determined by a detailed assessment carried out by Local Authority staff or their representatives in accordance with national guidance and this policy.

Where parents believe the walk from home to school is unacceptable they can request that the route is assessed. This request should be made by using the form which can be obtained directly from the Education Transport department.

The Local Authority will also periodically review routes currently considered unacceptable ensuring they are assessed against the relevant process.

Principles of Assessment

1. Consideration is given only to relevant highway and traffic conditions and not for personal safety, security or behavioural reasons (which are the responsibility of the parent/carer).
2. It is assumed that children will be accompanied as necessary by a responsible parent or other responsible person appointed by a person with parental responsibility
3. Each route will be considered objectively and on its own merits.
4. The route will be assessed in both directions in the morning and afternoon school run times, and sections considered unacceptable by parents will be walked in both directions. .
5. Where a footway or roadside strip of reasonable width and condition exists or a suitable/adequate public footpath or bridleway is available, this will be considered an acceptable route for that part of the journey.

6. Where a suitable verge exists on a lightly or very lightly trafficked road, which can be stepped onto by the child and accompanying person when vehicles are passing, it will be considered an acceptable route for that part of the journey.
7. Many routes lie along roads having neither footway nor verge. On such roads consideration should be given to the width of the carriageway, traffic speed and composition (such as frequent HGV's) and to visibility (ie. sharp bends with high hedgerows or banks or other obstructions to visibility).
8. Consideration should be given to the relevant injury collision record of the route for the latest 3 year period.
9. Where road crossings are necessary, the availability of facilities to assist such crossings should be taken into consideration. Where no crossing facilities exist an assessment of the risks which may be generated by crossing the road (bearing in mind traffic speeds and flows, sight lines etc) will be made using current guidance laid down in the approved published Road Safety GB Guidelines. Any updated or superseding publication will be considered and adopted where appropriate.
10. It will be assumed that any crossing facilities (zebra, toucan, pelican crossing or other) will be used where they are provided. If such facilities are not provided and the pedestrian is required to cross the road, the "gap time" of passing vehicles will be assessed to determine a safe crossing point.
11. An accurate plan showing the length of the route will be attached to the assessment and retained on file. Acceptable lengths and crossing points will be marked in green and unacceptable lengths and crossing points marked in red.
12. In reaching a decision the officers concerned will make a critical judgement based on whether the route affords sufficient opportunity for pedestrians and vehicle drivers to avoid dangerous conflict while progressing normally along it.
13. The assessment will be carried out by appropriately trained staff either employed by Warwickshire County Council or commissioned to carry out the assessment.
14. Once the assessment is complete a panel of officers will meet to consider the recommendation. The panel will consist of a Head of Service from Communities Group and two other officers. A majority decision is required. A representative from the Traffic and Road Safety Group will attend to provide advice and support to the panel.
15. If the route is considered acceptable then staff within Education Transport will notify the parent / carer.
16. If the route is considered unacceptable then staff within Education Transport will notify the parent / carer and Transport Operations.
17. There is no right of appeal.
18. Routes will only be reassessed upon request if three years have passed since a previous assessment, or if evidence is presented to suggest a significant change in the safety of the route. The nature of the reassessment will depend on whether or not there have been any significant changes to the route or developments in the vicinity.

Route Assessment Summary

For a route to be classified as “acceptable” there needs to be both:

- A continuous adequate footway on roads which have high or medium traffic flow;

or

- Step-offs on roads which have a light volume of traffic but have adequate sight lines to provide sufficient advance warning;

or

- on roads with a very light traffic flow, no step-offs but sufficiently good sight lines to provide adequate advance warning.

AND

- if there is a need to cross roads there must be sufficient gaps in the traffic flow and sight lines to allow enough opportunities to cross safely, or one or more of the following must be provided:
 - Crossing facilities (zebra, pelican or puffin crossings)
 - Pedestrian phases at traffic signals (including necessary refuges)
 - School Crossing Patrols
 - Traffic calming (sufficient to enable safe road crossing)
 - Pedestrian refuges

Frequently Asked Questions

National guidance - what is it?

National guidance is provided by RSGB* for those tasked with assessing the safety of 'walked routes to and from schools' to determine the provision of free school transport for persons under the Education Act 1996 (as amended).

*RSGB (Road Safety Great Britain) - A national road safety organisation that represents local government road safety teams across the UK

Guidelines - What are the scope of the guidelines?

The scope of the guidelines is limited to the risks resulting from the interaction between pedestrians and traffic and does not consider personal security.

Child accompaniment - Does the assessment assume a child is accompanied as necessary?

Yes, and case law makes clear that the decision as to whether an individual child needs to be accompanied, as well as provision of a person to do so, is the responsibility of the child's parents. It also considers that the child and parent will be wearing fluorescent and reflective jackets, particularly on roads with no street lighting, and will be carrying torches.

Street lighting - Does the assessment consider the absence of street lighting?

The presence or absence of street lighting on a route is not considered to be a factor, and torches are expected to be taken if considered by the child's parents to be necessary.

Footway - If part or the entire route has no footway, how is this assessed?

If there is no provision of a footway then an assessment is first made of the traffic flow. A road with heavy or medium traffic flow must have continuous adequate footway provision. Roads with light traffic flow must have adequate step-offs with good sightlines. Roads with very light traffic flow do not require step-offs, but should have sufficiently good sightlines.

Step-offs - What are they?

The term step-off refers to the facility for pedestrians to easily be able to step off the roadway onto reasonably even and firm surface.

Traffic flow - What constitutes a high traffic flow?

Roads that have a traffic flow in excess of 840 vehicles in a one hour period.

Traffic flow - What constitutes a medium traffic flow?

Roads that have a traffic flow of 400 to 840 vehicles in a one hour period.

Traffic flow - What constitutes a light traffic flow?

Roads that have a traffic flow between 100 and 400 vehicles in a one hour period.

Traffic flow – What constitutes a very light traffic flow?

Roads that have a traffic flow below 100 vehicles in a one hour period.

Crossing the road - Does the assessment consider difficulty in crossing roads?

Yes, the difficulty in crossing the road is assessed by applying a gap analysis.

Gap analysis - What is it?

A gap analysis records the number of gaps in traffic flow in a 5 minute period, which is greater than the road crossing time. Four such gaps in a 5 minute period are considered acceptable. Where there is a formal way of crossing the road (zebra, pelican or puffin crossing) this will negate the need for a gap analysis.

How is the road crossing time calculated?

This is calculated using a crossing speed of three feet per second.

Collision history - Does the assessment consider this for the route?

Yes, a three year collision history is provided for the complete route and forms part of the overall assessment.

Vehicle speed - Does the assessment consider this?

If the initial assessment of the route and collision history indicates there is a possible speeding issue and assuming there is sufficient vehicle flow in order to assess traffic speeds, then a traffic speed survey will be undertaken.

School run times – When are they?

For the purposes of this document school run times are considered to be 08.00 to 09.00 and 15.00 to 16.30.

Appendix B

Accompaniment

Below is set out advice about the accompaniment of a child/young person from paragraphs 17-19 of the DfE Home to School Travel and Transport Guidance, July 2014.

17. In determining whether a child cannot reasonably be expected to walk for the purposes of 'special educational needs, a disability or mobility problems eligibility' or 'unsafe route eligibility', the Local Authority will need to consider whether the child could reasonably be expected to walk if accompanied and, if so, whether the child's parent can reasonably be expected to accompany the child. When considering whether a child's parent can reasonably be expected to accompany the child on the journey to school a range of factors may need to be taken into account, such as the age of the child and whether one would ordinarily expect a child of that age to be accompanied.

18. The general expectation is that a child will be accompanied by a parent where necessary, unless there is a good reason why it is not reasonable to expect the parent to do so.

19. LAs should, however, promote and ensure equality of opportunity for disabled parents. For example, if a parent's disability prevents them from accompanying their child along a walking route which would otherwise be considered unsafe without adult supervision, a reasonable adjustment might be to provide free home to school transport for the child in question.

Appendix C

Special Educational Needs Provision

Generic Special Schools

The following schools cater for a range of special educational needs but all have consistent focus on pupils who are significantly below expected levels in cognition and learning and whose progress is significantly delayed compared to others with the same starting point.

Name	Address	Area of County
Brooke School	Overslade Lane, Rugby CV22 6DY	Eastern
Welcombe Hills School	Blue Cap Road, Stratford Upon Avon CV37 6TQ	Southern
Ridgeway School	Deansway, Warwick CV34 5DF	Central
Round Oak School	Brittain Lane, Warwick CV34 6DX	Central
Oak Wood Primary	Morris Drive, Nuneaton CV11 4QH	Nuneaton/Bedworth
Oak Wood Secondary	Morris Drive, Nuneaton CV11 4QH	Nuneaton/Bedworth
Woodlands School	Packington Lane, Coleshill B46 3JE	Northern

Specialist Special Schools

The following schools cater for children and young people who are able to access the mainstream curriculum with the appropriate specialist support.

Name	Address
Exhall Grange Specialist School & Science College	Easter Way, Ash Green, Coventry CV7 9HP
Discovery Academy	MacIntyre Academies, Vernons Lane, Beaumont Road, Nuneaton CV11 5SS

Satellite Provision

These bases are operated by Special Schools off-site and provide for a range of different needs.

Name	Address
Rokeby Brooke Partnership & Harris Brooke Partnership	Brooke School, Overslade Lane, Rugby CV22 6DY
Exhall Grange Learning Pod	Exhall Grange Specialist School & Science College, Easter Way, Ash Green, Coventry CV7 9HP

Resourced Provision within Mainstream Schools

These specialist bases are integrated within mainstream schools and provide for a range of communication and interaction needs.

Name	Address
Maple Class – Lillington Primary School	Cubbington Road, Leamington Spa CV32 7AG
Peter's Place – Trinity Catholic School	Guy's Cliffe Avenue, Leamington Spa CV32 6NB
Evergreen – Water Orton Primary School	Attleborough Lane, Water Orton, Coleshill, Birmingham B46 1SB

Appendix D

Exceptions & Assessment Criteria (Section 3.5)

- The pupil is non ambulant (not capable of walking independently) and/or
- The pupil's main area of need is stated as Profound Multiple Learning Difficulties (PMLD) or Severe Learning Difficulties (SLD) and/or
- Pupils unable to walk in safety to school because of the nature of the route (see section 3.6)
- Other than those covered above, if free transport is considered to be necessary because a pupil's special needs or health equipment/medical requirements make it impossible for them to travel safely to school by any other means and prevents them from walking safely to school, even when accompanied by a responsible adult, further information is required;

A report from an appropriate specialist (e.g. a Paediatrician or an Educational Psychologist. A GP letter in isolation would not be considered sufficient) giving details of the complexity of need, the pupil's vulnerability, any physical disability or sensory impairment and how this affects the pupil's journey to school.

(This information can be included in reports submitted as part of the EHC Needs Assessment or EHCP annual review).

The report should provide evidence stating that the pupil's disability prevents him/her from walking the statutory distance to school, even if accompanied by a responsible adult or travelling to school independently. (Advice re 'Accompaniment' included as Appendix B.)

Cabinet

25 January 2018

Schools National Funding Formula

Recommendation

Cabinet are recommended to:

- (1) Implement the National Funding Formula at school level for 2018/19.
- (2) In doing so, agree that the Minimum Funding Guarantee should be set at +0.5%.
- (3) Not take forward the transfer of 0.5% of the Schools Block funding to the High Needs Block funding and note that a review of the High Needs Block will be a central part of the review of DSG.
- (4) Support the view of the School's Forum that any Schools Block funding not needed to deliver the "hard" National Funding Formula is set aside to meet the additional costs of growth in pupil numbers/schools during 2018/19.

1. Introduction

- 1.1. Under the current school funding framework, the Government allocates amounts to each local authority through the Dedicated Schools Grant (DSG), based on three notional blocks.
 - Schools Block
 - High Needs Block
 - Early Years Block
- 1.2. Originally, the Government had intended to introduce revised national funding arrangements for all funding blocks from April 2017. However, announcements made by the Secretary of State for Education in summer 2016 delayed the introduction of a Schools National Funding Formula (NFF) and High Needs Funding Reform until April 2018.
- 1.3. Stage 2 of the Government's consultation was launched on 14 December 2016, with a closing date of 22 March 2017. The outcome of the consultation

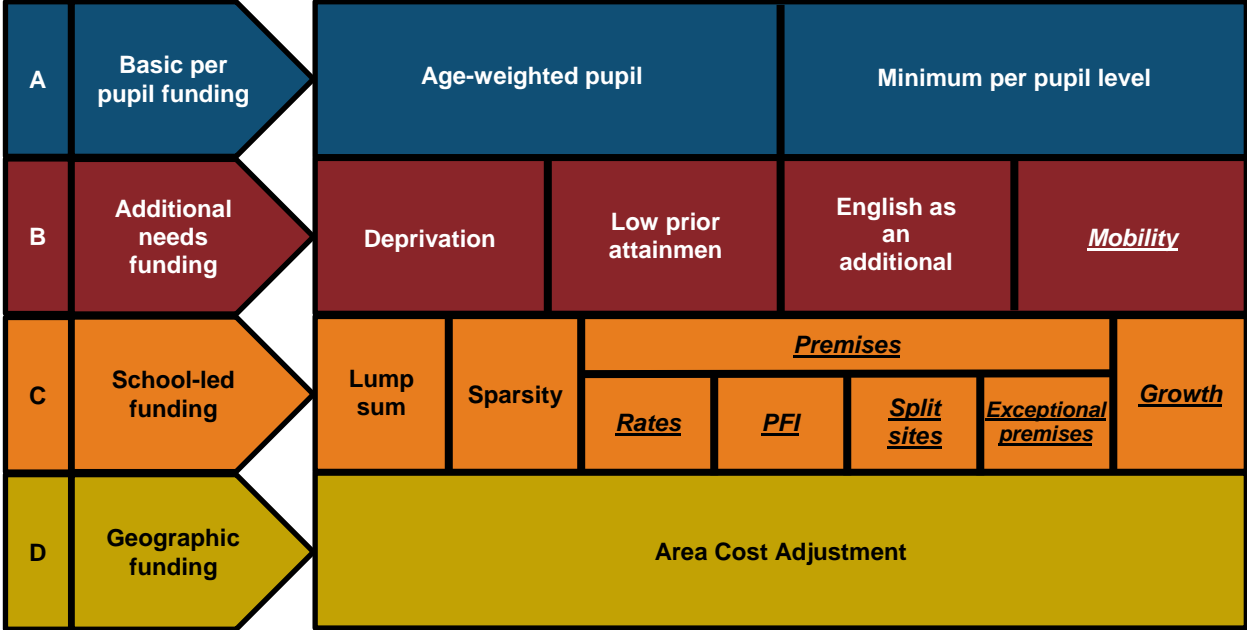
was due mid-summer, but this was delayed due to the General Election. On the 14 September 2017 the Government published their response to the consultation.

- 1.4. Changes to the funding formula for Early Years in Warwickshire are covered in a separate report elsewhere on today's agenda.
- 1.5. The National Funding Formula will no longer be fully implemented before 2020/21 at school level. In the intervening two years there will be a school-level formula, but it will only be used to calculate how much each local authority receives. Local authorities will have the flexibility to continue to allocate this through a local funding formula if they so wish.

2. Changes to the Proposed Formula

- 2.1. In response to the consultation the Government made a number of changes and refinements to the funding formula.
- 2.2. An additional £1.3 billion investment in all schools nationally was announced. Most of this funding has come from cutting the capital budgets to schools and reducing funding set aside for the creation of new free schools, with a small amount of money coming from the sugar levy on canned fizzy drinks.
- 2.3. The vast majority (99.5%) of the Schools Block is ring-fenced and must be distributed through a formula directly to schools. In consultation with their Schools Forum, local authorities can move 0.5% of funding into the High Needs Block. In doing so, local authorities are expected to demonstrate to their Schools Forum that they have consulted with all maintained schools and academies when seeking to transfer funds out of the Schools Block.
- 2.4. The Government's intention is for schools' budgets to be set on the basis of a single, national formula (a 'hard' formula) from 2020/21. To ensure some transitional stability, local authorities can continue to set a local formula for schools in both 2018/19 and 2019/20.
- 2.5. The NFF also proposes the creation of a Central Services Block for local authority functions which will give four blocks including the three blocks listed in paragraph 1.1.
- 2.6. The Schools NFF will now comprise 14 factors – the minimum per pupil level is an additional factor to the 13 included in the original proposals. Table 1 shows the make-up of the NFF for schools.

Table 1: The 4 building blocks and 14 Factors in the national formula funding for schools



Note: It does not represent the scale of funding for each factor. Funding for factors in *italics* and underlined will be allocated to local authorities on the basis of historic spend in 2018/19

The minimum per pupil funding factor in the formula will provide the following funding over the next two years (the top-right box in the table above).

Table 2: Minimum per pupil funding

Phase	2018/19 £	2019/20 £
Primary	3,300	3,500
Secondary	4,600	4,800

In addition there will also be a minimum of a 0.5% cash increase per pupil in 2018/19 and a minimum 1% cash increase per pupil in 2019/20 compared to schools baselines.

2.7. High Needs Block

Historically the size of the Authority’s High Needs Block (HNB) has been determined locally in consultation with the Schools Forum. Nationally, the percentage size of local authorities HNB in proportion to their total DSG, range from 8% to 20% with 13% being the average. Warwickshire’s proportion is 14%.

The HNB DSG for 2018/19 was announced before Christmas and is £59.911 million an increase of £0.760 million or 1.28% above the allocation in 2017/18.

As a result of the introduction of the NFF, the only flexibility is to transfer up to 0.5% of the Schools Block to the HNB. This could allocate up to an additional £1.582 million or 2.6% above the existing 2018/19 funding.

2.8. Central Services Block

This new block sets out the funding for central functions carried out by local authorities for both maintained schools and academies.

The Central Services Block brings together:

- Funding previously allocated through the retained duties element of the Education Services Grant (ESG)
- Funding for ongoing central functions, such as admissions, previously top sliced from the Schools Block
- Residual funding for historic commitments, previously top sliced from the Schools Block.

Analysis of the funding would suggest there is likely to be a significant budget pressure on Warwickshire with a reduction of 12.42% or £552,400 on the Central Services Block by 2020/21. There is no flexibility to change the funding allocated to this block

3. Consultation with Schools and Responses

- 3.1. The authority is required to consult with schools on the proposed allocation of Schools Block funding during the two transitional years before the hard NFF is implemented at school level. Consultation took place from Friday 17 November 2017 and lasted for 3 weeks. The consultation questionnaire is included at **Appendix A**.
- 3.2. There were 38 responders to the NFF consultation questions and 23 maintained schools responded to the de-delegation consultation. **Appendix B** outlines the responses to the questionnaire.

3.3. Moving to the National Funding Formula

Question 1: Do you agree Warwickshire should move to the NFF as soon as possible?

All 38 responses agreed that Warwickshire County Council should move to the NFF.

3.4. Minimum Funding Guarantee (MFG) set to +0.5%

Question 2: Do you agree that the minimum funding guarantee should be set at +0.5%?

There were 37 responses to this question with 34 agreeing to the MFG being set to +0.5% with 3 schools disagreeing.

One school did not answer as they would only agree to the MFG being set at +0.5% if the transfer from the Schools Block to High Need Block did not happen. The school went on to say ‘...any MFG must not override the need for the transfer to be shared equitable across all schools, otherwise the cost of the transfer would fall unfairly on the schools which are currently the lowest funded (which would negate the point of the NFF).’

Another school responded that the +0.5% MFG needed to be the absolute minimum. (To go above +0.5% would have required a disapplication to the DfE in December 2017. We did not consider this to be a viable option given the overall level of funding available and so did not register a disapplication with the DfE).

3.5. Move funding from the Schools Block to the High Needs Block

Question 4: Do you agree that the 0.5% of the Schools Block funding should be transferred to the High Needs Block?

There were 38 responses to this question and the responses were almost split down the middle, with only 2 more schools disagreeing with moving the funding as opposed to those agreeing.

Transferring 0.5% of funding from the Schools Block would reduce the funding directly allocated to schools by £1.582 million and increase the funding for high needs by an equivalent amount.

One school was concerned that no school should dip below the +0.5% MFG if this transfer took place.

3.6. De-delegation

Question 3 of the consultation was only for maintained schools to answer and sought agreement on which services maintained schools wanted to continue to be de-delegated in 2017/18. The final decision on this question is for the

representatives on maintained schools on the Schools Forum and is only included here for completeness.

The only area where maintained schools did not agree to the continued de-delegation was medical referrals for employees in secondary schools. Only three secondary schools responded to the question with 1 in favour and 2 against.

It should be noted that de-delegation can only take place for the next two years before the NFF is fully adopted in 2020/21.

4. Views of Schools Forum

- 4.1. The Schools Forum met on 15 January 2018 to discuss and agree their response to the proposals for the allocation of the DSG Schools Block funding for 2018/19. In reaching their agreed position they took into account the results of the financial modelling and the responses from the wider consultation with schools that are included as Section 3 of this report.
- 4.2. The view of the Schools Forum is that they unanimously support Warwickshire implementing the hard NFF for the 2018/19 financial year at school level, including agreeing that the Minimum Funding Guarantee per pupil should be set at +0.5% to meet schools expectations in light of Government announcements.
- 4.3. The Schools Forum did not support the transfer of 0.5% of Schools Block funding to the High Needs Block.
- 4.4. The Schools Forum were of the view that schools receiving the funding levels implicit in the NFF were the priority and therefore moving the 0.5% funding to the High Needs Block was unaffordable. In making this decision the Schools Forum recognised the underlying pressure on high needs funding and that the High Needs Block was currently forecasting an overspend. The Schools Forum felt that moving the 0.5% of funding to the High Needs block was, at best, a two-year temporary solution that would not resolve the issue and that more fundamental change was needed to put high needs spending on a sustainable footing before the ability to make the transfer was removed in 2020/21.
- 4.5. It was also recognised that schools would be impacted differently depending on the proportion of their pupils with additional needs. The view of the Schools Forum was that maximising the ability of schools to flexibly manage their resources to meet their local needs, including being able to provide support to pupils with high needs whilst the assessment process was being undertaken

and EHC plans agreed, would both provide capacity and reduce some of the current frustration and delays in the high needs process from the schools' perspective. This was the view of the Schools Forum representatives from schools with above and below average numbers of pupils in receipt of high needs funding.

- 4.6. If Cabinet decides to move the 0.5% (£1.6 million) out of the Schools Block to the High Needs Block, the Schools Forum requested that they are consulted about the fairest way of doing this before a final decision is made.
- 4.7. The Schools Forum supported the £1.2 million Schools Block funding not needed to allocate funding at school level in line with the hard NFF being put into a Growth Fund for meeting pre-16 basic need in terms of additional classes needed to meet infant class size regulations and to meet the cost of new schools. In allocating the £1.2 million in this way it was recognised growth funding would need to be scaled back to ensure this element of schools funding did not overspend. (Current estimates of the likely demand for growth funding are £1.6 million).
- 4.8. In terms of the continuation of de-delegation to maintained schools the Schools Forum supported the results of the consultation that de-delegation should continue in line with current arrangements except for medical referrals for employees in secondary schools which should revert to being the responsibility of schools directly.

5. Considerations for Cabinet

- 5.1. In taking the decision as to how to allocate Schools Block funding for 2018/19 Cabinet are required to take into account the views of the Schools Forum and the results of the consultation, but ultimately the allocation of funding is a decision for the County Council.
- 5.2. The views of the Schools Forum and the wider consultation with schools were conclusive that there should be a move to the hard NFF straight away and that the minimum funding guarantee should be set at +0.5%. There was more debate and discussion about the funding of high needs, but ultimately the Schools Forum decided there should be no transfer of funding from the Schools Block to the High Needs Block.
- 5.3. The debate at the Schools Forum reflects the fact that the most difficult decision is whether to transfer funding from the Schools Block to the High Needs Block. As stated earlier in this report having a soft locally determined formula will only be allowed for the next two years, 2018/19 and 2019/20.

When the hard formula has to be adopted in 2020/21 there will be no more flexibility to move any funding between blocks.

- 5.4. There is currently a overspend on the high needs budget of £1.394 million in 2017/18, as reported in the Quarter 3 OOP Progress Report elsewhere on today's agenda. This is a structural problem that has existed for a number of years, suggesting that the transfer of funding would help in ensuring such an overspend does not recur in 2018/19. The transfer of funding would provide capacity and breathing space whilst the review of DSG spending already set in train takes place.
- 5.5. The DSG review will look at our current spending funded from the DSG against the Government's Operational Guidance and the authority's strategic outcomes with a view to improving the deployment of DSG resources for the maximum impact. The review will include consideration of:
 - The Schools Block from April 2018 insofar as these resources are retained for local authority use (rather than delegated to schools)
 - The (new) Central Services Block
 - The High Needs Block including the use and outcome of the High Need Strategic Review
 - The Early Years Block including use of the 5% of resources that can be retained centrally
- 5.6. The provisional DSG settlement announced shortly before Christmas indicates that the High Need Block allocation will increase by £0.760 million or 1.28% in 2018/19. Moving the 0.5% would increase the budget for high needs by a further £1.582 million, giving a total increase of £2.342 million or 3.94%.
- 5.7. The impact on the Schools Block of making the transfer is that it would not be possible to implement the hard NFF as unanimously supported in the consultation and by the Schools Forum. There are a number of options as to how the necessary reductions in funding for schools could be identified including:
 - Changing the minimum funding guarantee from +0.5% to between -1.0% and -1.5%
 - Reducing the age weighted funding per pupil by 1.5%
 - Reducing the importance of low prior attainment in the formula
 - Reducing the lump sum given to each school or
 - A combination of the above.
- 5.8. Each of these options would impact differentially on schools, depending on their local characteristics, and all would be unpopular with the schools affected. Further work would be needed to model the impact at individual

school level and the Schools Forum has requested to be consulted if the local authority chooses this route.

- 5.9. Given the strong views of schools and the Schools Forum that they wish to move to the hard NFF and the fact that any transfer from the Schools Block to the High Needs Block is only a temporary solution to the problem of overspending in high needs which needs to be resolved as a matter of urgency, Corporate Board recommend that on balance Cabinet allocate the Schools Funding Block as supported by the Schools Forum.
- 5.10. If Cabinet wish to transfer any funding from the Schools Block to the High Needs Block then a dis-application must be sent to the DfE seeking their agreement. The dis-application will need to demonstrate how the transfer is consistent with the local authority's long term planning for provision for children and young people with SEN and disabilities. The DfE will take into account the views of the Schools Forum.

6. Timescales associated with the decision/Next steps

- 6.1. Following Cabinet's decision we will inform the DfE of our proposed distribution of the Schools Block funding for 2018/19. Then, once all school level data has been checked and verified, allocations for individual schools will be calculated and distributed by mid-February.

7. Background Papers

- 7.1. None

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Warwickshire County Council

National Funding Formula Consultation Questionnaire

Please note only one response per School

Name of Respondent	
School or Body you are responding on behalf	
Position	
Type of School (where applicable)	

Question 1

Do you agree with Schools Forum that Warwickshire County Council should move to the National Funding Formula as quick as possible?

Yes/No – Delete as appropriate

If your answer is no then please outline what transitional arrangement you would like to see in place before the full formula has to be implemented in 2020/21.

Question 2

Do you agree that the Minimum Funding Guarantee should be set at 0.5%?

Yes/No – Delete as appropriate

If your answer is no then please outline what transitional arrangement you would like to see in place before the full formula has to be implemented in 2020/21.

Question 3

This covers de-delegation and should only be completed by maintained schools. Which services do you want to continue to be de-delegated in 2018/19?

Primary Schools

Service	Yes/No
School Improvement	
Free Schools Meal Eligibility	
Trade Union Facility Time Funding	
Medical Referrals for Employees	
Gypsy and Romany Travellers	
English as an Additional Language	
Behaviour Support Services	

Secondary Schools

Service	Yes/No
Free Schools Meal Eligibility	
Trade Union Facility Time Funding	
Medical Referrals for Employees	
English as an Additional Language	

Question 4

Do you agree that 0.5% of Schools Block funding should be transferred to the High Needs Block?

Yes/No – Delete as appropriate

Please return your completed questionnaire to:
corporatefinanceandadvice@warwickshire.gov.uk

by 6pm on Friday 8 December 2017

National Funding Formula - Consultation Responses

Question 1 - Do you agree with Schools Forum that Warwickshire County Council should move to the National Funding Formula as quick as possible?

Yes	No
38	

If your answer is no then please outline what transitional arrangement you would like to see in place before the full formula has to be implemented in 2020/21.

No Comments received

Question 2 - Do you agree that the Minimum Funding Guarantee should be set at 0.5%?

Yes	No
34	3

If your answer is no then please outline what transitional arrangement you would like to see in place before the full formula has to be implemented in 2020/21.

Higham Lane School - (NO) I perhaps come at this question from a slightly different angle, in that we are a School that has capping applied to us every year. I am assuming this MFG is paid for, at least in part by the capping that schools like our own face. Since 2013/14 our budgets have been capped as follows: 13/14 £112k - 14/15 £33k - 15/16 £0 - 16/17 £17k - 17/18 £25k - Total since £13/14 £185k. I therefore would like to see MFG further reduced each year. can see the merits of an MFG being in place to protect schools in the short-term. However, I do think there should be a mechanism that repays schools in future year where they have lost out on capping as we have.

Alcester Grammar School - (DIDN'T ANSWER) This depends on the transfer to high needs. If that doesn't happen, then Yes. If that does happen, then any MFG must not override the need for the transfer to be shared equitably across all schools, otherwise the cost of the transfer would fall unfairly on the schools which are currently the lowest funded (which would negate the point of the NFF!)

Stratford upon Avon School - Yes – but consider 0.5% to be an absolute minimum.

Ilmington C of E Primary School - I think the Minimum Funding Guarantee should be much closer to what the full formula would be so that small rural schools in particular, which are seriously underfunded, and have very little in the way of additional income streams, are able to remain viable. We are nearly full and yet are unable to meet our budget commitments.

Paddox Primary School - While we understand the need for MFG, we do not feel it is appropriate that these funds are accrued by capping other schools, who themselves are growing. This needs to be part of the decision process when considering whether to expand a school and the potential financial implications of doing so and what will happen if it is not full.

Cublington Primary School - It is unclear from the supporting documentation what other options are available and as a school we clearly do not have access or sufficient knowledge to suggest an alternative. So we have answered yes to this question as it would appear there is little other choice or arrangement available. We also feel as a school that is set to gain from the NFF that we would not want other schools to be placed in difficult financial positions as a result of the changes.

Question 3 - This covers de-delegation and should only be completed by maintained schools. Which services do you want to continue to be de-delegated in 2018/19?

Primary Schools:		
Service	Yes	No
School Improvement	15	5
Free Schools Meal Eligibility	15	5
Trade Union Facility Time Funding	12	8
Medical Referrals for Employees	16	4
Gypsy and Romany Travellers	13	7
English as an Additional Language	12	8
Behaviour Support Services	15	5

Secondary Schools:		
Service	Yes	No
Free Schools Meal Eligibility	3	
Trade Union Facility Time Funding	2	1
Medical Referrals for Employees	1	2
English as an Additional Language	3	

Schools not commenting: The Priors School, The Community Trust (8 schools), Higham Lane School, Myton School, Burton Green C of E Primary School, All Saints School

Question 4 - Do you agree that 0.5% of Schools Block funding should be transferred to the High Needs Block?

Yes	No
18	20

Alcester Grammar School - see comments on question 2. If there is a transfer, the burden must be shared across all schools.

Stratford upon Avon School - Yes in principle, although we would like to appreciate / understand the impact of not doing it, and felt unsure we really had sufficient information to form a reliable opinion. In the event it is transferred from the Schools Block, we should like to see this 0.5% being taken from the biggest gainers. Also, need to be sure that the transfer doesn't cause any school to dip under the MFG 0.5% baseline.

Paddox Primary School - This is because Warwickshire LA want to reduce their ISP spending commitments, to do that they will need to increase their High Needs Funding and Specialist Support Services, eg. Accept that there will be an increased number of EHC Plans, rather than continually trying to reduce them as well.

Cubbington Primary School - Governors at Cubbington have answered yes to this question but would like to see a commitment from the County Council that this increased funding for the High Needs Block will lead to some clear improvements in the support for children with complex needs. As a result we would like the Local Authority to identify some specific objectives that will be met following this transfer.

Cabinet

25 January 2018

Early Years Funding Formula 2018/19

Recommendation

Cabinet are recommended to:

- (i) Approve the allocation of:
 - A universal rate to providers of £3.96 per hour for 2018/19
 - A deprivation rate of £0.53 per hour for eligible children for 2018/19
- (ii) Note the reduction in the funding for centrally provided early years services to £0.21 per hour for 2018/19 and that a review of early years funding will be a central part of the review of DSG.

1. Introduction

1.1. Local authorities were required to introduce a new local Early Years Funding Formula (EYFF) from 1 April 2017. This needed to be based on national requirements, including.

- A universal base rate for all types of providers both maintained schools and the Private Voluntary and Independent (PVI) Sector;
- The mandatory use of a deprivation supplement (at a rate to be agreed locally);
- The use of optional specific additional supplements if agreed locally (including quality, rurality and English as a second language).

1.2. Warwickshire received a relatively low funding settlement in 2017/18, and the new formula had to be introduced whilst the level of funding available overall had significantly reduced. In reaching a decision on the local formula for 2017/18, the local authority had to balance the need to move to a universal rate as soon as possible with the need to minimise turbulence for providers as far as possible. The overall hourly rate has further reduced in 2018/19 as shown in the table below.

Year	Warwickshire Allocation	Hourly Rate
2016/17 baseline	£22.2 million	£4.56
2017/18 transition	£21.1 million	£4.34
2018/19 full implementation	£20.9 million	£4.30

- 1.3. On 18 October 2017 the Schools Forum requested that a Working Group was set up to review the allocation of early years funding in 2018/19. The Working Group comprised officers from the Early Years and Finance Services together with representatives from Nursery Schools, Head Teachers with maintained nursery classes, and PVI providers.
- 1.4. The Working Group met twice, firstly on 13 November 2017 to discuss what areas needed to be consulted on with Early Years providers, then again on 20 December 2017 to discuss the outcomes of the consultation process.
- 1.5. Consultation took place with all providers from 17 November 2017 and lasted for 3 weeks. The consultation questionnaire is included at **Appendix A**.
- 1.6. The decision on the funding formula to be operated locally for early years settings in 2018/19 is one for the local authority to make taking into account the views of consultees and the Schools Forum in making that decision.

2. Consultation Responses

- 2.1. There were 67 responders to the consultation questionnaire, although not all responders commented on all three questions. **Appendix B** outlines the responses to the questionnaire.

2.2. Quality Supplement

Question 1: Do you agree with the Working Group not to use a measure of allocating funding for a quality supplement?

This question required a yes or no answer. If the response was 'no' then respondents were asked to outline how they would assess the provision of quality of Early Years providers.

There were 67 responses to this question with 60 supporting the proposal not to allocate funding based on a quality factor, with 7 in favour.

2.3. Deprivation Supplement

The requirement to have a deprivation supplement is mandatory and therefore the consultation outlined four different options for allocating deprivation funding:

- Option 1: Keeping the deprivation supplement at the current rate of £1.14 per hour for eligible children.
- Option 2: Reducing the deprivation supplement from £1.14 per hour to £0.53 per hour for eligible children in line with Central Government's assessment of deprivation via the Early Years Pupil Premium (EYPP).
- Option 3: Allocating £0.27 to all Early Years Providers on the same basis as the universal rate, allowing them to make local decisions on how they provide services to children in their settings who may be experiencing deprivation issues. The funding would be separately identified and settings would be expected to demonstrate how they have used it.
- Option 4: Change the eligibility of paying the supplement to those children in the top 20% of deprived wards rather than the current top 30% of deprived wards whilst keeping the rate at £1.14 per hour.

Question 2: Which is your preferred option for allocating funding for deprivation?

There were 65 responses to this question with 46% supporting Option 3, 32% supporting Option 1, 19% supporting Option 2 and 3% supporting Option 4. Option 3, supported by most of the respondents, would, if implemented, have the effect of increasing the universal rate, albeit ring-fencing some of the allocation to managing deprivation.

2.4. Contingency

Question 3: Do you agree with removing the central contingency from 2018/19 onwards, accepting that this may lead to some future funding uncertainty?

This question required a yes or no answer. There were 64 responses to this question with 83% of respondents preferring to remove the contingency.

3. Comments of the Working Group

3.1. Quality Supplement

The view of the Working Group was that a quality supplement should be only allocated on an objective assessment of the quality of providers and should not lead to any further administrative burden. Whilst it was recognised that Ofsted judgements are most widely used to assess quality of providers, this

does not necessarily mean that quality would be maintained between one assessment and the next.

This could potentially benefit good providers who then subsequently saw their quality provision deteriorating, and conversely it could penalise improving providers who did not achieve a good Ofsted rating at the time of assessment. Bearing in mind that it could be as long as four years between Ofsted inspections, the Working Group did not believe that applying a quality supplement on this basis would always reflect the true quality of provision over all this time.

Therefore the Working Group unanimously agreed not to support the allocation of Early Years funding based on an assessment of quality at this time.

Notwithstanding this the Working Group felt that any future formula review should again look at the viability of using a quality supplement in case anything changes around the assessment of Early Years settings and providers.

3.2. Deprivation Supplement

The Working Group undertook some analysis of the correlation between payment of the deprivation supplement and the Early Years Pupil Premium (EYPP). 626 children attending 173 Early Years settings received the deprivation supplement during the autumn 2017 term. Only 70 of these children, in 42 settings, also received the EYPP.

The analysis demonstrated that there is no correlation between children getting EYPP (using the Government's method of identifying children most in need) and those getting the deprivation supplement (using our method of postcodes where children live and the Income Deprivation Affecting Children Index IDACI).

An issue for the Working Group was also that we have no requirement for settings to identify how they have spent the additional deprivation supplement funding, or whether it has been targeted at specific children. This creates a risk that it can become a top up to the base rate paid to some settings.

Whilst the consultation process was on-going we sought advice from the DfE on allocating the deprivation supplement. Their response was:

“Local Authorities must have a deprivation supplement and it cannot be more than 10% of the total funding available (£0.43) in 2018/19. It is up to the individual local authorities on how they distribute the deprivation

supplement but they are required to explain how they have reached their decision on how they allocate this supplement.

On the basis of this additional advice the Working Group agreed that it could not support Option 3 as it does not meet the requirement to target support to areas of deprivation and/or children from deprived backgrounds.

Option 1 was the second highest scoring response, with 32% of respondents wanting to maintain the status quo. These also means that 68% of respondents voted for one of the other options all of which would have had the effect of reducing the proportion of funding allocated on the basis of deprivation.

The Working Group came to a majority view that a compromise would be to recommend Option 2, which would see the deprivation rate reducing from £1.14 to £0.53 per hour for eligible children, in line with the Government's assessment of deprivation via the EYPP. [It should be noted that the current level of deprivation funding was set prior to the EYPP being introduced]. This would release up to £0.14 per hour to be added to the universal rate but still maintain a reasonable allocation based on deprivation factors.

The Working Group also discussed the appropriateness of using the IDACI as the sole basis for allocating the deprivation supplement. The Working Group felt that as the IDACI was based on post code it may not fairly reflect the status of individual children, especially in new housing developments which include affordable and social housing. The Working Group requested that they be allowed to continue working on a more detailed project of review the deprivation supplement, including investigating alternative deprivation measures, before the 2019/20 Early Years funding allocations are agreed.

3.3. Contingency

The Working Group were unanimous in their view that the contingency should be removed from future funding allocations, as it was intended to be used to manage uncertainty around the potential take-up of the additional 15 hours in 2017/18.

Removing the contingency would marginally increase the universal rate for all Early Year Providers. The Working Group recognised that there were risks with removing the contingency especially if demand pressures exceeded assumptions around the future take-up of the additional 15 hours.

4. Views of the Schools Forum

- 4.1. The Schools Forum minuted their thanks to the Working Group for the work they had undertaken and endorsed the views and conclusions of the Working Group as to how the Early Year's Block funding should be allocated in 2018/19.
- 4.2. In recognising that the allocation of funding would be difficult as the overall level of funding per hour available for allocation was dropping, the Schools Forum:
- Supported the objective of increasing the universal rate as far as possible
 - Recognised the importance of investment in early years to future outcomes
 - Did not support allocating part of the available Early Years funding based on an assessment of the quality of provision by providers due to the absence of a generally accepted quality measure that was fair and equitable across all types of providers
 - Endorsed the reduction in funding for centrally provided services from 7% in 2017/18 to 5% in 2018/19, a reduction of 28% in overall funding, in line with Government expectations
 - Agreed that all funding should be allocated for use by the sector and therefore no contingency should be held back
- 4.3. The most difficult decision was in relation to the balance of funding between the universal rate and funding for deprivation. This was recognised as an issue on which there was no consensus in the Working Group. The view of the Schools Forum was that the universal rate should be increased after being frozen since 2016/17 and that as a consequence the funding allocated on the basis of deprivation would have to be reduced. In the absence of any other evidence reducing the funding for deprivation to the level of the government's assessed average need used for assessing eligibility for the early years pupil premium was agreed.
- 4.4. The Schools Forum also agreed that the Working Group should continue to meet with a view to undertaking a more detailed look at the deprivation supplement including investigating alternative deprivation measures. The results of this further work would then be reported to the Schools Forum in advance of their consideration of the 2019/20 Early Years funding allocations.

5. Allocation of Early Years Block Dedicated Schools Grant

- 5.1. On Tuesday 19 December 2017 Nick Gibb, The Minister of State for Schools Standards, confirmed the school and early year funding allocations for 2018/19.
- 5.2. The early years schools block DSG for Warwickshire in 2018/19 has been announced as £33.627 million. This is £3.247 million more funding than 2017/18 and represents an increase of £3.435 million increase in the additional 15 hour entitlement offset by a decrease of £0.190 million at the hourly rate for 3 and 4 year olds which has moved from £4.34 to 4.30 per hour.
- 5.3. Central Government’s ring fenced supplementary funding for maintained nursery schools remains at £0.725 million in 2018/19.
- 5.4. If agreed, the recommendations of the Schools Forum would deliver hourly funding for 3 and 4 years olds in 2018/19 as set out in the table below. The table also includes a comparison with the hourly rates in 2017/18.

Factor	2017/18 Allocation Per Hour £	2018/19 Allocation Per Hour £
Total for 3 and 4 years olds	4.34	4.30
Universal rate allocated to providers	3.77	3.96
Deprivation Supplement	0.27	0.13
Central Provided Services (7%/5%)	0.30	0.21

- 5.5. Cabinet are recommended to support the views of the Schools Forum in allocating the funding for Early Years in 2018/19.
- 5.6. In doing this Members should note that the DSG review will look at our current spending funded from the DSG against the Government’s Operational Guidance and the authority’s strategic outcomes with a view to improving the deployment of DSG resources for the maximum impact. The review will include consideration of:
 - The Early Years Block including use of the 5% of resources that can be retained centrally alongside the implications of the provider hourly rate (on the PVI sector as well as the state sector)
 - The Schools Block from April 2018 insofar as these resources are retained for local authority use (rather than delegated to schools)
 - The (new) Central Services Block

- The High Needs Block including the use and outcome of the High Need Strategic Review

6. Background Papers

6.1. None

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Warwickshire County Council

Early Years Funding Formula 2018/19 Consultation Questionnaire

Please note only one response per Early Years Provider

Provider Name	
DfE or Ofsted Number	

Question 1

Do you agree with the Working Group not to use a measure for allocating funding for a quality supplement?

Yes/No – Delete as appropriate

If your answer is no please outline how you would assess the provision of quality of Early Years Providers.

Question 2

Which is your preferred option for allocating funding for deprivation?

One/Two/Three/Four – Delete as appropriate

One Keeping the deprivation supplement at the current rate of £1.14 per hour for eligible children.

Two Reducing the deprivation supplement from £1.14 per hour to £0.53 per hour for eligible children in line with Central Government's assessment of deprivation via EYPP.

- Three Allocating £0.27 to all Early Years Providers on the same basis as the universal rate, allowing them to make local decisions on how they provide services to children in their settings who may be experiencing deprivation issues. The funding would be separately identified and settings would be expected to demonstrate how they have used it.
- Four Change the eligibility of paying the supplement to those children in the top 20% of deprived wards rather than the current top 30% of deprived wards whilst keeping the rate at £1.14 per hour.

Question 3

Do you agree with the Working Group to remove the central contingency from 2018/19 onwards, accepting that this may lead to some future funding uncertainty?

Yes/No – Delete as appropriate

Any other comments:

Please return your completed questionnaire to:

corporatefinanceandadvice@warwickshire.gov.uk

by 6pm on Friday 8 December 2017

Early Years Funding Formula Review Consultation Responses

Question 1 - Do you agree with the Working Group not to use a measure for allocating funding for a quality supplement?

Yes	No
60	7

If your answer is no please outline how you would assess the provision of quality of Early Years Providers:

Atherstone & Bedworth Heath Nursery Schools - (NO) We would support a mechanism which led to the accreditation of early years leaders in schools and settings, via the specialist leader in education route (qts) or a new Warwickshire 'specialist early educator'. In return for additional funding, those organisations with an accredited team member would support the delivery of quality improvement activity, working in partnership with the early years teaching school. This would build capacity and quality across the sector and support development of a system led quality improvement model, as outlined in a new strategic vision for early years in Warwickshire

Clopton Nursery - (NO) Through a yearly audit and county unannounced spot visits to assess that quality of the provision. Also information from parents and other stakeholders in confidence.

Inside Out Nurseries Ltd - (NO) Use the OFSTED rating. Good settings should be rewarded. It costs money to provide high quality care. Give settings a financial incentive to achieve better standards!

Little Willows Pre-School - We agree that it would be very difficult to measure and to determine the eligible criteria. Ofsted judgements are not necessarily reflective of the on-going quality of provisions.

Knightlow Childrens Partnership Ltd - Ofsted rigorously assess our quality, to set up and run another equally comprehensive measure would be expensive a waste of the EY budget

Galley Common Childcare Ltd - I cannot make any suggestions of a possible way to simply and fairly allocate a quality supplement

Pathways Nursery Warwick - Use some of the Ofsted criteria – and give a provisional grade

Abbey Fields Nursery and Out of School Care - I believe quality could be assessed by a generic Service review system with additional points if you are in an area of deprivation – yearly a consultation could be placed online and parents at each nursery invited to score the nursery. This could be part of their terms and conditions.

Sunbeams Pre-School Radford Semele - Appreciate a response is only required if response to above was 'No'. However, I personally feel some financial benefit must accrue to quality EYPs – possibly a grant can be made available to Outstanding and Good settings at the time the assessment is made.

RSC Nursery - I absolutely agree that Early Years Provision does not need more measures sapping more of everyone's funds to administer more paperwork.

Question 2 - Which is your preferred option for allocating funding for deprivation?

Option 1 - Keeping the deprivation supplement at the current rate of £1.14 per hour for eligible children.

Option 2 - Reducing the deprivation supplement from £1.14 per hour to £0.53 per hour for eligible children in line with Central Government's assessment of deprivation via EYPP.

Option 3 - Allocating £0.27 to all Early Years Providers on the same basis as the universal rate, allowing them to make local decisions on how they provide services to children in their settings who may be experiencing deprivation issues. The funding would be separately identified and settings would be expected to demonstrate how they have used it.

Option 4 - Change the eligibility of paying the supplement to those children in the top 20% of deprived wards rather than the current top 30% of deprived wards whilst keeping the rate at £1.14 per hour.

Option 1	Option 2	Option 3	Option 4
21	12.5	29.5	2

Atherstone & Bedworth Heath Nursery Schools - (DIDN'T ANSWER) We would not support any of these options as they are written here – our view is that there should be a graded approach to deprivation funding with those children in the top 10% wards receiving the highest amount of the deprivation rate - which might be lower than £1.14, followed by a lower amount for top 20% and a further lower amount for children in the top 30%. We would also further support the use of the current 2HELP funding criteria as the measure used to assess deprivation and not IDACI. It's not possible to make an informed decision without far more information about the settings and children affected by the fluctuation - an impact assessment should be undertaken to inform this before a final decision is made.

Inside Out Nursery Ltd - Voted for Option 2 and Option 3 (hence the 0.5)

Question 3 - Do you agree with the Working Group to remove the central contingency from 2018/19 onwards, accepting that this may lead to some future funding uncertainty?

Yes	No
53	11

Atherstone & Bedworth Heath Nursery Schools - (NO) it does not provide any scope for unforeseen circumstances

Emily's House - (DIDN'T ANSWER) Unsure as no history of the use of contingency in the document or the reasoning why it was put in place and the reasoning why it should be removed.

Little Willows Pre-School - (DIDN'T ANSWER) We are unable to answer this question. The Consultation document does not explain in an understandable format what the Centrally Provided Services include nor the contingency and, therefore, we are not in a position to make a informative decision in this regard. However, we are able to advise that we do not consider that the Early Years Funding Working Group should make any decision that would create any uncertainty regarding future funding in this current climate of economic austerity. The current funding is already insufficient to promote continued and sustainable quality. The increase of children with complex and significant SEND, social and behavioural difficulties, and children with EAL is impacting enormously on mainstream voluntary settings, who are wholly reliant on Government funding. The current situation is already unsustainable without recommending any potential decrease or vulnerability in future funding.

Milby Nursery and Kids Club - (DIDN'T ANSWER)

Any other comments:

Noah's Ark Christian Pre-School - The report was quite badly written and hard to understand. Option 3 for Question 2, seemed on balance to be the best outcome as it gives value to all children. However we would be unhappy with the extra paperwork it would generate with regards to demonstrating how the money is being used. It is difficult with funding levels so low to then separately allocate pots of money for particular purposes, other than needing to pay and train staff and other overheads and resources.

Monkey Puzzle Stratford-upon-Avon - A risk either way. Hard to respond to this one as I am unclear on the risks or factors that could trigger an overspend (other than the potential take-up of the additional 15 hours). It would seem sensible to review this one annually. This would help clarify the additional 15 hour take-up and also monitor any other issues leading to overspend.

Child 1st (Coleshill) Ltd - Regarding question 3 – small providers are likely to find it very challenging to make ends meet – especially if their income comes largely from funded children – thus any increase in the universal rate will help Warwickshire minimise loss of nursery places.

Little Glendalers Preschool - Struggling to understand how we are expected to care and educate our children and care and educate our families that are needing lots of support on £3.77 an hour? We are not in a major deprived area but have a lot of struggling families that live in privately rented houses that are not in deprived postcodes. More children now than ever are starting preschool with speech and language issues, behaviour issues and overall delayed development, which means lots of extra input from my team, we need more staff but can't afford on £3.77 an hour. Rent, Tax, Wages, training, utility bills etc are all going up but we are still expected to do our job on £3.77 an hour. I am unaware of the financials of nursery schools hourly rate but as we all do the same job feel that we should all be fairly and equally paid.

Little Willows Pre-School - Deprivation Supplement - In our experience, the most deprived children in our setting are in receipt of the deprivation supplement appropriately using the IDACI. However, we would agree that children living in social housing on new housing estates are not in receipt of the supplement. The IDACI needs to be updated to include the social housing postcodes, which would address the situation appropriately for our setting.

Nature Trails Nurseries - Although there is a substantially increased cost associated with quality provision, as there is such limited funding available, I believe that all nurseries should receive the same hourly rate.

Knightlow Childrens Partnership Ltd - The funding needs to be given to the frontline provision to ensure it gives maximum benefit to the children for which it is intended. There also needs to be equality for PVI settings compared with Nursery Schools, as we all have increased overheads and need to ensure sustainability

Milby Nursery and Kids Club - How much would option 2 add to the hourly rate of the universal rate?

Abbots Farm Infant School - Contingency should be used for children attending early years provision

Cygnets Education and Childcare Trust - This consultation was only sent to us last week, Wednesday 29th pm, with a deadline of 8th December, effectively only giving us 7 working days to respond; is this really acceptable for such an important consultation? Particularly at this time of year our sites are all busy so we have responded together with our group Ofsted registration but trust we will be counted as 3 individual sites, when responses are collated. Communication via the Schools Funding Forum remains an issue; matters could be vastly improved if there was an additional PVI forum representative and an alert was emailed to providers, when meeting minutes are available, failing any other form of update. If more funds were available, to support a higher base rate, then our 3 sites might have chosen option 2 re the deprivation supplement and to keep back a small contingency, as long as ring fenced for all providers and, if not used, not absorbed into other projects. We hope that as the transition year passes the extra support given to nursery classes will be ended, so that PVI settings can genuinely be given the same level of funding as maintained classes, within schools, and this is made transparent. **(have email proof they received email on 17/11/2017 - admin2423@welearn365.com)**

Coleshill C of E Primary School & Nursery (Sunflowers) - Would it be worth keeping a reduced contingency centrally?

Little Lawrences (St Lawrence CofE Primary) - I can see why some providers are folding where there are management and building costs or something that Little Lawrences is protected from due to its integrated nature with the main school.

Busy Bees Leamington - Although this may have a slight negative impact and could affect future funding, a contingency could be achieved by utilising the remaining 5% that LA's are not obliged to pass through to providers as the DSG is not ring-fenced solely for EY providers.

Busy Bees Rugby - Although this might have a slight negative impact and could affect future funding, a contingency could be achieved by utilising the remaining 5% that LA's are not obliged to pass through the providers as the DSG is not ring-fenced solely for EY providers.

RSC Nursery - Maintaining a Central Contingency as insurance to protect against shortfalls during this period of uncertainty of the uptake of the 30 hours seems the pragmatic option to protect against fluctuations over the next couple of years. My understanding is that the contingency is short term and once data on the uptake of the 30 hours has settled, more accurate predictions can be made and therefore holding a contingency will be made obsolete.

Cabinet

25 January 2018

School Admissions – 2019/20

Recommendations

1. That the 2019 entry Coordinated Schemes as set out at Appendices A1 – A4 are adopted.
2. That the in-year admissions process for entry during the 2019/20 academic year is adopted for all schools where Warwickshire County Council is the admission authority, and other admission authorities as agreed as set out at Appendix B.
3. That the Joint Managing Director be authorised to agree the published admission numbers for community and voluntary controlled schools in Warwickshire.

1.0 Introduction

- 1.1 Local Authorities are required to consult annually on admission arrangements. In accordance with the School Admissions Code (2014), consultation must take place for a minimum of six weeks between 01 October and 31 January of the school year before arrangements apply. For the 2019 entry year, the admission arrangements must then be determined (finalised) by 28 February 2018 and published on the Council website by 15 March 2018.
- 1.2 These admission arrangements will apply to all community and voluntary controlled schools - where Warwickshire County Council is the admission authority.
- 1.3 The admission arrangements relating to the coordinated schemes specifically will apply to all state-funded, mainstream infant, junior, primary and secondary schools within the county, regardless of who the admission authority is for those schools (for example, the admission authority for a school which has academy status will be the academy trust).

2.0 Background

- 2.1 Local Authorities are required to consult annually on their admission arrangements. In accordance with the School Admissions Code (2014), consultation must take place for a minimum of six weeks, between 01 October and 31 January of the school year before the admissions process begins. For the 2019 entry year, the admission arrangements must then be determined (finalised) by 28 February 2018 and published on the County Council website by 15 March 2018.
- 2.2 The proposed admission arrangements are very similar to those approved for operation in previous years, although, any significant changes are highlighted further in this document.
- 2.3 The proposed admission arrangements apply to both school admissions at a 'normal point of entry' (i.e.: starting school in Reception, transfer from Year 2 in an infant or primary school to Year 3 at a junior, and starting in Year 7 at a secondary school) and to all other admissions during the school year (up to Year 11, inclusive).
- 2.4 Included within the admission arrangements is the process which parents should follow if they would like to defer their child's entry to Reception, to the academic year following their fifth birthday. This is in response to guidance previously issued by the Department for Education and an increase in such requests.
- 2.5 The above process is also applicable to parents with children who will be commencing in all other year groups (other than Reception) and who wish to request that their child is educated outside of their chronological year group.
- 2.6 As part of their admission arrangements, all admission authorities are required to have a Published Admission Number (PAN). This is the maximum number of places offered at the normal point of entry. Appendix C shows all Warwickshire Schools and their Published Admission Number, along with any proposed changes for 2019/20. This list includes schools where Warwickshire County Council is not the admission authority. Please note that these figures are subject to change. This is due to own admission authority schools carrying out their own consultations and ongoing discussions between the local authority and schools.
- 2.7 An Equalities Impact Assessment has been undertaken. This is included at Appendix D.

3.0 Coordinated Schemes

- 3.1 The coordinated schemes set out how the County Council will operate its statutory responsibility to ensure that every child residing in Warwickshire is offered one school place through their home authority, ready for when they start school or transfer to Year 7 (the schemes also apply to children

transferring to Year 3, in certain cases). This process is in line with the School Admissions Code 2014, the Education Act 2002 and the School Standards and Framework Act 1998.

3.2 The following outline specific sections of the coordinated schemes for 2019 entry where significant changes are proposed:

- a) **Acceptance of offers:** In previous years, we have removed the requirement whereby parents needed to formally accept the school place their child was offered and, instead, operated an 'automatic acceptance' process. However, the 2019/20 schemes will re-introduce the process of formal acceptance and, where families do not comply with this requirement, places will be withdrawn, where necessary. This is in response to feedback from schools, who have expressed concerns over the uncertainty of final numbers, based on automatic acceptance.
- b) **Offers made over PAN:** The 2019 entry arrangements set out clearly the process through which own admission authority schools must make a request to admit children over and above the determined and Published Admissions Number (PAN), as part of the coordinated schemes. Failure to comply by the deadlines outlined within the schemes may result in a school's request to admit children over PAN not being complied with, as part of the coordinated schemes, in line with the relevant National Offer Day.
- c) **Applying for a place in Year 3 at a primary school:** In previous years, a small number of primary schools within the local authority have opted to offer additional places for Year 3 entry, as part of the coordinated admissions scheme. However, as Year 3 is not the 'normal point of entry' for primary schools, for the 2019/20 entry year, the coordinated admissions process will only operate in respect of children transferring from Year 2 in an infant or primary school to Year 3 in a junior school. The coordinated admissions process will not apply to any Warwickshire primary schools.
- d) **Over-subscription criteria for Junior schools (Year 3 transfers):** In line with the above, the over-subscription criteria for junior school places (ie: Year 3 transfers) has been amended in relation to the 2019 entry year. The new order of criteria gives higher priority to children attending the partner infant school of the junior school for which they are applying, regardless of where they live. This is to ensure that as many children as possible, who attend an infant school in the county, can attend the partner junior of that school.
- e) **Late applications/Re-allocation dates:** As in previous years, under the coordinated schemes, late applications will not be considered prior to National Offer Day, and will instead be considered and receive an offer on one of a fixed number of

reallocation dates. This process is intended to make the reallocation process easier for parents to understand and to make it easier to identify areas where extra capacity in schools may be required.

4.0 In-Year Admissions

4.1 It is proposed that the administration of in-year admissions for 2019/20 remain with the Local Authority. While it is no longer a legal requirement for Local Authorities to process such applications, retaining this function provides numerous benefits, especially around safeguarding, the tracking of vulnerable children and the operation of the Fair Access Protocol. The majority of admission authorities have indicated they are happy for the Local Authority to continue to carry out this function. No extra resources are required to do this.

5.0 Consultation

5.1 A consultation exercise into the proposed admission arrangements took place between 27 November 2017 and 8 January 2018.

5.2 No consultation responses were received within the consultation period..

6.0 Timescales associated with the decision and next steps

6.1 If Cabinet approve the proposed admission arrangements for School Admissions then they will apply to applications received for the 2019 entry year (coordination) and for in-year admissions during the 2019/20 academic year.

Background papers

None

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This report was circulated to the following members prior to publication.

Councillors Dahmash, Hayfield, C. Davies, Morgan, Roodhouse and Williams

Appendix A1

Warwickshire County Council Secondary Coordinated Admissions Scheme – 2019 entry

Section 1 – Timetable for Secondary Coordinated Admissions Scheme, for entry in September 2019

DATE	EVENT
April 2018	Warwickshire School Admissions Service (the 'Admissions Service') to obtain data of Warwickshire children due to start secondary school in September 2019. Data obtained from Commissioning Support Service, MIS Team, other local authorities and Independent schools located in Warwickshire.
May 2018	Secondary packs posted directly to parents of children due to transfer to Secondary school in September 2019. Copies of publicity materials available on website.
Tuesday 08 May 2018	Warwickshire 11+ Selection Test - Registration opens.
Wednesday 13 June 2018 (5pm)	Deadline for parents to request special testing arrangements for their child for 11+ test, due to special educational needs and/or medical issues. Relevant 'Special Testing Requirements' form to be completed and received by the Admissions Service by 5pm on this date. Special testing arrangement request forms received after this date may not be considered, or may make the application for a grammar school place late.
Friday 29 June 2018 (4pm)	Warwickshire 11+ Registration deadline, in order to be classed as on time. Registrations received after this date will be considered as late, unless the family are/will be moving into/within the county by 31 st December 2018.
Monday 02 July 2018	Secondary application process opens (online and telephone applications). Application data will be available via SAM (the School Admissions Module) to Voluntary Aided, Trust, Foundation schools and Academies who purchase the Admissions Service so that oversubscription criteria can be added and sibling/staff details checked. Data will include straight-line measurements.

Saturday 08 and Sunday 09 September 2018	11+ testing sessions (<i>at least one testing session per day</i>) (on time candidates will be given priority to attend these testing sessions)
Monday 10 September 2018	Parents must inform the Admissions Service, by no later than 4pm, if their child was not fit or well to attend the 11+ selection test on 08 or 09 September.
Wednesday 12 September 2018	Proof of the illness/condition must be received by the Admissions Service by no later than noon (12pm), in order for the child to remain as an on time candidate for the 11+ testing. If sufficient evidence is not received by this date then the registration for the child to sit the 11+ test will be withdrawn. If the family still wishes for the child to sit the Warwickshire 11+ test then they must submit a new registration and this will be classed as late. Late candidates will not be tested until after 01 March 2019.
Tuesday 18 September 2018	Supplementary 11+ test date (<i>at least one testing session</i>) 11+ testing session for children who were initially invited to testing on either 8th or 9th September, but could not attend due to illness or prior engagements, and evidence has been submitted of such. <i>Further testing sessions will be scheduled as and when there is demand.</i>
Friday 04 October 2018	First reminder letter sent to parents who have not applied for a Secondary school place. Reminder emails to schools encouraging them to remind parents of the need to apply for a school place.
From Monday 15 October 2018	11+ results letters will be sent to all families where children have sat the Warwickshire 11+ selection test, as on time candidates, in the previous month of September 2018. Results may be sent electronically or via post.
Friday 19 October 2018	Second reminder letter sent to parents who have not applied for a Secondary school place. Reminder emails to schools encouraging them to remind parents of the need to apply. For a school place.

Wednesday 31 October 2018 (5pm)	<p>National Closing date for on time secondary school applications.</p> <p>Applications received after this date will be considered as late and will not be processed until after National Offer Day (01 March 2019), in line with scheduled reallocation dates (unless the family is moving into the area – residency requirements must be adhered to – see below for more information).</p>
From Monday 12 November 2018	<p>Exchange of ADT files with other local authorities.</p> <p><i>(ADT = Electronic files relating to application details)</i></p>
Monday 19 November 2018	<p>Applications will be sent to own admission authority schools who DO NOT purchase the Admissions Service, via an Excel spreadsheet so that oversubscription criteria can be added and sibling/staff details checked. Data will not include straight-line measurements, unless this service has been purchased by the school.</p>
From 03 December 2018	<p>Proof of address will be requested for all children where a Warwickshire grammar school has been named on the application. This is regardless of which home authority they reside in.</p>
Friday 21 December 2018	<p>Deadline for own admission authority schools to request admitting over and above the determined PAN for the relevant entry year, in order for this to be considered in line with the coordinated admissions process and National Offer Day.</p>
Monday 31 December 2018	<p>Extended deadline date for families moving into/within the county to have provided proof of their new residence and completed new/amended application for secondary school in order for application to be considered as on-time (see residency requirements below).</p>
Friday 04 January 2019 (4pm)	<p>Own admission authority schools to have completed all allocations of over-subscription criteria, sibling checks, staff checks and considered all faith/other supporting documentation provided as part of a family's application for a place.</p> <p>This task must be completed on SAM, where the school purchases the Admissions Service. Where schools do not buy into the service then the above must be completed via a ranked and completed Excel spreadsheet.</p> <p>SAM will be closed to secondary schools from Monday 07 January 2019.</p>
Friday 11 January 2019	<p>First exchange of ALT files with other local authorities.</p> <p><i>(ALT = Electronic files relating to offers of school places)</i></p>

Monday 21 January 2019	Second exchange of ALT files with other local authorities.
Monday 04 February 2019	Provisional offers available to all schools via SAM, other than academies who do not purchase the Admissions Service, in which case offers will be sent via Excel spreadsheet. Schools must notify Warwickshire Admissions Service of any issues by 08 February 2019. Offer data must remain confidential.
Friday 08 February 2019	Schools to have notified the Admissions Service of any issues with provisional offers.
Monday 11 February 2019	Final exchange of ALT files with other authorities.
Monday 11 February 2019	Special Educational Needs Disability and Review Team (SENDAr) must have input relevant offers/offers on hold via Synergy.
Friday 01 March 2019	National Offer Day. Offers released to parents by Admissions Service (Statutory). Late applications will be available to schools via SAM, other than own admission authority schools who do not purchase the admissions service, in which case any late applications will be sent via Excel spreadsheet.
Friday 08 March 2019	Deadline to accept or decline offer made.
Monday 11 March 2019	Reminder letter sent to any Warwickshire parents that have not accepted or declined the offer made. If no response received by 4pm on Friday 15 March then offer will be withdrawn.
Wednesday 13 March 2019 (5pm)	Cut-off date for new applications to be made in order to be considered in first reallocation round.
Friday 15 March 2019 (4pm)	Own admission authority schools to have completed all allocations of over-subscription criteria, sibling checks, staff checks and considered all faith/other supporting documentation provided for late applications to be considered in first reallocation round. This task must be completed on SAM, where the school purchases the Admissions Service. Where schools do not buy into the service then the above must be completed via a ranked and completed Excel spreadsheet.
From Monday 18 March 2019	First reallocation round commences.

Friday 29 March 2019 (midnight)	<p>Deadline by which appeals must be lodged in order to be classed as on time. On time appeals must be heard within 40 school days from the deadline.</p> <p>Appeals lodged after this date will be heard within 40 school days of the deadline, where possible, or within 30 schools days of the date the appeal is lodged.</p> <p>Appeals lodged after 21 June 2019 may not be heard before the start of the new academic year in September 2019.</p>
Wednesday 03 April 2019	Cut-off date for new applications to be made in order to be considered in second reallocation round.
Friday 05 April 2019 (4pm)	<p>Own admission authority schools to have completed all allocations of over-subscription criteria, sibling checks, staff checks and considered all faith/other supporting documentation provided for late applications to be considered in second reallocation round.</p> <p>This task must be completed on SAM, where the school purchases the Admissions Service. Where schools do not buy into the service then the above must be completed via a ranked and completed Excel spreadsheet.</p>
Monday 08 April 2019	Second reallocation round commences.
Wednesday 24 April 2019 (5pm)	<p>Cut-off date for new applications to be made in order to be considered in third reallocation round.</p> <p>Late applications received after 24 April will be processed as and when they are received, up to, and including, Friday 30 August 2019. The in-year admissions process will then commence from Monday 02 September 2019.</p>
Friday 26 April 2019 (4pm)	<p>Own admission authority schools to have completed all allocations of over-subscription criteria, sibling checks, staff checks and considered all faith/other supporting documentation provided for late applications to be considered in second reallocation round.</p> <p>This task must be completed on SAM, where the school purchases the Admissions Service. Where schools do not buy into the service then the above must be completed via a ranked and completed Excel spreadsheet.</p>

Monday 29 April 2019	Third reallocation round commences.
From Monday 29 April 2019	Appeal hearings commence, for Year 7 entry in September 2019.
From Tuesday 07 May 2019	Places allocated to Warwickshire children due to transfer to secondary school in September 2019, where an application has not been submitted previously. Parents will be advised of these offers via post.
From Monday 03 June 2019	In-Year applications for secondary school places starting in September 2019 can be submitted. (Year groups 8 -11 only. Applications for Year 7 places for September 2019 will continue to be processed through the coordinated scheme until 30 August 2019).
From Monday 10 June 2019	In-year applications, for places starting in September 2019 (for year groups 8 – 11), will start being processed.
Friday 14 June 2019	Appeals lodged by midnight on 29 March 2019 will be heard by this date.
Wednesday 31 July 2019	Appeals lodged after the deadline of 29 March 2019, but before 21 June 2019, will be heard by the 31 July 2019, where possible.
Monday 02 September 2019	In-Year admissions process commences. All applications made in accordance with the coordinated admissions rounds will be moved to In-Year status and will be held on any relevant waiting lists until 31 December 2019.

Section 2 - Secondary (Year 7) Coordinated Admissions process for entry in September 2019

Terms

The term '**school**', in this document, refers to both maintained schools and own admission authority schools. It does not relate to special schools or private (fee-paying) schools, as these schools have their own admission processes.

The term '**parent**', in this document, refers to biological parents, all those with Parental Responsibility, and other person with primary care for a child.

The term '**own admission authority**' school, in this document, refers to state schools for whom the local authority is not the admissions authority, including; Academies; Voluntary Aided; Trust; and Foundation schools. The admission authority for such schools is the governing body or the academy trust.

The term '**secondary**' school, in this document, refers to any admission authority school which admits children at the beginning of Year 7 until (at least) the end of Year 11.

The terms '**UTC**' and '**Studio schools**', in this document, refer to schools which admit children at the beginning of Year 10.

Coordinated Admissions

All local authorities are required to have in place a scheme for coordinating admission arrangements for maintained schools and other mainstream state-funded schools (eg: academies) within their area. The term 'school' in this document refers to both maintained schools and own admissions authority schools.

Coordinated schemes are intended to simplify the admission process for parents whilst reducing the likelihood of any child being left without a school place. Coordination establishes a mechanism that ensures, as far as is reasonably practicable, every parent of a child who has applied for a school place is sent a single offer of a school place by the local authority in which their home address falls (their 'home authority').

Under the system of coordinated admissions, parents apply directly to their home authority and make a single application for a school place. Local authorities and other admission authorities - such as the academy trust, or the governing body of a Voluntary Aided school - then exchange application data. This is to determine which children can be offered a place at which school. Parents then receive a single offer of a school place from their home authority.

Independent (fee-paying) schools are not part of the coordinated scheme. These schools will have their own admission criteria, application process and scheme for offering places. Parents should contact the relevant school directly if they wish to apply for a place.

Only parents of children who are resident in the county of Warwickshire, or who are able to satisfy the relevant address requirements as laid out in this document, should make an

application through the Warwickshire Admissions Service.

Warwickshire residents must apply for school places through the Admissions Service. Where parents approach schools directly, the school must direct the parent to the Admissions Service. Any Warwickshire resident who does not make an application through the Admissions Service, even if they applied directly to a school, will have any subsequent application which they make through the Admissions Service considered as late, if this is then received after the relevant deadline, as laid out in this document.

The Admissions Service will manage the process of allocating schools places in line with the Coordinated Admissions Scheme. Application data relating to schools in other local authorities will be forwarded via S2S. This system is part of the DfE's Secure Access website and is designed to securely transfer data between local authorities and schools.

This scheme primarily relates to children who are due to start secondary school (Year 7) in September 2019. However, the deadlines and key dates for applications and offers also apply to children transferring to Year 10 in a 14-19 UTC or Studio School in September 2019, whose applications will also be processed in line with this scheme.

Admission Arrangements

All admission authorities are required to have a set of admission arrangements that clearly set out how children will be admitted. These arrangements need to include the criteria that will be applied if there are more applications received than places available at the school for the relevant entry year ('oversubscription criteria'). Admission arrangements are determined by admission authorities, in line with the School Admissions Code (2014).

In Community and Voluntary Controlled schools the local authority is the admission authority and has responsibility for determining admission arrangements. In Voluntary Aided, Trust and Foundation schools, the Governing Body has responsibility for determining admission arrangements. In Academies and Multi-Academy-Trusts, the Trust has responsibility for determining admission arrangements.

A school's admission arrangements must contain:

- The school's **Published Admission Number (PAN)** for each 'relevant age group'. This is the number of places that will normally be offered to children joining the school at the normal point of entry (for secondary schools this is Year 7).
- The **school's oversubscription criteria**. These are used to decide which children are offered places when there are more applications than places available. Each child is assigned a criterion with places offered in criteria order to fill the school.
- **Definition of sibling**. Admission authorities must state in their arrangements what they mean by sibling (eg: does it include step-siblings). Where priority is given to siblings of former pupils, admission authorities must set out a clear and simple definition of such former pupils. Some schools give priority to siblings of pupils attending another state funded school. Where this is the case, this priority must be clearly set out in the arrangements.
- **Distance from school**. Admission authorities must clearly set out how distance

from home to school will be measured, and make it clear how the 'home address' will be determined and the point in the school from which all distances are measured. This should include provision for parents who have shared responsibility for a child.

The School Admissions Code also requires that:

- All children whose Statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) Plan names a school must be admitted.
- The highest priority in a school's oversubscription criteria must also be given, unless otherwise allowed in the Admissions Code, to Looked After Children and all Previously Looked After Children.

'Previously Looked After Children' are children who were looked after (ie: who were under local authority care – eg: placed in foster care), but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

- If a school is not oversubscribed, all applicants must be offered a place (with the exception of designated grammar schools).

The admission arrangements of any school must be such as to enable relevant decisions to be made in line with the timetable of this scheme.

Information for parents

In April of each year, the Admissions Service receives data from Warwickshire County Council's Commissioning Support Service, MIS Team, other local authorities and Independent schools located in Warwickshire, relating to children due to start secondary school in September of the following year. This data is then used to distribute information about the admissions process to the families concerned.

In May of each year, information leaflets explaining the school admissions process are sent to the parents of children resident in Warwickshire who are due to start secondary school the following year.

Copies of the leaflet will also be available to schools and on the County Council's website. Schools are encouraged to inform parents of the need to apply for a school place and make parents aware of the necessary deadlines.

Also available on the Warwickshire County Council website will be the local authority's Composite Prospectus (from September 2018). This is an expanded version of the leaflet which is sent to parents and will contain the full admission arrangements of each state school in Warwickshire (not independent fee-paying schools or special schools, as applications for these schools are not considered under the coordinated admissions process).

Applying for a school place

Parents apply for school places using a Common Application Form (CAF). Parents are

encouraged to apply for a school place using Warwickshire's online application system. This allows parents to complete an electronic version of the CAF. The advantages of the online system are as follows:

- The process is relatively quick and easy.
- Applicants receive an acknowledgment email confirming that their application has been submitted.
- Parents applying online receive their offer of a school place from 08.30am on National Offer Day.

The online application process allows parents to:

- Apply for places at their preferred schools by naming these on the application. Warwickshire parents can name a maximum of six schools on their application.
- Rank their preferred schools in the order they would like their child to be offered a place (parents should name their most preferred school(s) as their first/highest preference on the application).
- Give reasons for each preference.
- Give details of any siblings who will also be attending one of the preferred schools at the point of admission of the child for whom a place is being applied.
- Give details of any parent who is a staff member at the school which has been named as a preference, in line with the oversubscription for some own admission authority schools.
- Provide details of social or medical issues, in line with the oversubscription for some own admission authority schools.
- Indicate if the child has a Statement of Special Educational Needs or an Education, Health and Care Plan.
- Confirm details in relation to faith, in line with the oversubscription for some own admission authority schools (faith schools may require additional evidence as part of the application. This should be submitted directly to the school for which a place is being sought. Further information about this can be found in the admission arrangements for each school concerned).
- Confirm if the child falls within the classification of 'Looked After'* or 'Previously Looked After'**, in line with paragraph 1.7 of the School Admissions Code (2014).

**'Looked After' refers to a child who is currently under the care of the Local Authority (eg: in foster care under a full or interim care order).*

***'Previously Looked After' refers to a child who was looked after (as outlined above), but ceased to be so because they were adopted straight after leaving care, or they became subject to a child arrangements order – including a residency order - or special guardianship order.*

Alternatively, parents can contact the Admissions Service and make an application over the telephone. This allows parents to provide the same information as the online system, but in this case the offer of a school place will be sent via second class post, so may not be received as quickly as an online offer, which will be sent via email.

Completed application forms, regardless of the method used to make the application, should be received by the home authority (Warwickshire Admissions Service) by no later than 5.00pm on the statutory closing date of 31 October 2018. Completed application forms received after the closing date will be considered as late unless suitable evidence of a house move can be provided by the relevant deadline (see 'Changes of address' section below).

Amendments to the application (eg: an additional preference being named, or the order of the ranked preferences being changed) will be permitted prior to the closing date of 31 October 2018. Any changes made to an application after this date will be classed as late (unless they are made in line with the change of address requirements detailed below).

Supplementary Information Forms

Some schools require parents to complete a Supplementary Information Form (SIF) in order to assign the oversubscription criteria. If a SIF is required by the admission authority of a school, this will be detailed in Warwickshire County Council's Composite Prospectus and on the Warwickshire County Council website. It will also be detailed in the admission arrangements for the school concerned.

Admission authorities within Warwickshire will not use Supplementary Information Forms (SIFs) except where the information which is collated through the Common Application Form is insufficient for consideration against the school's published oversubscription criteria. Where SIFs are used by admission authorities in Warwickshire, every effort will be made to ensure that only the information which is required in relation to the published oversubscription criteria is requested. This is in accordance with paragraph 2.4 of the School Admissions Code.

SIFs must not ask for any of the information prohibited in paragraph 1.9 of the Admissions code, or:

- a) Any personal details about parents and families, such as maiden names, criminal convictions, marital, or financial status (including marriage certificates).
- b) The first language of parents or the child.
- c) Details about any disability, special educational needs or medical conditions which either the child or a parent has been diagnosed with.
- d) Require that parents agree to support the ethos of the school in a practical way.
- e) Require that both parents sign the form, or ask for the child to complete the form.

When a school receives a SIF, Warwickshire Admissions Service will not consider the parents to have applied for a place at that school unless the parent has also submitted the Common Application Form and named the school as a preference on that form. SIFs should be submitted directly to the school concerned for their consideration against the oversubscription criteria. Warwickshire Admissions Service will not process any SIFs.

When a school's admission arrangements require a SIF and one is not completed, but the parent has listed the school on the CAF and submitted this to their home local authority,

the application must still be considered without the additional information. If a SIF is not received then the application can only be considered in accordance with the information available to the governing body from the CAF, and this may result in the application being given lower priority for a place, in line with the admission arrangements and oversubscription criteria for that school.

Where a SIF is required it must be returned to the school which is requesting such additional information by the application deadline of 31 October 2018. The school concerned may not process any additional information received after this date. Please contact the school you are interested in directly for further information about the additional information they require.

14 – 19 UTCs and Studio Schools (Year 10 applications)

Warwickshire County Council does not yet contain any 14-19 schools, such as University Technical Colleges (UTCs) and Studio Schools, which admit students from the beginning of Year 10.

However, the Admissions Service will write to all Year 9 students attending a Warwickshire state-funded secondary school in September 2018 to inform them of their eligibility to apply for a 14-19 school place, for entry into Year 10 at such schools in September 2019.

Applications for Year 10 places at these schools (in other authority areas) should be made through the Local Authority (through the Admissions Service), either over the telephone or by using the appropriate paper application form (copies available on request from the Admissions Service or on the County Council's website). Applications for places at these schools cannot be made through the online system.

Such applications will be processed in line with the deadlines and processes associated with Warwickshire's secondary coordinated admissions process, where possible, and in liaison with the schools/authorities concerned.

Where such applications are received by the deadline of 31 October 2018 (for September 2019 entry) they will be processed in line with this coordinated scheme and offers will be released to parents on National Offer Day – 1 March 2019.

Applications received after 31 October 2018 will be processed when possible, in liaison with the schools/authorities concerned, and may be treated as late applications.

For any application for a place in Year 10 of a school which does not have Year 10 as the 'normal point of entry' for that school, the in-year admissions process should be followed. Applications, for places for Year 10 entry in September 2019, can be made on or after 4 June 2019. Such applications will not be processed before this date.

If the family are happy for the child to remain at their current secondary school when they transfer from Year 9 to Year 10 then there will be no further action required and the student will transfer into the next year group automatically.

Changes of address

School places will be allocated using the home address which is named on the Common Application Form at the point of the National closing date (31 October 2018), unless any of the following three conditions are met:

- 1. House move prior to 31 October 2018:** Where the home address changes before the closing date for applications, parents must notify the Admissions Service of the change of address and, if required, will be permitted to amend their school preferences. Parents will need to contact the Admissions Service to update the application.

Some admission authorities may have additional residency requirements which parents must abide by in order for their application to be classed as on time. See each school's admission arrangements for clarification.

- 2. House move after 31 October 2018, but on, or before, 31 December 2018:** Where the home address changes after the closing date for applications, but before the extended deadline for families who are moving (either within or into the county), parents can contact the Admissions Service and will be permitted to submit or amend their application, so long as this is done prior to 31 December 2018.
- 3. House move after 31 December 2018:** Where an application is made by the National Closing date of 31 October, but a house move happens after 31 December, the application will be considered using the previous address which was named on the application.

Where a house move has occurred after the 31 December extended deadline and no application has previously been made to Warwickshire, an application must be made and suitable proof of the new address must be submitted.

In this case, the application will be classed as late and will not be considered in the first round of offers (National Offer Day = 1 March 2019). The application will be given consideration in the first reallocation round, commencing on 18 March 2019, as long as both the application for a school place and suitable proof of the new address is received by the relevant reallocation round deadline (first reallocation round deadline = 13 March 2019).

Late applications received from 14 March 2019 will be considered in line with the second and third reallocation dates, or after 10 June 2019, depending on the date the application is received by the Admissions Service.

Proof of the new address will be required prior to this information being recorded against the child's application. Suitable proof of address in these circumstances is a full copy of the signed tenancy agreement (which must terminate on, or after, 1 September 2019), or a letter from the solicitor confirming that there has been an exchange of contracts

Applications for schools in other local authorities and applications for Warwickshire schools from families living in other local authorities

Applications for schools in other local authorities, and any relevant additional / supplementary information, will be electronically forwarded to the relevant coordinating local authority, in line with the timetable found at the beginning of this document.

Warwickshire Admissions Service will also receive applications from other local authorities in line with the timetable found at the beginning of this document. These will be recorded and passed to admission authorities, as appropriate. If the application is for a Community or Voluntary Controlled school then the Admissions Service will give consideration for places alongside other applicants, in line with the relevant oversubscription criteria.

Multiple applications made by the same parent

If more than one application is made prior to the closing date of 31 October 2018, by the same parent, then only the newest application will be processed (ie: the last application made before the deadline). Any applications made previously will not be processed.

If the newest application is submitted after the closing date then it will be treated as a late application (unless there has been a change of address, in line with the requirements detailed above) and any previous applications will be disregarded.

If a school place has been offered by Warwickshire Admissions Service and an applicant then chooses to submit further applications, the newest application will take priority over any previous applications. Further applications made after the deadline date will be classed as late.

If it is possible to offer a place at one of the preferences on the newest application, the offer will be made and the previous school place offered will be withdrawn without further notice to the applicant.

Applicants may withdraw an application for any of their named school preferences at any time either via telephone, email or in writing.

If a request is received for an application for a school to be withdrawn which coincides with National Offer Day, or one of the reallocation rounds, then the offer may already have been processed and the parent will be notified of this. In this instance, the applicant must notify the Admissions Service that the place at that school is no longer required and the offer will be declined and withdrawn by the Admissions Service.

Multiple applications made by Separated Parents

The Admissions Service will not become involved in disputes between parents, or parties, regarding applications for school places.

Where parents cannot agree on either the home address or the school preferences to name on an application (or both), the Admissions Service will contact both parents to inform them of the situation and to request that they confirm between themselves, and to the local authority, which application and school preferences to take forward. This may require the involvement of the courts, if necessary.

If this fails to resolve the matter then the Admissions Service reserves the right to consider only the application made by the parent with whom the child resides for the majority of nights during the school week.

Where the child spends 50% of their time with each parent, and a decision cannot be reached between them by the relevant closing date for the submission of applications, the local authority will use a random number generator to determine the result. This will determine which application (including address details and school preferences) to consider when allocating the child a school place.

The draw will be carried out by two officers of the Admissions Service in the presence of a local authority solicitor. The result of the draw will be recorded and countersigned at the time by all parties involved and both parents will be notified of the outcome in writing. Random allocation will take place prior to the first exchange of application data. All other applications will then be disregarded.

How offers are determined

Subject to the above, admission authorities must consider all applications. If there are more applications received for a school than there are places available then the relevant oversubscription criteria for the school will be assigned to each application. Warwickshire Admissions Service carries out this function for all Community and Voluntary Controlled schools (as Warwickshire is the 'admission authority' for these schools), and by prior agreement for other admission authorities, such as academies and voluntary aided schools. No offers will be made without first liaising with the appropriate admission authority for that school.

If a school is oversubscribed then the admission authority must produce an intake list, in ranked order, which must include all those who have expressed a preference for the school. The ranked list must be returned to Warwickshire Admissions Service. Where it has been agreed that the Admissions Service will carry out this function for an own admission authority school, it is the admission authority's responsibility to ensure that they are in agreement with the intake list. Any issues must be raised with the Admissions Service by the date set out in the timetable at the beginning of this document.

In the case of Community and Voluntary Controlled schools, the Admissions Service will apply the oversubscription criteria.

In the majority of cases, and where possible, the aim will be to offer a place at the school named as the highest preference. Where it is possible to offer a place at more than one of the preferred schools named on the application, a place will be offered at the school listed as the highest preference. Any applications for schools which are listed as lower preferences than the school offered will then be automatically withdrawn.

Where the Admissions Service is unable to allocate a place at any preferred school, a place will be allocated at the next nearest school which has availability. If the next nearest school has an admission authority other than Warwickshire County Council, then permission will be sought from that admission authority to make such offers. The next nearest school with availability will be identified based on distance, calculated as set out below.

A single school place should be identified for each child by the end of the coordinated admissions process.

Distance

Distance will be calculated by a straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. The centroid is a pre-determined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data.

Published Admission Number (PAN)

Where schools have more applications to consider than there are places available, offers will be made in accordance with the school's Published Admission Number (PAN), as part of the coordinated admissions process. Where an admission authority wishes to admit over its PAN, as part of the coordinated process, the process outlined in the following paragraph – 'Offers over PAN' - should be followed.

Offers over PAN

Where an admission authority wishes to admit children into Year 7, over and above their PAN, as part of the coordinated admissions scheme, they must make this request in writing to the Admissions Service by no later than the end of the Autumn term prior to the relevant entry year (ie: 21 December 2018 for September 2019 entry). The Local Authority will agree to such requests, where the request is received in good time (ie: by the above deadline), where the admission authority can show that the school has capacity and finances to support admitting over PAN, and where admitting over PAN would not adversely affect offers made for other schools in the local area.

Where such a request is received after the date outlined above then the determined PAN will be honoured, in relation to the coordinated admissions scheme, and offers made up to PAN (where possible) in line with National Offer Day – 1 March 2019. The request will then be taken into account in line with the specified reallocation dates, where possible to do so, and only where the admission authority can show that the school has capacity and finances to support admitting over PAN, and where admitting over PAN would not adversely affect offers made for other schools in the local area.

Where further capacity is required to provide every child in Warwickshire with an appropriate school place, a discussion will be held with the school by members of the Admissions team and officers in School Place Planning to reach an agreement.

Notification of offers

National Offer Day is 1 March 2019.

Warwickshire Admissions Service will communicate to all parents who are resident within the county, who have made an **on time** application (ie: by the deadline of 31 October 2018, or the extended deadline for families who are moving house), regarding the school place which has been offered. This applies to schools offered within either Warwickshire or

another local authority, and will give the reason as to why schools which were named as higher preferences have not been offered, if applicable.

All applicants who made an on time application online will receive notification of the school place offered, **from** 8.30am on 1 March 2019. These offers will be sent via email and will also be available to view via the online system.

Offer letters will only be sent to parents who completed an application over the telephone or via hard copy. Letters will be sent second class, with the intention of them being received by the recipient **from** 1 March 2019.

When a parent is not offered their first preference school they will be provided with the following information (this may be via an electronic link to such documents, where the offer is sent by email):

- a) Information about their right of appeal against any refusal of a place.
- b) A breakdown of the offers made for each school.
- c) Information about the waiting list process.

Appeals

Where applicable, parents will be informed of their statutory right of appeal when they receive the outcome of their application. Parents can appeal for any preference where they have received a refusal. Parents cannot, however, appeal for a place at a school listed as a lower preference than the school place offered. This is because the application will not have been automatically withdrawn.

Appeals for places at Community and Voluntary Controlled Schools can be lodged on the Warwickshire County Council website. For other schools which do not have Warwickshire County Council as its admission authority, such as academies and voluntary aided schools, parents should contact the school directly for details of the appeals process. A list of these schools is available on the Warwickshire County Council website.

Late applications

Every effort will be made to encourage parents to submit their application by the closing date of 5pm on 31 October 2018. However, if an application is received after this deadline then it will be classed as late (unless the rules on a change of address prior to 31 December 2018 apply) and will not be processed until **after** National Offer Day.

Instead, the application will be considered as part of the relevant reallocation round, depending on when the application is received. Late applications will be considered on the reallocation dates listed in the timetable at the beginning of this document.

If the applicant requests that new preferences are added to the application, and the 31 October deadline has passed, these amendments will be classed as late. Any schools named on the application prior to 31 October deadline will not be affected and will remain as on time.

Each application will be limited to a maximum of six active preferences at any one time during the coordination admissions process. Where adding a further school preference, at

the request of the applicant, would cause the application to contain more than six preferences, then a preference of the applicant's choosing must first be withdrawn from the process, otherwise the new preference school will not be added to the application.

In respect of admission authorities who have bought into the coordinated admissions process for 2019 entry, information about late applications will be made available to those admission authorities after National Offer Day, for consideration as part of the reallocation rounds. The admission authorities will be required to assign relevant oversubscription criteria, as well as carrying out any relevant checks, and they will also be made aware of any offers made through the reallocation process.

In the case of a late application, where it is possible to offer a place at more than one of the preferred schools through one of the reallocation rounds, a place will be offered at the school listed as the highest preference on the application.

'Unplaced' offers

Where the local authority is unable to allocate a place at any of the preferred schools named on the child's application, either on National Offer Day or through any of the reallocation rounds, a place will be allocated at the next nearest school which still has availability at that time. The next nearest school with availability will be identified based on distance calculated by straight line measurement. This school offer will be referred to as 'unplaced' as it will be an offer for a school which the family did not name on their application.

Waiting lists

Only one school place will be offered as part of the coordinated admissions process.

Where a school is offered on National Offer Day, and this was named as a lower preference school on the application than a re-offer which can be made as part of one of the reallocation rounds (or any point afterwards), the initial school offer will be withdrawn and a re-offer for the higher preference school which can be offered from the waiting list will be made.

The parent may not receive notification that a school place has been withdrawn until they receive formal notification that a re-offer has been made, but the Admissions Service will attempt to contact the family prior to a re-offer being made, to obtain the family's continued interest in an alternative school, where possible.

Children will automatically be added to the waiting lists of schools listed as a higher preference than the school at which a place is initially offered.

The waiting lists for Warwickshire schools will not order children based on the date the application was received, so there will be no distinction between on time applications and those which have been classed as late. Waiting lists will be held in the order of the admission authority's oversubscription criteria.

Waiting lists will be re-ranked prior to each reallocation round, and when a new application is received thereafter. Admission authorities will be required to assign oversubscription criteria where new applications are received, or a previous application is amended (eg: a change of address).

Applications made after National Offer Day, in respect of schools admission authorities that do not buy into the Admissions Service, will be made available to those schools in order for criteria to be assigned and waiting lists ranked, in line with the relevant reallocation dates (and thereafter when new applications are received).

Applications made for selective schools in Warwickshire, where a place has not been offered, will only be placed on to the relevant waiting list if the academic criteria, as set through a Local Review Process, have been met. This usually means that there is a minimum 11+ test score required in order for a child to be placed on to the waiting list for each grammar school. Further information about this will be sent to parents on National Offer Day.

The local authority will continue to operate the coordinated admission scheme, in relation to processing new applications and allocating places, where this is appropriate, up to and including 31 August 2019.

For every over-subscribed Community and Voluntary Controlled school, Warwickshire Admissions Service will retain a waiting list until the end of the Autumn term (20 December 2019). At that point all waiting lists will be cleared and all applicants will be removed from the lists.

If the parent wishes for their child to remain on the waiting list after this period then they will need to complete and submit a Change of School application form, a copy of which will be available on the County Council's website. Applications received after 20 December 2019 will then follow the In-Year admissions process.

Waiting lists will be cleared at the end of each term (Autumn, Spring and Summer) and parents must submit a new Change of School application each term, in order to remain on the waiting list for a school.

For other admission authorities – eg: academies and voluntary aided schools - parents should contact the school for details of their waiting list policy. For the majority of these schools, the waiting list will continue to be held by the local authority, but in some cases there will be no waiting list held at all after 20 December 2019.

Accepting the school place offered

Warwickshire parents will be asked to respond to the offer of a school place by the deadline of 8 March 2019. Acceptance of the place can be done through the online application portal, or via email or over the telephone through the Admissions Service.

Failure to respond to the offer by the deadline stated above will result in a letter being sent to the family on 11 March 2019, giving a further deadline of 18 March 2019 to respond and confirm acceptance or a decline of the school place offered.

Failure to respond to this further correspondence will then result in the school offer being withdrawn from the child. Parents will continue to receive correspondence from Warwickshire County Council regarding the child's school destination for September 2019 and may also be referred to the Attendance, Compliance and Enforcement team (ACE), who may take legal action against a parent, where deemed necessary.

Where an offer is made through one of the specified reallocation rounds, or thereafter, the family will be notified, in writing, of the deadline to accept or decline the offer. Failure to

comply with this will result in the offer being withdrawn and the child will retain their previous offer of a school place.

Declining the school place offered

Where a family wish to decline the place offered, this cannot be done via the online portal and must be done either over the telephone or via email through the Admissions Service.

Coordination after National Offer Day

The School Admissions Code makes it clear that parents must continue to apply through their home authority for school places as part of the coordinated transfer admissions round (i.e.: between 1 March and 31 August for Secondary transfer). This will ensure that as places become available they are reallocated effectively and duplicate offers are avoided. All admission authorities must continue to follow the coordinated scheme until 1 September 2019 and not begin allocating school places themselves during this period.

Cooperation between admission authorities will ensure that each child is offered only one school place and that it is the highest preference that can be offered from the child's application.

From 1 September the coordinated scheme will cease and the In-Year Admissions process will begin.

Applications from overseas residents

UK Military families/Crown Servants

For families of UK Service Personnel with a confirmed posting within the county, or crown servants returning from overseas to live in the county, admission authorities:

- **Must** allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child.
- **Must** ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the local authority's composite prospectus.
- **Must not** refuse a service child a place because the family does not currently live in the area, or cannot provide documentary evidence of residence at a particular property
- **Must not** reserve blocks of places for these children.

The application will follow the coordinated admissions process in all other respects, as outlined in this document. No other specific provision will be given to children of military

families or Crown Servants, and no priority will be given within the over-subscription criteria to such children, unless this is stipulated specifically within the admission arrangements for this entry year for a school by an admission authority.

Families moving to, or back to, the UK (Non-Military)

There is no legal requirement to process applications from other families coming from overseas who are not yet resident within Warwickshire, except as set out above.

Applications in all other cases will therefore only be processed from parents who are resident in Warwickshire (or can provide evidence of an imminent move into a property in Warwickshire). For an overseas application to be processed, the child in question must also be resident in the UK, or be moving to the UK imminently. Proof of residence and visa status may be requested at any time during the application process.

For other applicants who live overseas, but who will be moving to Warwickshire, we will only process your application once confirmation of a Warwickshire address can be provided. For some admission authorities, residency requirements state that the child for whom an application is being made must physically be living in the property in order for that address to be used on the application. This requirement will be stated in the admission arrangements for those schools concerned.

For schools where Warwickshire County Council is the admission authority there is also an expectation that the child and applicant will still be in residence at the address used to allocate a place from the start of term. Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and, in such circumstances, the place may be withdrawn, even when the child has started at the school concerned. Other admission authorities have similar provisions in their own admission arrangements. Please contact individual schools for further information on this.

Children educated outside of their chronological year group

As required by the School Admissions Code, Warwickshire County Council operates a process for the transfer of all children to secondary school (Year 7) in the September following their eleventh birthday.

However, some parents may feel their child is not ready to start in a secondary school at that point, perhaps due to a medical issue which has caused them to miss a significant amount of time in primary education, or a special educational need. Some schools may have agreed for a child to be accelerated to the year group above within their current school and the family/school may wish for this arrangement to continue as part of the child's secondary school education. Other children may be educated outside of their chronological year group for alternative reasons, under which circumstances it may be appropriate for this arrangement to continue.

Parents who wish to request that their child be educated outside of their chronological year group and will therefore transfer to secondary school a year earlier or a year later than normal, should read the ***'Guidance and Policy relating to the education of children outside of their chronological year group'*** and complete the relevant request form, which can both be found on the website: www.warwickshire.gov.uk/admissions

Requests for a child to be educated out of year group must be made in line with the relevant deadline for making such a request. Where a child should chronologically be transferring to secondary school in September 2019, but the family wishes to defer entry for a year, the deadline to make such a request (for entry in September 2020) is 1 December 2018 (or the next working day if the 1 December 2018 falls on a weekend). Requests received after this deadline may not be given consideration until after National Offer Day on 1 March 2019.

Request forms will not be processed unless approval has been given from the schools concerned, as noted on the specific request form. An agreement for a child to be educated out of year group is **not** a guarantee of a school offer.

Transport Assistance

An offer of a school place does not mean that transport assistance will be available between the child's home address and the school.

Applications for transport assistance – usually in the form of a free bus pass – are assessed in line with the relevant Transport Policy. The criteria set out in that policy is different to the criteria and policy which is followed in relation to the school admissions process, and the time of making an application for transport assistance can also have an impact on the outcome, as this will not necessarily correlate with the school admissions process.

If transport assistance has been approved, or is being provided, and an alternative school can be offered from a waiting list, then this assistance may be stopped if the place from the waiting list is not taken up.

Where transport assistance is requested in the case of a child who has been given an 'unplaced' school offer, such cases will be considered on an individual basis.

Information on applying for transport assistance, and the criteria used when assessing applications, can be found on the Warwickshire website at:
www.warwickshire.gov.uk/schooltravel

It is important that parents consider their child's transport to school when making an application for school places.

Please note: At time of consulting on these documents, the Home-to-School Transport Policy was completing its own consultation period. This could result in changes to that policy which will apply to the 2019 entry cohort.

Appendix A2

Warwickshire County Council **Oversubscription Criteria for Community Secondary Schools**

2019/20 Academic Year

In the event that a Warwickshire Community or Voluntary Controlled secondary school is oversubscribed, then the following oversubscription criteria will be used when allocating places, in the order as set out below:

- 1. Children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order);**
- 2. Children living in the priority area who will have a sibling at the school at the time of admission;**
- 3. Other pupils living in the priority area;**
- 4. Children living outside the priority area who will have a sibling at the school at the time of admission;**
- 5. Other children living outside the priority area.**

Please note:

- a) Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names a school will be admitted first. In this event the number of places that remain for allocation will be reduced.
- b) Time of admission relates to the time the applicant would start at the school – not the time of application or offer.

The following terms and definitions apply to the oversubscription criteria for Warwickshire Community Secondary Schools.

➤ **Priority Areas**

Each community and voluntary controlled school has an area identified as its priority area (some admission authorities refer to this as a 'catchment area').

A small number of schools share priority areas; these are known as 'shared priority areas'. Full details of priority areas are available on the Warwickshire County Council website and can be viewed using interactive maps.

Secondary School Priority Area Maps can be accessed at:
<http://www.warwickshire.gov.uk/mapsecondaryschools>

Secondary School Priority Area Descriptions can be accessed at:
<http://www.warwickshire.gov.uk/wp-content/uploads/2013/02/SecondarySchoolPriorityAreaDetails1.pdf>

➤ **Priority within each oversubscription criterion**

Where applicants are allocated the same criterion, priority is given in order of distance between the child's home and the school applied for (shortest distance = highest priority).

Distance will be calculated by using a straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. (The centroid is a predetermined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data).

Transport Assistance will not be approved on the sole basis that the school offered is the catchment school and will only be provided in accordance with Warwickshire County Council's Home-to-School Transport Policy. This may mean that the nearest appropriate school – for transport purposes – may be a school in a different priority area.

➤ **Sibling, i.e. brother or sister, attending the school at the time of admission**

Sibling is defined as: a full brother or sister; a half brother or sister; an adopted brother or sister; a child living in the same address who is being Looked After by a local authority; a step-brother or sister; or the child of a parents' partner, where the child for whom the school place is being sought is living in the same family unit and at the same address as that sibling.

➤ **Definition of Home Address**

Where the child normally resides during the school week and where they sleep for at least 50% of the week.

If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date will result in Warwickshire County Council using a random number generator to determine which application to process.

Addresses involved in child-minding arrangements, whether with professional child-minders, friends or relatives, are excluded.

Where a school place is offered on the basis of an address which is subsequently found to be different from the address where the child ordinarily resides, that place may be withdrawn. Cases will be assessed on an individual basis and in discussion with any schools named on the application which are their own admission authority.

There is an expectation that the child will be resident at the address used to allocate a place on a long-term basis, and until at least the start of the autumn term (September 2019) in relation to the coordinated admissions process.

Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and, in such circumstances, the place may be withdrawn.

Where a child's address changes after National Offer Day, the Local Authority (acting on behalf of the school, in some cases) may request an explanation for the house move and documentary evidence that the child is resident at the new property. The Admissions Service operates a thorough and robust address checking process, which may include both announced and unannounced home visits

➤ **Postal Address File (PAF)**

The address point location coordinate of the applicant's home address as set by Ordnance Survey.

➤ **Applications made from the same multiple dwelling which shares a single Postal Address File (PAF), and;**

➤ **Other applications where the distance from home to school is identical**

Where required, individual priority for such applicants within a particular criterion will be determined by a random number generator allocation. The draw will be carried out by two officers of the Admissions Service in the presence of a local authority solicitor. The result of the draw will be recorded and countersigned at the time by all parties involved. Applicants will be notified of the outcome in writing.

Warwickshire County Council

Appendix A3

Reception and Junior (Year 3) Coordinated Admissions Scheme 2019 entry

Section 1 – Timetable for Primary, Infant and Junior Coordinated Admissions Scheme, for entry in September 2019 *(Including children due to start school in Reception and those transferring to Year 3 in Junior school)*

DATE	EVENT
August 2018	Warwickshire School Admissions Service (the 'Admissions Service') to obtain data from Census, Early Years and the NHS, relating to children eligible to start school, or transfer from infant to junior school, in September 2019.
From Friday 01 September 2018	Information packs posted directly to parents of children eligible to start school, or transfer from infant to junior school, in September 2019. Copies of publicity materials sent to schools.
Monday 03 September 2018	<p>Application process opens (online and telephone application processes available).</p> <p>Applications will be received and processed for children due to start school in Reception, and those due to transfer from Year 2 in an infant school to Year 3 at a junior school, in September 2019.</p> <p>Applications will also be received and processed for children in Year 2 at a primary school who wish to transfer to Year 3 at a junior school.</p> <p>Applications for children in Year 2 at an infant school, who wish to move to a primary school for Year 3 in September 2019, should follow the in-year admissions process, as outlined below, from June 2019. Such applications will not be processed as part of the coordinated admissions scheme.</p>

	Applications for children in Year 2 at a primary school, who wish to change to a different primary school for Year 3 in September 2019, should follow the in-year admissions process, as outlined below, from June 2019. Such applications will not be processed as part of the coordinated admissions scheme.
From Monday 03 September 2018	Application data will be available via SAM (the School Admissions Module) to Voluntary Aided, Trust, Foundation schools and Academies who purchase the Admissions Service so that oversubscription criteria can be added and sibling/staff details checked. Data will include straight-line measurements.
Monday 26 November 2018	First reminder letter sent to parents who have not applied for a Reception or Junior school place. Reminder emails to schools encouraging them to remind parents of the need to apply for a school place.
Monday 03 December 2018	Deadline for requesting deferred entry, for those chronologically due to start school in September 2019.
Monday 17 December 2018	Final reminder letter sent to parents who have not applied for a Reception or Junior school place.
Friday 21 December 2018	Deadline for own admission authority schools to request admitting over and above the determined PAN for the relevant entry year, in order for this to be considered in line with the coordinated admissions process and National Offer Day.
Tuesday 15 January 2019 (5pm)	National Closing date for on time applications. Applications received after this date will be considered as late and will not be processed until after National Offer Day (16 April 2019), in line with scheduled reallocation dates (unless the family is moving into the area – residency requirements must be adhered to – see below for more information).
From Monday 28 January 2019	Exchange of ADT files with other local authorities. <i>(ADT = Electronic files relating to application details)</i>
Friday 01 February	Extended deadline date for families moving into/within the county to have provided proof

2019	of their new residence and completed new/amended application for school places in order for application to be considered as on-time (see residency requirements below).
From Monday 04 February 2019	Applications sent to own admission authority schools who DO NOT purchase the Admissions Service so that oversubscription criteria can be added and sibling/staff details checked. Data will be presented in an Excel spreadsheet but will not include straight-line measurements.
Monday 11 February 2019	Special Educational Needs Disability and Review Team (SENdaR) must have input relevant offers/offers on hold via Synergy.
Monday 18 February 2019 (5pm)	Own admission authority schools to have completed all allocations of over-subscription criteria, sibling checks, staff checks and considered all faith/other supporting documentation provided as part of a family's application for a place. This task must be completed on SAM, where the school purchases the Admissions Service. Where schools do not buy into the service then the above must be completed via a ranked and completed Excel spreadsheet. SAM will be closed to schools from Tuesday 19 February 2019.
Monday 04 March 2019	First exchange of ALT files with other local authorities. <i>(ALT = Electronic files relating to offers of school places)</i>
Monday 25 March 2019	Final exchange of ALT files with other authorities.
01 April 2019	Provisional offers available to all schools via SAM, other than academies who do not purchase Warwickshire's Admissions Service, in which case offers will be sent via Excel spreadsheet. Schools must notify the Admissions Service of any issues by 4pm on Friday 05 April 2019. Offer data must remain confidential.
Tuesday 16 April 2019	National Offer Day. Offers released to parents by Warwickshire's Admissions Service (Statutory). Late applications will be available to schools via SAM, other than own admission authority

	schools who do not purchase the Admissions Service, in which case any late applications will be sent via Excel spreadsheet.
Wednesday 23 April 2019	Deadline to accept or decline offer made.
Friday 26 April 2019	Reminder letter sent to any Warwickshire parents that have not accepted or declined the offer made. If no response received by 4pm on Friday 03 May then offer will be withdrawn.
Wednesday 01 May 2019 (5pm)	Cut-off date for new applications to be made in order to be considered in first reallocation round.
Friday 03 May 2019 (4pm)	Own admission authority schools to have completed all allocations of over-subscription criteria, sibling checks, staff checks and considered all faith/other supporting documentation provided for late applications to be considered in first reallocation round. This task must be completed on SAM, where the school purchases the Admissions Service. Where schools do not buy into the service then the above must be completed via a ranked and completed Excel spreadsheet.
From Monday 06 May 2019	First reallocation round commences.
Monday 03 June 2019 (midnight)	Deadline by which appeals must be lodged in order to be classed as on time. On time appeals must be heard within 40 school days from the deadline. Appeals lodged after this date will be heard within 40 school days of the deadline, where possible, or within 30 schools days of the date the appeal is lodged. Appeals lodged after 21 June 2019 may not be heard before the start of the new academic year in September 2019.
Wednesday 22 May 2019 (5pm)	Cut-off date for new applications to be made in order to be considered in second reallocation round.
Friday 24 May 2019 (4pm)	Own admission authority schools to have completed all allocations of over-subscription criteria, sibling checks, staff checks and considered all faith/other supporting documentation provided for late applications to be considered in second reallocation

	<p>round.</p> <p>This task must be completed on SAM, where the school purchases the Admissions Service. Where schools do not buy into the service then the above must be completed via a ranked and completed Excel spreadsheet.</p>
Tuesday 28 May 2019	Second reallocation round commences.
From Monday 03 June 2019	In-Year applications for school places starting in September 2019 can be submitted (Year groups 1 – 6 only. Applications for Reception and Year 3 transfers to junior schools will continue to be processed through the coordinated scheme until 30 August 2019).
From 17 June 2019	Appeal hearings commence, for Reception 2019 entry and Year 3 - 2019 entry transfers.
Wednesday 05 June 2019	<p>Cut-off date for new applications to be made in order to be considered in third reallocation round.</p> <p>Late applications received after 05 June will be processed as and when they are received, up to, and including, Friday 30 August 2019. The in-year admissions process will then commence from Monday 02 September 2019.</p>
Friday 07 June 2019	<p>Own admission authority schools to have completed all allocations of over-subscription criteria, sibling checks, staff checks and considered all faith/other supporting documentation provided for late applications to be considered in second reallocation round.</p> <p>This task must be completed on SAM, where the school purchases the Admissions Service. Where schools do not buy into the service then the above must be completed via a ranked and completed Excel spreadsheet.</p>
Monday 10 June 2019	Third reallocation round commences.
From Monday 10 June	In-year applications, for places starting in September 2019 (for year groups 1 – 6), will

2019	start being processed.
Friday 14 June 2019	Places allocated to Warwickshire children due to start school in Reception in September 2019, as well as children due to transfer from Year 2 in an infant school to Year 3 at a junior school, where an application has not been submitted previously. Parents will be advised of these offers via post.
Wednesday 31 July 2019	Appeals lodged after the deadline of 03 June 2019, but before 21 June 2019, will be heard by the 31 July 2019, where possible. However, 40 school days from the deadline for submitting an on time appeal is Friday 06 September 2019.
Monday 02 September 2019	In-Year admissions process commences. All applications made in accordance with the coordinated admissions rounds will be moved to In-Year status and will be held on any relevant waiting lists until 31 December 2019.

Section 2 – Reception and Junior Co-ordinated Admissions process - September 2019 entry

(including children due to start school and those transferring from Year 2 in an Infant school)

Terms

The term '**school**', in this document, refers to maintained schools, and academy and free schools. It does not relate to special schools or private (fee-paying) schools, as these schools have their own admission processes.

The term '**parent**', in this document, refers to biological parents, all those with Parental Responsibility, and other person with primary care for a child.

The term '**own admission authority**' school, in this document, refers to state schools for whom the local authority is not the admissions authority, including; Academies; Voluntary Aided; Trust; and Foundation schools. The admission authority for such schools is the governing body or the academy trust.

The term '**infant**' school, in this document, refers to any admission authority school which admits children at the beginning of the Reception year until the end of Year 2.

The term '**junior**' school, in this document, refers to any admission authority school which admits children at the beginning of Year 3 until the end of Year 6.

The term '**primary**' school, in this document, refers to any admission authority school which admits children at the beginning of the Reception year until the end of Year 6.

Coordinated Admissions

All local authorities are required to have in place a scheme for coordinating admission arrangements for maintained schools and other mainstream state-funded schools (eg: academies) within their area. The term 'school' in this document refers to both maintained schools and own admissions authority schools.

Coordinated schemes are intended to simplify the admission process for parents whilst reducing the likelihood of any child being left without a school place. Coordination establishes a mechanism that ensures that, as far as is reasonably practicable, every parent of a child who has applied for a school place is sent a single offer of a school place by the local authority in which their home address falls (their 'home authority').

Under the system of coordinated admissions, parents apply directly to their home authority and make a single application for a school place. Local authorities and other admission authorities - such as the academy trust, or the governing body of a Voluntary Aided school - then exchange application data. This is to determine which children can be offered a place at which school. Parents then receive a single offer of a school place from their home authority.

Independent (fee-paying) schools are not part of the coordinated scheme. These schools will have their own admission criteria, application process and scheme for offering places. Parents should contact the relevant school directly if they wish to apply for a place.

Only parents of children who are resident in the county of Warwickshire, or who are able to satisfy the relevant address requirements as laid out in this document, should make an application through the Warwickshire School Admissions Service.

Warwickshire residents must apply for school places through the Admissions Service. Where parents approach schools directly, the school must direct the parent to the Admissions Service. Any Warwickshire resident who does not make an application through the Admissions Service, even if they applied directly to a school, will have any subsequent application which they make through the Admissions Service considered as late, if this is then received after the relevant deadline, as laid out in this document.

The Admissions Service will manage the process of allocating schools places in line with the Coordinated Admissions Scheme. Application data relating to schools in other local authorities will be forwarded via S2S. This system is part of the DfE's Secure Access website and is designed to securely transfer data between local authorities and schools.

Admission Arrangements

All admission authorities are required to have a set of admission arrangements that clearly set out how children will be admitted. These arrangements need to include the criteria that will be applied if there are more applications received than places available at the school for the relevant entry year ('oversubscription criteria'). Admission arrangements are determined by admission authorities, in line with the School Admissions Code (2014).

In Community and Voluntary Controlled schools the local authority is the admission authority and has responsibility for determining admission arrangements. In Voluntary Aided, Trust and Foundation schools, the Governing Body has responsibility for determining admission arrangements. In Academies and Multi-Academy-Trusts, the Trust has responsibility for determining admission arrangements.

A school's admission arrangements must contain:

- The school's **Published Admission Number (PAN)** for each 'relevant age group'. This is the number of places that will normally be offered to children joining the school at the normal point of entry (for infant and primary schools this is Reception and for junior schools this is Year 3).
- The **school's oversubscription criteria**. These are used to decide which children are offered places when there are more applications than places available. Each child is assigned a criterion with places offered in criteria order to fill the school.
- **Definition of sibling**. Admission authorities must state in their arrangements what they mean by sibling (eg: does it include step-siblings). Where priority is

given to siblings of former pupils, admission authorities must set out a clear and simple definition of such former pupils. Some schools give priority to siblings of pupils attending another state funded school. Where this is the case, this priority must be clearly set out in the arrangements.

- **Distance from school.** Admission authorities must clearly set out how distance from home to school will be measured, and make it clear how 'home address' will be determined and the point in the school from which all distances are measured. This should include provision for parents who have shared responsibility for a child.

The School Admissions Code also requires that:

- All children whose Statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) Plan names a school must be admitted.
- The highest priority in a school's oversubscription criteria must also be given, unless otherwise allowed in the Admissions Code, to Looked After Children and all Previously Looked After Children.

'Previously Looked After Children' are children who were looked after (ie: who were under local authority care – eg: placed in foster care), but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

- If a school is not oversubscribed, all applicants must be offered a place (with the exception of designated grammar schools).

The admission arrangements of any school must be such as to enable relevant decisions to be made in line with the timetable of this scheme.

Information for parents

In August of each year, the Admissions Service receives data from the NHS relating to children who are due to start school in September of the following year. Data is also received from Infant schools relating to children who are due to transfer to Year 3 in September of the following year. This data is then used to distribute information about the admissions process to the families concerned.

In September of each year, information leaflets explaining the school admissions process are sent to the families of children who are resident in Warwickshire who either:

- Have a child due to start school in Reception in the following September, *or*;
- Have a child attending Year 2 in an Infant school, who will be due to transfer to Year 3 at a Junior school in the following September

Copies of the leaflet will also be available to schools and on the County Council's website. Schools are encouraged to inform parents of the need to apply for a school place and make parents aware of the necessary deadlines.

Also available on the Warwickshire County Council website will be the local authority's Composite Prospectus (from September 2018). This is an expanded version of the leaflet which is sent to parents and will contain the full admission arrangements of each state school in Warwickshire (not independent fee-paying schools or special schools, as applications for these schools are not considered under the coordinated admissions process).

Applying for a school place

Parents apply for school places using a Common Application Form (CAF). Parents are encouraged to apply for a school place using Warwickshire's online application system. This allows parents to complete an electronic version of the CAF. The advantages of the online system are as follows:

- The process is relatively quick and easy.
- Applicants receive an acknowledgment email confirming that their application has been submitted.
- Parents applying online receive their offer of a school place from 08.30am on National Offer Day.

The online application process allows parents to:

- Apply for places at their preferred schools by naming these on the application. Warwickshire parents can name a maximum of six schools on their application.
- Rank their preferred schools in the order they would like their child to be offered a place (parents should name their most preferred school(s) as their first/highest preference on the application).
- Give reasons for each preference.
- Give details of any siblings who will also be attending one of the preferred schools at the point of admission of the child for whom a place is being applied.
- Give details of any parent who is a staff member at the school which has been named as a preference, in line with the oversubscription for some own admission authority schools.
- Provide details of social or medical issues, in line with the oversubscription for some own admission authority schools.
- Indicate if the child has a Statement of Special Educational Needs or an Education, Health and Care Plan.
- Confirm details in relation to faith, in line with the oversubscription for some own admission authority schools (faith schools may require additional evidence as part of the application. This should be submitted directly to the school for which a place is being sought. Further information about this can be found in the admission arrangements for each school concerned).

- Confirm if the child falls within the classification of 'Looked After' or 'Previously Looked After', in line with paragraph 1.7 of the School Admissions Code (2014).

Alternatively, parents can contact the Admissions Service and make an application over the telephone. This allows parents to provide the same information as the online system, but in this case the offer of a school place will be sent via second class post, so may not be received as quickly as an online offer, which will be sent via email.

Completed application forms, regardless of the method used to make the application, should be received by the home authority (Warwickshire School Admissions Service) by no later than 5.00pm on the statutory closing date of 15 January 2019. Completed application forms received after the closing date will be considered as late unless suitable evidence of a house move can be provided by the relevant deadline (see 'Changes of address' section below).

Amendments to the application (eg: an additional preference being named, or the order of the ranked preferences being changed) will be permitted prior to the closing date of 15 January 2019. Any changes made to an application after this date will be classed as late (unless they are made in line with the requirements detailed below).

Supplementary Information Forms

Some schools require parents to complete a Supplementary Information Form (SIF) in order to assign the oversubscription criteria. If a SIF is required by the admission authority of a school, this will be detailed in Warwickshire County Council's Composite Prospectus and on the Warwickshire County Council website. It will also be detailed in the admission arrangements for the school concerned.

Admission authorities within Warwickshire will not use Supplementary Information Forms (SIFs) except where the information which is collated through the Common Application Form is insufficient for consideration against the school's published oversubscription criteria. Where SIFs are used by admission authorities in Warwickshire, every effort will be made to ensure that only the information which is required in relation to the published oversubscription criteria is requested. This is in accordance with paragraph 2.4 of the School Admissions Code.

SIFs must not ask for any of the information prohibited in paragraph 1.9 of the Admissions code, or:

- a) Any personal details about parents and families, such as maiden names, criminal convictions, marital, or financial status (including marriage certificates).
- b) The first language of parents or the child.
- c) Details about any disability, special educational needs or medical conditions which either the child or a parent has been diagnosed with.
- d) Require that parents agree to support the ethos of the school in a practical way.
- e) Require that both parents sign the form, or ask for the child to complete the form.

When a school receives a SIF, Warwickshire Admissions Service will not consider the parents to have applied for a place at that school unless the parent has also submitted the Common Application Form and named the school as a preference on that form. SIFs

should be submitted directly to the school concerned for their consideration against the oversubscription criteria. Warwickshire Admissions Service will not process any SIFs.

When a school's admission arrangements require a SIF and one is not completed, but the parent has listed the school on the CAF and submitted this to their home local authority, the application must still be considered without the additional information. If a SIF is not received then the application can only be considered in accordance with the information available to the governing body from the CAF, and this may result in the application being given lower priority for a place, in line with the admission arrangements and oversubscription criteria for that school.

Where a SIF is required it must be returned to the preferred school by the application deadline of 15 January 2019. The school concerned may not process any additional information received after this date. Please contact the school you are interested in directly for further information about the additional information they require.

Changes of address

School places will be allocated using the home address which is named on the Common Application Form at the point of the National closing date (15 January 2019).

- **House move prior to 15 January 2019:** Where the home address changes before the closing date for applications, parents must notify the Admissions Service of the change of address and, if required, will be permitted to amend their school preferences. Parents will need to contact the Admissions Service to update the application.

Some admission authorities may have additional residency requirements which parents must abide by in order for their application to be classed as on time. See each school's admission arrangements for clarification.

- **House move after 15 January 2019, but on, or before, 1 February 2019:** Where the home address changes after the closing date for applications, but before the extended deadline for families who are moving (either within or into the county), parents can contact the School Admissions Service and will be permitted to submit, or amend, their application, as long as this is done on, or prior to, 1 February 2019.
- **House move after 1 February 2019:** Where an application is made by the National closing date of 15 January, but a house move happens after this date and no evidence could be submitted by the extended deadline of 1 February, the application will be considered using the previous address which was named on the application.

Where a house move has occurred after the 1 February deadline, and no application has previously been made to Warwickshire, an application must be made and suitable proof of the new address must be submitted.

In this case, the application will be classed as late and will not be considered in the first round of offers, which will be released on 16 April 2019. However, the application will be given consideration in the first reallocation round, commencing

on 6 May 2019, as long as the application and suitable proof of the new address is received by the relevant deadline (i.e.: 1 May 2019).

Late applications received from 2 May 2019 will be considered in line with the second and third reallocation dates, or after 10 June 2019, depending on the date the application is received by the School Admissions Service.

Proof of the new address will be required prior to this information being recorded against the child's application. Suitable proof of address in these circumstances is a full copy of the signed tenancy agreement (which must terminate on, or after, 1 September 2019), or a letter from the solicitor confirming that there has been an exchange of contracts.

Applications for schools in other local authorities and applications for Warwickshire schools from families living in other local authorities

Applications for schools in other local authorities, and any relevant additional / supplementary information, will be electronically forwarded to the relevant coordinating local authority, in line with the timetable found at the beginning of this document.

Warwickshire School Admissions Service will also receive applications from other local authorities in line with the timetable found at the beginning of this document. These will be recorded and passed to admission authorities, as appropriate. If the application is for a Community or Voluntary Controlled school then the Admissions Service will give consideration for places alongside other applicants, in line with the relevant oversubscription criteria.

Multiple applications made by the same parent

If more than one application is made prior to the closing date of 15 January 2019, by the same parent, then only the newest application will be processed (ie: the last application made before the deadline). Any applications made previously will not be processed.

If the newest application is submitted after the closing date then it will be treated as a late application (unless there has been a change of address, in line with the requirements detailed above) and any previous applications will be disregarded.

If a school place has been offered by School Admissions Service and an applicant then chooses to submit further applications, the newest application will take priority over any previous applications. Further applications made after the deadline date will be classed as late.

If it is possible to offer a place at one of the preferences on the newest application, the offer will be made and the previous school place offered will be withdrawn without further notice to the applicant.

Applicants may withdraw an application for any of their named school preferences at any time either via telephone, email or in writing.

If a request is received for an application for a school to be withdrawn which coincides with National Offer Day, or one of the reallocation rounds, then the offer may already have been processed and the parent will be notified of this. In this instance, the applicant must notify the Admissions Service that the place at that school is no longer required and the offer will be declined and withdrawn by the Admissions Service.

Multiple applications made by Separated Parents

The Admissions Service will not become involved in disputes between parents, or parties, regarding applications for school places.

Where parents cannot agree on either the home address or the school preferences to name on an application (or both), the Admissions Service will contact both parents to inform them of the situation and to request that they confirm between themselves, and to the local authority, which application and school preferences to take forward. This may require the involvement of the courts, if necessary.

If this fails to resolve the matter then the Admissions Service reserves the right to consider only the application made by the parent with whom the child resides for the majority of nights during the school week.

Where the child spends 50% of their time with each parent, and a decision cannot be reached between them by the relevant closing date for the submission of applications, the local authority will use a random number generator to determine the result. This will determine which application (including address details and school preferences) to consider when allocating the child a school place.

The draw will be carried out by two officers of the Admissions Service in the presence of a local authority solicitor. The result of the draw will be recorded and countersigned at the time by all parties involved and both parents will be notified of the outcome in writing. Random allocation will take place prior to the first exchange of application data. All other applications will then be disregarded.

How offers are determined

Subject to the above, admission authorities must consider all applications. If there are more applications received for a school than there are places available then the relevant oversubscription criteria for the school will be assigned to each application.

Warwickshire Admissions Service carries out this function for all Community and Voluntary Controlled schools (as Warwickshire is the 'admission authority' for these schools), and by prior agreement for other admission authorities, such as academies and voluntary aided schools. No offers will be made without first liaising with the appropriate admission authority for that school.

If a school is oversubscribed then the admission authority must produce an intake list, in ranked order, which must include all those who have expressed a preference for the school. The ranked list must be returned to Warwickshire Admissions Service. Where it has been agreed that the Admissions Service will carry out this function for an admission authority, it is that admission authority's responsibility to ensure that they are in agreement with the intake list. Any issues must be raised with the Admissions Service by the date set out in the timetable at the beginning of this document.

In the case of Community and Voluntary Controlled schools, the Admissions Service will apply the oversubscription criteria.

In the majority of cases, and where possible, the aim will be to offer a place at the school named as the highest preference. Where it is possible to offer a place at more than one of the preferred schools named on the application, a place will be offered at the school listed as the highest preference. Any applications for schools which are listed as lower preferences than the school offered will then be automatically withdrawn.

Where the Admissions Service is unable to allocate a place at any preferred school, a place will be allocated at the next nearest school has availability. If the next nearest school has an admission authority other than Warwickshire County Council, then permission will be sought from that admission authority to make such offers. The next nearest school with availability will be identified based on distance, calculated as set out below.

A single school place should be identified for each child by the end of the coordinated admissions process.

Distance

Distance will be calculated by a straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. The centroid is a pre-determined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data.

Published Admission Number (PAN)

Where schools have more applications to consider than there are places available, offers will be made in accordance with the school's Published Admission Number (PAN), as part of the coordinated admissions process. Where an admission authority wishes to admit over its PAN, as part of the coordinated process, the process outlined in the following paragraph – 'Offers over PAN' - should be followed.

Offers over PAN

Where an admission authority wishes to admit children over and above their PAN, as part of the coordinated admissions scheme, they must make this request in writing to the Admissions Service by no later than the end of the Autumn term prior to the relevant entry year (ie: 21 December 2018 for September 2019 entry). The Local Authority will agree to such requests, where the request is received in good time (ie: by the above deadline), where the admission authority can show that the school has capacity and finances to support admitting over PAN, and where admitting over PAN would not adversely affect offers made for other schools in the local area.

Where such a request is received after the date outlined above then the determined PAN will be honoured, in relation to the coordinated admissions scheme, and offers

made up to PAN (where possible) in line with National Offer Day – 16 April 2019. The request will then be taken into account in line with the specified reallocation dates, where possible to do so, and only where the admission authority can show that the school has capacity and finances to support admitting over PAN, and where admitting over PAN would not adversely affect offers made for other schools in the local area.

Where further capacity is required to provide every child in Warwickshire with an appropriate school place, a discussion will be held with the school by members of the Admissions team and officers in School Place Planning to reach an agreement.

Notification of offers

National Offer Day is 16 April 2019.

Warwickshire Admissions Service will communicate to all parents who are resident within the county, who have made an **on time** application (i.e.: by the deadline of 15 January 2019 or, if relevant, by the extended deadline for a house move), regarding the school place which has been offered. This applies to schools offered within either Warwickshire or another local authority, and will give the reason as to why schools which were named as higher preferences have not been offered, if applicable.

All applicants who made an on time application online will receive notification of the school place offered, from 8.30am on 16 April 2019. These offers will be sent via email and will also be available to view via the online system.

Offer letters will only be sent to parents who completed an application over the telephone or via hard copy. Letters will be sent second class, with the intention of them being received by the recipient **from** 16 April 2019.

When a parent is not offered their first preference school they will be provided with the following information (this may be via an electronic link to such documents, where the offer is sent by email):

- a) Information about their right of appeal against any refusal of a place.
- b) A breakdown of the offers made for each school.
- c) Information about the waiting list process.

Appeals

Where applicable, parents will be informed of their statutory right of appeal when they receive the outcome of their application. Parents can appeal for any preference where they have received a refusal. Parents cannot, however, appeal for a place at a school listed as a lower preference than the school place offered. This is because the application will not have been automatically withdrawn.

Appeals for places at Community and Voluntary Controlled Schools can be lodged on the Warwickshire County Council website. For other schools which do not have Warwickshire County Council as its admission authority, such as academies and voluntary aided schools, parents should contact the school directly for details of the appeals process. A list of these schools is available on the Warwickshire County Council website.

Late applications

Every effort will be made to encourage parents to submit their application by the closing date of 5pm on 15 January 2019.

However, if an application is received after this deadline then it will be classed as late (unless the rules on a change of address prior to 1 February 2019 apply) and will not be processed until **after** National Offer Day.

Instead, the application will be considered as part of the relevant reallocation round, depending on when the application is received. Late applications will be considered on the reallocation dates listed in the timetable at the beginning of this document.

If the applicant requests that new preferences are added to the application, and the 15 January deadline has passed, such amendments will be classed as **late**. Any schools named on the application prior to 15 January deadline will not be affected and will remain as on time.

Each application will be limited to a maximum of six active preferences at any one time during the coordination admissions process. Where adding a further school preference, at the request of the applicant, would cause the application to contain more than six preferences, then a preference of the applicant's choosing must first be withdrawn from the process, otherwise the new preference school will not be added to the application.

In respect of admission authorities who have bought into the coordinated admissions process for 2019 entry, information about late applications will be made available to those admission authorities after National Offer Day, for consideration as part of the reallocation rounds. The admission authorities will be required to assign relevant oversubscription criteria, as well as carrying out any relevant checks, and they will also be made aware of any offers made through the reallocation process.

In the case of a late application, where it is possible to offer a place at more than one of the preferred schools through one of the reallocation rounds, a place will be offered at the school listed as the highest preference on the application.

'Unplaced' offers

Where the local authority is unable to allocate a place at any of the preferred schools named on the child's application, either on National Offer Day or through any of the reallocation rounds, a place will be allocated at the next nearest school which still has availability at that time. The next nearest school with availability will be identified based on distance calculated by straight line measurement. This school offer will be referred to as 'unplaced' as it will be an offer for a school which the family did not name on their application.

Waiting lists

Only one school place will be offered as part of the coordinated admissions process.

Where a school is offered on National Offer Day, and this was named as a lower preference school on the application than a re-offer which can be made as part of one of the reallocation rounds (or any point afterwards), the initial school offer will be withdrawn and a re-offer for the higher preference school which can be offered from the waiting list will be made.

The parent may not receive notification that a school place has been withdrawn until they receive formal notification that a re-offer has been made, but the Admissions Service will attempt to contact the family prior to a re-offer being made, to obtain the family's continued interest in an alternative school, where possible.

Children will automatically be added to the waiting lists of schools listed as a higher preference than the school at which a place is initially offered.

The waiting lists for Warwickshire schools will not order children based on the date the application was received, so there will be no distinction between on time applications and those which have been classed as late. Waiting lists will be held in the order of the admission authority's oversubscription criteria.

Waiting lists will be re-ranked prior to each reallocation round, and when a new application is received thereafter. Admission authorities will be required to assign oversubscription criteria where new applications are received, or a previous application is amended (eg: a change of address).

Applications made after National Offer Day, in respect of schools admission authorities that do not buy into the Admissions Service, will be made available to those schools in order for criteria to be assigned and waiting lists ranked, in line with the relevant reallocation dates (and thereafter when new applications are received).

Applications made for selective schools in Warwickshire, where a place has not been offered, will only be placed on to the relevant waiting list if the academic criteria, as set through a Local Review Process, have been met. This usually means that there is a minimum 11+ test score required in order for a child to be placed on to the waiting list for each grammar school. Further information about this will be sent to parents on National Offer Day.

The local authority will continue to operate the coordinated admission scheme, in relation to processing new applications and allocating places, where this is appropriate, up to and including 31 August 2019.

For every over-subscribed Community and Voluntary Controlled school, Warwickshire Admissions Service will retain a waiting list until the end of the Autumn term (20 December 2019). At that point all waiting lists will be cleared and all applicants will be removed from the lists.

If the parent wishes for their child to remain on the waiting list after this period then they will need to complete and submit a Change of School application form, a copy of which will be available on the County Council's website. Applications received after 20 December 2019 will then follow the In-Year admissions process.

Waiting lists will be cleared at the end of each term (Autumn, Spring and Summer) and parents must submit a new Change of School application each term, in order to remain on the waiting list for a school.

For other admission authorities – eg: academies and voluntary aided schools - parents should contact the school for details of their waiting list policy. For the majority of these schools, the waiting list will continue to be held by the local authority, but in some cases there will be no waiting list held at all after 20 December 2019.

Applying for a place in a junior school

The normal point of entry to a Junior school is Year 3. The local authority coordinates the process of allocating places to these schools.

Parents who have a child in Year 2 at an Infant school, who will need to transfer to Year 3 in a Junior school from September 2019, will be eligible to apply for a place through the coordinated admissions scheme using the Common Application Form (CAF).

Applications will also be received and processed in line with the coordinated admissions scheme, for children in Year 2 at a primary school who wish to transfer to Year 3 at a junior school.

As Year 3 is not the 'normal point of entry' in a primary school, applications for children in Year 2 at an infant school, who wish to move to a primary school for Year 3 in September 2019, should follow the in-year admissions process, from June 2019. Such applications will not be processed as part of the coordinated admissions scheme.*

Applications for children in Year 2 at a primary school, who wish to change to a different primary school for Year 3 in September 2019, should also follow the in-year admissions process, from 3 June 2019. Such applications will not be processed as part of the coordinated admissions scheme.

**Please note that the Local Authority may request that a small number of primary schools within the county make 'unplaced' offers to children, as part of the coordinated admissions process, where it is concluded that there is not enough capacity within junior schools in the local area to satisfy need. This will be an agreement made between the Local Authority and the schools concerned only.*

Accepting the school place offered

Warwickshire parents will be asked to respond to the offer of a school place by the deadline of 23 April 2019. Acceptance of the place can be done through the online application portal, or via email or over the telephone through the Admissions Service.

Failure to respond to the offer by the deadline stated above will result in a letter being sent to the family on 26 April 2019, giving a further deadline of 3 May 2019 to respond and confirm acceptance of the school place offered.

Failure to respond to this further correspondence will then result in the school offer being withdrawn from the child. Parents will continue to receive correspondence from Warwickshire County Council regarding the child's school destination for September 2019 and may also be referred to the Attendance, Compliance and Enforcement team (ACE), who may take legal action against a parent, where deemed necessary.

Where an offer is made through one of the specified reallocation rounds, or thereafter, the family will be notified, in writing, of the deadline to accept or decline the offer. Failure to comply with this will result in the offer being withdrawn and the child will retain their previous offer of a school place.

Coordination after National Offer Day

The School Admissions Code makes it clear that parents must continue to apply through their home authority for school places as part of the coordinated admissions scheme (ie: between 16 April and 31 August for Reception, Infant and Junior transfers). This will ensure that as places become available they are reallocated effectively and duplicate offers are avoided. All admission authorities must continue to follow the coordinated scheme until 31 August 2019 and not begin allocating school places themselves during this period.

Cooperation between admission authorities will ensure that each child is offered only one school place and that it is the highest preference that can be offered from the child's application.

From 1 September the coordinated scheme will cease and the In-Year Admissions process will begin.

Applications from overseas residents

UK Military families/Crown Servants

For families of UK Service Personnel with a confirmed posting within the county, or crown servants returning from overseas to live in the county, admission authorities:

- **Must** allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child.
- **Must** ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the local authority's composite prospectus.
- **Must not** refuse a service child a place because the family does not currently live in the area, or cannot provide documentary evidence of residence at a particular property
- **Must not** reserve blocks of places for these children.

The application will follow the coordinated admissions process in all other respects, as outlined in this document. No other specific provision will be given to children of military families or Crown Servants, and no priority will be given within the over-subscription

criteria to such children, unless this is stipulated specifically within the admission arrangements for this entry year by an admission authority.

Families moving to, or back to, the UK (Non-Military)

There is no legal requirement to process applications from families coming from overseas who are not yet resident within Warwickshire, except as set out above.

Applications in all other cases will therefore only be processed from parents who are resident in Warwickshire (or can provide evidence of an imminent move into a property in Warwickshire). For an overseas application to be processed, the child in question must also be resident in the UK, or be moving to the UK imminently. Proof of residence and visa status may be requested at any time during the application process.

For other applicants who live overseas, but who will be moving to Warwickshire, we will only process your application once confirmation of a Warwickshire address can be provided. For some admission authorities, residency requirements state that the child for whom an application is being made must physically be living in the property in order for that address to be used on the application. This requirement will be stated in the admission arrangements for those schools concerned.

For schools where Warwickshire County Council is the admission authority there is also an expectation that the child and applicant will still be in residence at the address used to allocate a place from the start of term. Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and, in such circumstances, the place may be withdrawn, even when the child has started at the school concerned. Other admission authorities have similar provisions in their own admission arrangements. Please contact individual schools for further information on this.

Deferred Entry into Reception

(ie: requests for children to be educated outside of their chronological year group)

As required by the School Admissions Code, Warwickshire County Council operates a process for the admission of all children to start school in the September following their fourth birthday.

However, some parents may feel their child is not ready to start school at this point, perhaps due to a medical issue or special educational need which has caused some level of developmental delay.

Parents can request for their child to be educated out of their chronological year group and start Reception a year later. This is referred to as '**deferred entry**'.

Parents who wish to request that their child be educated outside of their chronological year group, and therefore start school a year later (or a year earlier, in some cases) than normal, should read the '**Guidance and Policy relating to the education of children outside of their chronological year group**' and complete the relevant request form, which can both be found on the website: www.warwickshire.gov.uk/admissions

Requests for a child to be educated out of year group must be made in line with the relevant deadline for making such a request. Where a child should chronologically be starting school in September 2019, but the family wishes to defer entry for a year, the deadline to make such a request (for entry in September 2020) is 1 December 2018 (or the next working day if 1 December 2018 falls on a weekend). Requests received after this deadline may not be given consideration until after National Offer Day on 16 April 2019, in line with the above.

Request forms will not be processed unless approval has been given from the schools concerned, as noted on the specific request form. An agreement for a child to be educated out of year group is **not** a guarantee of a school offer.

Requests to defer entry into Reception will not be agreed if the only reason is that a place has not been offered at one of the preferred schools through the coordinated admissions process for the correct chronological year group.

Parents are reminded that children must be in receipt of a full-time education from the beginning of the first academic term to start after the child's fifth birthday.

Delayed entry into Reception

Parents may consider it appropriate for a child to start school in Reception later in the academic year, perhaps due to medical issues or because they are a summer-born child and are not felt to be ready to start school in the September.

An application for a school place must be made in line with the coordinated admissions process, and all relevant deadlines adhered to, so that a school offer can be made prior to the request for delayed entry being made by the parent.

This request must then be made (after school offers have been released on 16 April 2019), in writing, directly to the head teacher of the school at which an offer has been made and accepted. If delayed entry is agreed then the school place will be held until the date it is agreed between the parent and the school that the child will start at the school.

This may be a preferable alternative than deferring entry completely until a whole year later as it will give the child the opportunity to settle into Reception, make friends and become familiar with the educational setting, and then be prepared to start in Year 1 the following September.

The parent is responsible for sourcing any childcare provision which is required prior to the child starting at school later in the academic year, and the child will still receive their free entitlement until they start school.

Parents are reminded that children must be in receipt of a full-time education from the beginning of the first academic term to start after the child's fifth birthday.

Part-time attendance in Reception

When a child starts school in Reception, the offer of a place is made on the assumption that attendance will be on a full-time basis, from the September after their fourth birthday, as is the child's entitlement.

However, part-time attendance can be arranged in certain cases. This is where the child will still start in Reception in September but will attend for fewer hours, either for a short period or more long-term. Part-time attendance could be appropriate for a child who tires easily, possibly due to a medical condition.

An application for a school place must be made in line with the coordinated admissions process, and all relevant deadlines adhered to, so that a school offer can be made prior to the request for part-time attendance being made by the parent.

This request must be made in writing directly to the head teacher of the school at which an offer has been made and accepted. This may be a preferable alternative than delaying entry until later in the year as it will give the child the opportunity to settle in gradually but they will still be able to make friends and become familiar with the educational setting.

If you wish to combine a part-time school place with any other childcare provider, your child's free entitlement will be used to pay for the school provision. You will need to pay the childcare provider for the hours used at the private provision.

Parents are reminded that children must be in receipt of a full-time education from the beginning of the first academic term to start after the child's fifth birthday.

Transport Assistance

An offer of a school place does not mean that transport assistance will be available between the child's home address and the school.

Applications for transport assistance – usually in the form of a free bus pass – are assessed in line with the relevant Transport Policy. The criteria set out in that policy is different to the criteria and policy which is followed in relation to the school admissions process, and the time of making an application for transport assistance can also have an impact on the outcome, as this will not necessarily correlate with the school admissions process.

If transport assistance has been approved, or is being provided, and an alternative school can be offered from a waiting list, then this assistance may be stopped if the place from the waiting list is not taken up.

Where transport assistance is requested in the case of a child who has been given an 'unplaced' school offer, such cases will be considered on an individual basis.

Information on applying for transport assistance, and the criteria used when assessing applications, can be found on the Warwickshire website at:
www.warwickshire.gov.uk/schooltravel

It is important that parents consider their child's transport to school when making an application for school places.

Please note: At time of consulting on these documents, the Home-to-School Transport Policy was completing its own consultation period. This could result in changes to that policy which will apply to the 2019 entry cohort.

Appendix 1

Warwickshire Infant and Junior schools

Area	Infant schools	<i>PARTNER OF</i>	Junior schools
Nuneaton & Bedworth			
	Abbey C of E Infant School	<i>PARTNER OF</i>	Queen's C of E Academy
	Arden Forest Infant School (Bulkington)	<i>PARTNER OF</i>	St James C of E Academy (Bulkington)
	Chilvers Coton Community Infant School and Nursery	<i>PARTNER OF</i>	Queen's C of E Academy Middlemarch (Foundation) Junior School
	Exhall Cedars Infant School, Exhall	<i>PARTNER OF</i>	St Giles Junior School, Bedworth
	Galley Common Infant School Nathaniel Newton Infant School	<i>PARTNER OF</i>	Michael Drayton Junior School (Hartshill)
	Glendale Infant School	<i>PARTNER OF</i>	Croft Junior School Middlemarch Junior School
	Race Leys Infant School (Bedworth)	<i>PARTNER OF</i>	Race Leys Junior School (Bedworth)
	Whitestone Infant School	<i>PARTNER OF</i>	Chetwynd Junior School
East (Rugby)			
	Abbots Farm Infant School	<i>PARTNER OF</i>	Abbots Farm Junior School

	Bawnmore Community Infant School	<i>PARTNER OF</i>	Bilton C of E Junior School
	Bilton Infant School		
	Boughton Leigh Infant School	<i>PARTNER OF</i>	Boughton Leigh Junior School
	Brownsover Community Infant School		
	Dunchurch (Foundation) Infant School	<i>PARTNER OF</i>	Dunchurch Boughton C of E (Aided) Junior School
	Leamington Hastings C of E Academy		
	Henry Hinde Infant School	<i>PARTNER OF</i>	Henry Hinde Junior School
Central/South			
	Briar Hill Infant School, Whitnash	<i>PARTNER OF</i>	St Margaret's C of E Junior School, Whitnash
	Emscote Infant School, Warwick	<i>PARTNER OF</i>	All Saint's C of E Junior School, Warwick
	Telford Infant School, Leamington	<i>PARTNER OF</i>	Telford Junior School, Leamington
	Thorns Community Infant School, Kenilworth	<i>PARTNER OF</i>	Park Hill Junior School, Kenilworth
	Studley Community Infant School	<i>PARTNER OF</i>	Studley St Mary's C of E Academy, Studley

Appendix A4

Warwickshire County Council **Oversubscription Criteria for Community and Voluntary Controlled** **Primary, Infant and Junior Schools**

2019/20 Academic Year

Primary Schools ***(Reception entry)***

In the event that a Warwickshire Community or Voluntary Controlled primary school is oversubscribed, then the following oversubscription criteria will be used when allocating places:

- 1. Children in the care of, or provided with accommodation by, a local authority, and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order);**

- 2. Children living in the priority area who will have a sibling at the school at the time of admission*;**

- 3. Other children living in the priority area;**

- 4. Children living outside the priority area who will have a sibling at the school at the time of admission;**

- 5. Other children living outside the priority area**

Please note:

- a) Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names a school will be admitted first. In this event the number of places that remain for allocation will be reduced.
- b) Children attending, or with a place at, a nursery class do not have a higher priority for - and are not guaranteed - a place at the attached primary school.
- c) * Time of admission relates to the time the applicant would start at the school –

not the time of application or offer.

Infant Schools
(Reception entry)

In the event that a Warwickshire Community or Voluntary Controlled infant school is oversubscribed, then the following oversubscription criteria will be used when allocating places.

1. Children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order);

2. Children living in the priority area who will have a sibling at the school at the time of admission*;

3. Children living in the priority area who will have a sibling at the partner junior school at the time of admission;

4. Other children living in the priority area;

5. Children living outside the priority area who will have a sibling at the school at the time of admission;

6. Children living outside the priority area who will have a sibling at the partner junior school at the time of admission;

7. Other children living outside the priority area

Please note:

- a) Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names a school will be admitted first. In this event the number of places that remain for allocation will be reduced.
- b) Children attending, or with a place at, a nursery class do not have a higher priority for - and are not guaranteed - a place at the attached infant school.
- c) * Time of admission relates to the time the applicant would start at the school – not the time of application or offer.

Junior Schools (Year 3 entry)

In the event that a Warwickshire junior school is oversubscribed, then the following over-subscription criteria will be used when allocating places:

- 1. Children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order);**
- 2. Children who attend Year 2 at the partner infant school;**
- 3. Children living in the priority area, who will have a sibling at the school at the time of admission*;**
- 4. Children living in the priority area who will have a sibling at the partner infant school at the time of admission;**
- 5. Other children living in the priority area;**
- 6. Children living outside the priority area, who will have a sibling at the school at the time of admission;**
- 7. Children living outside the priority area who will have a sibling at the partner infant school at the time of admission;**
- 8. Other children living outside the priority area.**

Please note:

- a) Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names a school will be admitted first. In this event the number of places that remain for allocation will be reduced.
- b) *Time of admission relates to the time the applicant would start at the school –

not the time of application or offer.
Warwickshire Infant and Junior Schools

Area	Infant schools	<i>PARTNER OF</i>	Junior schools
Nuneaton & Bedworth			
	Abbey C of E Infant School	<i>PARTNER OF</i>	Queen's C of E Academy
	Arden Forest Infant School (Bulkington)	<i>PARTNER OF</i>	St James C of E Academy (Bulkington)
	Chilvers Coton Community Infant School and Nursery	<i>PARTNER OF</i>	Queen's C of E Academy Middlemarch (Foundation) Junior School
	Exhall Cedars Infant School, Exhall	<i>PARTNER OF</i>	St Giles Junior School, Bedworth
	Galley Common Infant School Nathaniel Newton Infant School	<i>PARTNER OF</i>	Michael Drayton Junior School (Hartshill)
	Glendale Infant School	<i>PARTNER OF</i>	Croft Junior School Middlemarch Junior School
	Race Leys Infant School (Bedworth)	<i>PARTNER OF</i>	Race Leys Junior School (Bedworth)
	Whitestone Infant School	<i>PARTNER OF</i>	Chetwynd Junior School
East (Rugby)			
	Abbots Farm Infant School	<i>PARTNER OF</i>	Abbots Farm Junior School
	Bawnmore Community Infant School Bilton Infant School	<i>PARTNER OF</i>	Bilton C of E Junior School

	Boughton Leigh Infant School	<i>PARTNER OF</i>	Boughton Leigh Junior School
	Brownsover Coomunity Infant School		
	Dunchurch (Foundation) Infant School	<i>PARTNER OF</i>	Dunchurch Boughton C of E (Aided) Junior School
	Leamington Hastings C of E Academy		
	Henry Hinde Infant School	<i>PARTNER OF</i>	Henry Hinde Junior School
Central/South			
	Briar Hill Infant School, Whitnash	<i>PARTNER OF</i>	St Margaret's C of E Junior School, Whitnash
	Emscote Infant School, Warwick	<i>PARTNER OF</i>	All Saint's C of E Junior School, Warwick
	Telford Infant School, Leamington	<i>PARTNER OF</i>	Telford Junior School, Leamington
	Thorns Community Infant School, Kenilworth	<i>PARTNER OF</i>	Park Hill Junior School, Kenilworth
	Studley Community Infant School	<i>PARTNER OF</i>	Studley St Mary's C of E Academy, Studley

**The following terms and definitions apply to the oversubscription criteria for
Warwickshire Community and Voluntary Controlled
Infant, Primary and Junior Schools.**

➤ **Priority Areas**

Each community and voluntary controlled school has an area identified as its priority area (this is sometimes referred to as a 'catchment area').

A small number of schools share priority areas; these are known as 'shared priority areas'. Full details of priority areas are available on the Warwickshire County Council website and can be viewed using interactive maps.

Infant and Primary School Priority Area Maps can be accessed at:
<http://www.warwickshire.gov.uk/mapinfantprimaryschools>

Junior and Primary School Priority Area Maps can be accessed at:
<http://www.warwickshire.gov.uk/mapjuniorprimaryschools>

Some own admission authority schools do not have a priority ('catchment') area. Full details can be found in the individual admission arrangements for own admission authority schools.

➤ **Priority within each oversubscription criterion**

Where applicants are allocated the same criterion, priority is given in order of distance between the child's home and the school applied for (shortest distance = highest priority).

Distance will be calculated by using a straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. (The centroid is a predetermined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data).

Transport Assistance will not be approved on the sole basis that the school offered is the catchment school and will only be provided in accordance with Warwickshire County Council's Home-to-School Transport Policy. This may mean that the nearest appropriate school – for transport purposes – may be a school in a different priority area.

➤ **Sibling, i.e. brother or sister, attending the school at the time of admission**

Sibling is defined as: a full brother or sister; a half brother or sister; an adopted brother or sister; a child living in the same address who is being Looked After by a local authority; a step-brother or sister; or the child of a parents' partner, where the child for whom the school place is being sought is living in the same family unit and at the same address as that sibling.

➤ **Definition of Home Address**

Where the child normally resides during the school week and where they sleep for at least 50% of the week.

If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date will result in Warwickshire County Council using a random number generator to determine which application to process.

Addresses involved in child-minding arrangements, whether with professional child-minders, friends or relatives, are excluded.

Where a school place is offered on the basis of an address which is subsequently found to be different from the address where the child ordinarily resides, that place may be withdrawn. Cases will be assessed on an individual basis and in discussion with any schools named on the application which are their own admission authority.

There is an expectation that the child will be resident at the address used to allocate a place on a long-term basis, and until at least the start of the autumn term (September 2019) in relation to the coordinated admissions process.

Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and, in such circumstances, the place may be withdrawn.

Where a child's address changes after National Offer Day, the Local Authority (acting on behalf of the school, in some cases) may request an explanation for the house move and documentary evidence that the child is resident at the new property. The Admissions Service operates a thorough and robust address checking process, which may include both announced and unannounced home visits

➤ **Postal Address File (PAF)**

The address point location coordinate of the applicant's home address as set by Ordnance Survey.

➤ **Applications made from the same multiple dwelling which shares a single Postal Address File (PAF), *and*;**

➤ **Other applications where the distance from home to school is identical**

Where required, individual priority for such applicants within a particular criterion will be determined by a random number generator allocation. The draw will be carried out by two officers of the Admissions Service in the presence of a local authority solicitor. The result of the draw will be recorded and countersigned at the time by all parties involved. Applicants will be notified of the outcome in writing.

Appendix B

Warwickshire County Council **In-Year Admissions Process**

2019/20 Academic Year

Terms

The term '**school**', in this document, refers to maintained schools, and academy and free schools. It does not relate to special schools or private (fee-paying) schools, as these schools have their own admission processes.

The term '**parent**', in this document, refers to biological parents, all those with Parental Responsibility, and other person with primary care for a child.

The term '**own admission authority**' school, in this document, refers to state schools for whom the local authority is not the admissions authority, including; Academies; Voluntary Aided; Trust; and Foundation schools. The admission authority for such schools is the governing body or the academy trust.

The term '**infant**' school, in this document, refers to any admission authority school which admits children at the beginning of the Reception year until the end of Year 2.

The term '**junior**' school, in this document, refers to any admission authority school which admits children at the beginning of Year 3 until the end of Year 6.

The term '**primary**' school, in this document, refers to any admission authority school which admits children at the beginning of the Reception year until the end of Year 6.

The term '**secondary**' school, in this document, refers to any admission authority school which admits children at the beginning of Year 7 until (at least) the end of Year 11.

Introduction

The School Admissions Code no longer requires local authorities to coordinate in-year applications for school places. In-year applications are those relevant to when a parent wishes to move their child from one school to another outside of the normal admissions round, for example, because of a house move.

Warwickshire County Council does, however, still coordinate in-year applications for all community and voluntary controlled schools, and the vast majority of own admission authority schools, such as academies. At the time of writing, only the following schools are not part of Warwickshire's In-Year Admissions Scheme:

- All Saints Bedworth C of E Primary School
- Southam St James C of E (VA) Primary School
- St Lawrence C of E (VA) Primary School (Napton)
- St Nicolas C Of E Academy (Nuneaton)

- Studley St Mary's C of E Junior School
- Rugby Free Primary School
- Etone College
- North Leamington School
- Rugby Free Secondary School
- The Queen Elizabeth Academy

Warwickshire residents wishing to apply for a place at the above schools should contact them directly. Non-Warwickshire residents should instead contact the local authority in which they live to establish the in-year admissions process in relation to their home authority.

In-year admissions also apply where parents would like to move their child from Year 2 in a Primary School into Year 3 of a different Primary school. This is because Year 3 is not the normal point of entry for primary schools.

However, a change of school from Year 2 in an Infant school to Year 3 in a Junior school is classed as a normal point of entry – or 'transfer round' - and these applications must follow the coordinated admissions process, which is explained in the Warwickshire County Council admission arrangements for the relevant entry year.

The application process

Parents follow the in-year admissions process by completing a Change of School application form for their child.

This process allows parents to:

- Name up to six schools on the application form, in their order of preference
- Rank their preferred schools in the order they would like their child to be offered a place
- Give reasons for each preference
- Give details of any siblings who will be attending one of the preferred schools at the time of requested admission
- Indicate if one of the parents is a member of staff at one of the preferred schools
- Provide details of the child's faith
- Indicate if the child has a Statement of Special Educational Needs or an Education, Health and Care Plan (in which case, a different admissions process must be followed), *and*
- Indicate if the child is Looked After* or was Previously Looked After**

**'Looked After' refers to a child who is currently under the care of the Local Authority (eg: in foster care under a full or interim care order).*

***Previously Looked After' refers to a child who was looked after (as outlined above), but ceased to be so because they were adopted straight after leaving care, or they became subject to a child arrangements order – including a residency order - or special guardianship order.*

The Change of School application form consists of 3 sections: Sections A and C, which must be completed by the parent/, and Section B, which should be completed by the child's current, or previous, school.

Completion of Section B will help to ensure that discussions have taken place between the child's current, or previous, school and the parent(s) regarding any outstanding issues.

It may delay the processing of the application if Section B of the application form has not been completed.

Copies of the Change of School application form are available on the Warwickshire County Council website and from Warwickshire's Admissions Service.

A guide to the Change of School application process is also available to parents, carers and any other organisations who are interested in the process. Copies of this guidance can be found on the County Council website, or hard copies can be requested through the Admissions Service. A further guide is also available specifically for schools, by request through the Admissions Service.

Once the Change of School form is completed it should be returned to the Admissions Service at Warwickshire County Council.

Definition of Home Address

Where the child normally resides during the school week and where they sleep for at least 50% of the week.

If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school will result in Warwickshire County Council using a random number generator to determine which application to process.

Addresses involved in child-minding arrangements, whether with professional child-minders, friends or relatives, are excluded.

Where a school place is offered on the basis of an address which is subsequently found to be different from the address where the child ordinarily resides, that place may be withdrawn. Cases will be assessed on an individual basis and in discussion with any schools named on the application which are their own admission authority.

There is an expectation that the child will be resident at the address used to allocate a place on a long-term basis. Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and, in such circumstances, the place may be withdrawn.

Where a child's address changes after a school offer has been made, the Local Authority (acting on behalf of the school, in some cases) may request an explanation for the house move and documentary evidence that the child is resident at the new property. The Admissions Service operates a thorough and robust address checking process and home visits are also carried out through this process.

Evidence of Home Address

As part of the application process, two documents which confirm the child's home address **must** be submitted with the Change of School application form.

The first document **must** be **either**;

- a full, signed copy of a current tenancy agreement, **or**,
- a copy of a letter from the solicitor confirming that there has been an exchange of contracts or a copy of the completion letter from the solicitor

The second document must be a **copy of one** of the following:

- Utility bill (electricity, gas, water or landline phone), *dated within the last 3 months*
- Council tax bill for the current financial year
- Housing benefit letter, *dated within the last 3 months*
- Universal Credit award notice letter, *dated within the last 3 months*

Copies of documents are required – **do not send originals as these documents will not be returned**.

Children of split parent families

The Admissions Service will not become involved in disputes between parents, or parties, regarding applications for school places.

As part of the disclaimer found in Section C of the Change of School application, it is expected that all parties with parent responsibility of the child will be aware of the application being made and will agree to all the information disclosed within, including the schools named as preferences on that application.

Where parents do not agree that an in-year application should be made for the child (in order for them to change school during the academic year), then the parent who does not agree should contact the Admissions Service, in writing, to confirm this. In such cases, the application will not be processed.

Where it is agreed that an in-year application should be made, but the home address and/or the school preferences to name on an application cannot be agreed to, the Admissions Service will contact both parents to inform them of the situation and to request that they confirm between themselves, and to the local authority, which application and school preferences to take forward. This may require the involvement of the courts, where necessary.

Where two different Change of School applications are submitted by each parent, stating different addresses and/or school choices, and the child spends 50% of their time with each parent, the local authority will use a random number generator to determine which application to process.

This draw will be carried out by two officers of the Admissions Service in the presence of a local authority solicitor. The result of the draw will be recorded and countersigned at the time by all parties involved and both parents will be notified of the outcome in writing. All other applications will then be disregarded.

Applications from overseas residents

UK Military families/Crown Servants

For families of UK Service Personnel with a confirmed posting to within the county, or crown servants returning from overseas to live in the county, admission authorities:

- **Must** allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child.
- **Must** ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the local authority's composite prospectus.
- **Must not** refuse a service child a place because the family does not currently live in the area, or cannot provide documentary evidence of residence at a particular property
- **Must not** reserve blocks of places for these children.

The application will follow the in-year admissions process in all other respects, as outlined in this document. No other specific provision will be given to children of military families or Crown Servants, and no priority will be given within the over-subscription criteria to such children, unless this is stipulated specifically within the admission arrangements for this entry year for a school which is their own admission authority.

Families moving to, or back to, the UK (Non-Military)

There is no legal requirement to process applications from other families coming from overseas who are not yet resident within Warwickshire, except as set out above.

Applications in all other cases will therefore only be processed from parents who are resident in Warwickshire (or can provide evidence of an imminent move into a property in Warwickshire). For an overseas application to be processed, the child in question must also be resident in the UK, or be moving to the UK imminently. Proof of residence and visa status may be requested at any time during the application process.

For other applicants who live overseas, but who will be moving to Warwickshire, we will only process your application once confirmation of a Warwickshire address can be provided. For some admission authorities, their residency requirements state that the child for whom an application is being made must physically be living in the property in order for that address to be used on the application. This requirement will be stated in the admission arrangements for those schools concerned.

For schools where Warwickshire County Council is the admission authority there is also an expectation that the child and applicant will still be in residence at the address used to allocate a place from the start of term. Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and, in such circumstances, the place may be withdrawn, even when the child has started at the school concerned. Other admission authorities have similar provisions in their own admission arrangements. Please contact individual schools for further information on this.

How the offer of a place is determined

Upon receipt of a completed Change of School application form the Admissions Service will send it to the school listed as the first preference on the application form. Schools must inform the Admissions Service within **two school days** if they are able to offer a place. If the first preference school is able to offer a place then the parents will be notified in writing and no further consideration will be given to any remaining preferences.

Where the first preference school is not able to offer a place then the relevant oversubscription criteria will be used to determine the child's place on the school's waiting list.

Over-subscription criteria (Community and Voluntary Controlled Schools)

For community and voluntary controlled schools, the Admissions Service will apply the oversubscription criteria. This will be taken from one of the following documents, depending on the year group for which admission is being sought:

- Applications for places into Year 1, Year 2, Year 3, Year 4, Year 5 and Year 6 - at a Warwickshire Community or Voluntary Controlled Primary, Infant or Junior School - will utilise the over-subscription criteria as laid out in the document entitled, **'Warwickshire County Council Reception and Junior (Year 3) Coordinated Admissions Scheme'**.

The above will also apply to in-year applications for places into Reception, but only where the application is made **after** 31 August 2019.

- Applications for places into Year 8, Year 9, Year 10 and Year 11 - at a Warwickshire Community or Voluntary Controlled Secondary School - will utilise the over-subscription criteria as laid out in the document entitled, **'Warwickshire County Council Secondary Coordinated Admissions Scheme'**.

The above will also apply to in-year applications for places into Year 7, but only where the

application is made **after** 31 August 2019.

Over-subscription criteria (Own Admission Authority Schools)

Where it has been agreed that the Admissions Service will carry out the in-year application process for own admission authority schools, it is the admission authority's responsibility to determine the over-subscription criteria to allocate to each application. The oversubscription criteria can be viewed by the school via the School Admissions Module.

Other own admission authority schools are responsible for assigning their own oversubscription criteria.

Own admission authority schools will have their own set of determined admission arrangements for the relevant academic year, which should outline the over-subscription criteria to follow in relation to in-year applications.

Refusal of an offer

Where the first preference school is not able to offer a place then the second preference school will be sent the application and the process set out above is repeated, and so on, until a place can be offered at one of the schools named on the application, or all preferences have been exhausted.

Should it not be possible to offer a place at **any** of the preferences named on the application, and the applicant does not want their child to remain at their current school, then a place will be allocated at the next nearest school with availability (this could be either a community or voluntary controlled school maintained by Warwickshire or an own admission authority school which has a space, including voluntary aided schools and academies). The next nearest school with availability will be identified based on distance calculated by a straight line measurement.

Where a school preference is considered and a place is not offered to the applicant, the parent's legal right to appeal is triggered.

Appeals

Parents will be informed of their statutory right of appeal when they receive the outcome of their application. Parents can appeal for any school preference where they have received a refusal. Parents cannot, however, appeal for a place at a school listed as a lower preference than the school place offered. This is because the place will not have been considered and the application for that school preference will have been automatically withdrawn.

Appeals for places at Community and Voluntary Controlled Schools can be lodged on the Warwickshire County Council website. For own admission authority schools, such as academies and voluntary aided schools, parents should contact the school directly for details of the appeals process. A list of these schools is available on the Warwickshire County Council website.

Waiting Lists

Children will be automatically added to the waiting lists of all Warwickshire community and voluntary controlled schools listed as a higher preference than the school at which a place is allocated. Waiting lists for all community and voluntary controlled schools will be held by the Admissions Service.

Waiting lists will then be cleared at the end of each term. If parents wish to remain on a waiting list then they will need to complete a **new** Change of School application form, which is available on the website or by request from the Admissions Service.

For own admission authority schools, such as academies and voluntary aided schools, parents should contact the school directly for further details about how their waiting lists operate.

Distance

Distance will be calculated by a straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. The centroid is a pre-determined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data.

Timescales

Warwickshire County Council aims to process all in-year applications within ten school days.

However, applications may take longer to process in certain circumstances, for example:

- Where the application names more than one school – as each school preference will need to be considered individually
- Where the application names one, or more, Grammar Schools - as the child's academic ability will need to be assessed and compared to the relevant cohort
- Where it is determined that the child's application should be considered through the 'Fair Access Protocol' – as this process is carried out separately to the normal admissions process

Once a place is offered parents have ten working days to accept the place. Parents must accept the place by contacting the Admissions Service. If a place is not accepted within this period then the offer may be withdrawn.

Places must normally be taken up (ie: the child must start at the school) within twenty school days of the place being offered. The only exception to this is where the place offered

is for the following academic year, when the place should be taken up at the start of the academic year or within 20 school days of the offer being made.

Where applications are not completed in full, the applicant will be notified and the application will not be processed any further.

Applying for a Year 3 place at a primary school starting in September 2019

There is **no requirement** for parents to make an application for a Year 3 place at the primary school which their child is currently attending in Year 2, if they wish for them to remain at that same school. The child will automatically transfer from Year 2 at that school into Year 3 in September 2019.

However, if a parent who currently has a child in Year 2 at a primary school wishes to make an application for a different primary school, for entry into Year 3 in September 2019, then they must follow the in-year admissions process, as outlined in this document. This is also the case where a child currently in Year 2 at an infant school wishes to make an application for a Year 3 place at a primary school, for entry in September 2019.

In-year applications for Year 3 places at primary schools, for entry in September 2019, can be submitted from Monday 3 June 2019. Places will then be offered **from** Monday 10 June 2019.

Where the child attends Year 2 in an infant or primary school, and the family wish to make an application for a Year 3 place at a Warwickshire **junior school**, for entry in September 2019, then the coordinated admissions process must be followed. Please see the document entitled, '**Warwickshire County Council - Reception and Junior (Year 3) Coordinated Admissions Scheme**' for further information about this process.

Warwickshire residents applying for a place at schools outside of Warwickshire

Warwickshire residents wishing to apply for a place at a school outside of Warwickshire should contact the relevant admission authority for that school for advice about their individual application process. For example, parents wanting to apply for a place at a Coventry school should contact Coventry School Admissions Service **and** the school concerned directly for further advice, as the school may operate their own in-year admissions process.

Parents may then be directed to apply for schools in other authorities through Warwickshire County Council's In-Year admissions process, in which case, the above process should be followed.

Non-Warwickshire residents applying for a place at a Warwickshire school

Non-Warwickshire residents wishing to apply for a place at a Warwickshire school should, in the first instance, contact their local authority and the school concerned to establish the application process. Parents may then be directed to apply using Warwickshire County Council's In-Year admissions process, in which case, the above process should be

followed.

Children educated outside of their chronological year group

As required by the School Admissions Code, Warwickshire County Council operates an application process for the transfer of pupils to the next key stage, as appropriate, and an in-year application process.

In some cases, children will not follow the chronological process for their age group. This may be due to a medical issue which has caused the child to miss a significant amount of time in school, or a special educational need, in which case the parent may request that they be educated in the year group below. Other children may already be educated outside of their chronological year group and it may be appropriate for this arrangement to continue.

Parents following the in-year admissions process, who wish to request that their child be educated out of year group at a new school, should read '**Guidance and Policy relating to the education of children outside of their chronological year group**' and complete the relevant request form, which can be found online at:
www.warwickshire.gov.uk/admissions

The completed request form should be sent with the completed Change of School application.

Request forms will not be processed unless approval has been given from the schools concerned, as noted on the specific request form. An agreement for a child to be educated out of year group is **not** a guarantee of a school offer.

Requests for a child to be educated outside of their chronological year group will not be agreed if the only reason is that a place cannot be offered at one of the preferred schools.

Fair Access Protocol

Some applications may need to be considered under Warwickshire County Council's 'Fair Access Protocol' (FAP). This will apply to some children when it has not been possible to secure a school place for them through the normal in-year admissions process.

If your child's application is being considered under the FAP then you will be notified of this as soon as possible after submitting your application.

Further information on the FAP can be found in the appendices and at:
www.warwickshire.gov.uk/changingschools

Transport Assistance

An offer of a school place does not mean that transport assistance will be available between the child's home address and the school.

Applications for transport assistance – usually in the form of a free bus pass – are assessed in line with the relevant Transport Policy. The criteria set out in that policy is different to the criteria and policy which is followed in relation to the school admissions process, and the time of making an application for transport assistance can also have an impact on the outcome, as this will not necessarily correlate with the school admissions process.

If transport assistance has been approved, or is being provided, and an alternative school can be offered from a waiting list, then this assistance may be stopped if the place from the waiting list is not taken up.

Where transport assistance is requested in the case of a child who has been given an ‘unplaced’ school offer, such cases will be considered on an individual basis.

Information on applying for transport assistance, and the criteria used when assessing applications, can be found on the Warwickshire website at:
www.warwickshire.gov.uk/schooltravel

It is important that parents consider their child’s transport to school when making an application for school places.

Please note: At time of consulting on these documents, the Home-to-School Transport Policy was completing its own consultation period. This could result in changes to that policy which will apply to the 2019/20 academic year.

Appendix 1

What is the 'Fair Access Protocol' (FAP)?

The School Admissions Code 2014, issued under section 84 School Standards and Framework Act 1998, requires each local authority to have in place a Fair Access Protocol (FAP) agreed with the majority of schools in its area. The requirement is supplemented by further advice from the Department for Education (DFE) 'Fair Access Protocols: Principles and Process' published in November 2012. This sets out some principles to clarify the expectations on all state funded schools (including academies and free schools etc) as well as all other admission authorities to ensure that FAP's operate effectively at a local level.

The purpose of the Protocol is to ensure that – outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. The Protocol also seeks to ensure that no school - including those with available places - is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour.

Fair Access Protocols should not be used as a means to circumvent the normal in year admissions process. A parent can apply for a place as an in year admission for their child at any time, to any school outside the normal admissions round and is entitled to an appeal when a place is not offered.

All admission authorities **must** participate in the Fair Access Protocol in order to ensure that unplaced children are allocated a school place quickly. There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol.

Appendix 2

Primary Fair Access Protocol – The Process

- Once an in year admissions application has been identified as having the potential to fall under the Protocol a clear process (attached at Annex A) will be consistently followed.
- This process applies to all schools, including those which are full in the appropriate year group:
- The application will be referred to the Primary Fair Access Panel. The Panel will meet at the end of each month, will compose of EIS representatives, Manager for Fair Access and In Year, Area Managers for ACE, Manager for CME and will be chaired by the Manager of Pupil Services.
- The Panel will first determine whether the application does indeed fall under the Protocol. If the application does not clearly fall into one of the above then the application will return to the in-year admissions process.
- If it is agreed that the application falls under the Protocol then the nearest mainstream school by straight line from the front of the home address to the front entrance of the school will be identified. If this school has not taken a child in this key stage via the Protocol in this academic year, this school will be identified to admit the child. The only exception to this will be if the child has already attended that school and the Panel agrees that there is evidence that it is not appropriate for the child to return, in which case the next nearest school will be allocated. Safe walking routes will be considered where appropriate
- If the school identified to admit has already admitted a child to the relevant key stage via the Protocol this academic year, the next nearest school will be identified. This school will then be required to admit the child unless this school has also admitted a child under the Protocol in this key stage this academic year. If this does not result in an admission then the process will continue to identify the next nearest school until a school is found which has not admitted a child in the given key stage under the Protocol this academic year. The use of academic years is for reporting processes, schools that have taken a child spanning over the summer term will be considered as having accepted a child.
- All schools are bound by the provisions of the Protocol without exception. The decision of the panel is final, if challenged this may result in referral to the Schools Adjudicator for direction, if a maintained school, the LA will direct the Governing Body.
- Once a decision is made, the school will be expected to admit the child to a full time place within 10 working days. Please note the child must be placed on roll however, work with EIS may continue until the placement has settled.

Appendix 3

Primary Fair Access Protocol – Assessing eligibility

Assessing eligibility of children to be considered under this Protocol In line with the School Admissions Code children of compulsory school age will be considered within the scope of the Protocol if they are judged by the council or a school which is its own admissions authority to be likely to have difficulty in securing a school place. In WCC this means that a child meeting one or more of the following categories will be considered eligible:

1. Children who are in the Criminal Justice system and/or Pupil Referral Units (including Alternative Provision) who need to be reintegrated into mainstream education (statutory)
2. Children who have been out of education for two months or more (statutory)
3. Children of Gypsy, Roma, Traveller communities, refugees and asylum seekers (statutory)
4. Children who are homeless (statutory)
5. Children with unsupportive family backgrounds from whom a place has not been sought (statutory)
6. Children who are carers (statutory)
7. Children with special educational needs, disabilities or a medical condition (but without a statement) where there is professional evidence to support this (statutory)
8. Children referred by schools under paragraph 3.12 of the School Admissions Code which states, “where a governing body does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it must refer the case to the local authority for action under the Fair Access Protocol. This will normally only be appropriate when a school has a particularly high proportion of children with challenging behaviour or previously excluded children” where this can be robustly evidenced (statutory).
9. Children of UK service personnel (UK Armed Forces) (local)
10. Children who have a persistent record (below 80% for each of two consecutive terms) of absence at the current or last school (local)

Appendix 4

Secondary Fair Access Protocol

The Process:

The Fair Access Protocol's aim is to ensure every pupil residing within Warwickshire, eligible to be placed via the protocol, has access to the most appropriate education provision within a timely manner, thus avoiding time out of education. Once a pupil is identified as requiring a placement by use of the protocol, the process timeline will be followed as set out in appendix 2. **Parental preference does not need to be considered.**

The local authority **must** ensure that no school – including those with available places - is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour.' (Disproportionate number will be assessed by the use of the points system. WCC will administer the protocol in a fair and transparent way by taking account of the % of pupils on roll with challenging behaviours as agreed by the weightings agreed by the steering group) It is anticipated that no school will be asked to accept two pupils from the FAP within the same academic year within a 6 week period) **(SA Code 3.9)**

'When seeking to place a pupil under the Fair Access Protocol, all schools should be treated in a fair, equitable and consistent manner.' **(DFE Guidance Nov 12)**

'All schools should work together collaboratively, taking into account the needs of the pupil and those of the school.' **(DFE Guidance Nov 12)**

'To ensure that outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school quickly, to ensure the amount of time any pupil is out of school is kept to a minimum. The use of the word unplaced within WCC protocol will also cover children already on roll at a school but who are experiencing difficulties finding a new school, if the managed move system is not appropriate, relations may have broken down or a house move is the reason coupled with behaviour issues. **All schools are expected to respond to requests by the local authority to admit a pupil under the Fair Access Protocol within 7 days, 5 of which include school days. This is a response to state their intentions not a start date for pupils.** **(DFE Guidance Nov 12)**

All details of the pupil's previous history, contact details etc will be made available and passed to the identified school within the protocol letter sent to the identified school for their consideration. Schools must open dialogue with admissions/Fair Access regarding their ability to meet the needs of the pupil within 2 school days of the first approach being made/ receipt of letter. **It is expected that a school will agree a starting date for the pupil within 5 school days or set out its reasons for refusal in writing to the local authority within that 5 school days after receipt of the first approach.**

All schools must accept and enrol, pupils placed via the protocol, within the agreed timeframes set out. Additional funding requirements for pupils placed via the protocol are to be met by the school or accessed via Area Behaviour Partnerships. Additional funds will only be identified if a school is able to demonstrate the needs of the pupil in question exceed the funds available within the school's budget. It is expected that the school has utilised all of its support

mechanisms within school and engaged external partnerships as per the usual ABP procedure. Factors taken into account in identifying the most appropriate education provision will include:

- *distance from home address,*
- *year group,*
- *pupil's previous history,*
- *available transport (including public transport links),*
- *the points system showing the ranked order of schools within the local area,*
- *local associations such as peer groups,*
- *previous association with a particular school.*

The difference between In Year Admissions and Fair Access Protocol?

In Year Admissions (see appendix 1) relate to all admissions to school from reception to Year 11 which are not covered by the reception or secondary transfer schemes. In most cases the admissions process is straightforward. The parent arrives in the area, applies for a place in a school where there is a vacancy and the child is admitted to school. It may also be a parent wishing to change schools with no house move.

In other cases there may be extenuating circumstances as to why the child's admission should be treated as an exception and the child placed in a school via the Fair Access Protocol. The circumstances can include;

- a newly arrived child who was not previously permanently excluded but who was attending a Pupil Referral Unit (PRU) possibly in another area
- a newly arrived child who had previously attended two or more Warwickshire primary or secondary schools whose school history shows they have attended a number of different schools.
- a newly arrived child whose parent/carer states that the child has medical or educational needs but does not have a statement of special educational need (All information will be explored to determine the best possible route for admission. WCC officers may refer to the Headteacher Protocol Steering Group members for advice.)
- a newly arrived child who has not previously attended a mainstream school or who has not attended a mainstream school for more than 1 school term (possible home educated or persistent non-attender)

All applicants are required to complete an In Year Common Application Form and return the forms direct to the Local Authority. The Admissions team will determine, based on the details supplied within the application, whether the child qualifies for admission under the normal In Year process or via the Fair Access Protocol. All pupils must complete a Common Application Form.

However, all applications will be considered for their preferred schools in order. If an application is deemed to fit the criteria for placement under the Fair Access protocol, see chart 1, a school may refer the case back to the Local Authority and refuse admission, even if they have places available. Parents retain the right to appeal this decision. However, the Admissions Team will then process the application via the protocol and identify the next school that is able to accept a protocol placement. It may be a school will accept a pupil even though they are not next on the points system to be considered, in which case they will be given the points for the child as if placed via the protocol.

The groups of children and young people placed via the protocol are in many cases likely to be vulnerable. If after admission, a school identifies that a child presents issues of concern, they should initiate the Common Assessment Framework (CAF).

vii) The list of children to be included in a FAP is to be agreed with the majority of schools in the area but **must** as a minimum, include the following children of compulsory school age who have difficulty securing a school place: each of these categories is weighted as agreed by the steering group. **SA Code 2014, 3.15 –**

Appendix 5

Secondary Fair Access Protocol

Eligibility:

a) children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;	1	50
b) children who have been out of education for two months or more; (<i>not to include children taken off roll with no education provision identified. In these circumstances the local authority will challenge the school and refer to the EFA if necessary</i>)	6	30
c) children of Gypsies, Roma, Travellers, refugees and asylum seekers;	2	50
d) children who are homeless;	10	20
e) children with unsupportive family backgrounds for whom a place has not been sought;	9	20
f) children who are carers; and	12	20
g) children with special educational needs, disabilities or medical conditions (but without a statement/Education Health care plan).	3	50

In addition to the minimum requirements listed in the SA Code 2014, Warwickshire's protocol includes the following:

h) children whose parents have been unable to find a place after moving to the area, due to a shortage of places or refusal by local schools to admit; (<i>if this process has taken more than 7 days the LA will identify a school and approach via the protocol</i>)	15	10
i) children known to other professional agencies who may present as 'vulnerable' but with no obvious behavioural problems; (<i>this could include persistent non-attenders, victims of bullying who may already be on a school roll</i>)	14	10
j) children who, following an overturn of an exclusion review, have no school place;	4	40
k) Year 11 pre January census who are finding it difficult to secure a place quickly, over 7 days;	7	30
l) Year 11 post January census who are finding it	8	20

difficult to secure a place quickly, over 7 days;		
m) children presenting with significant behavioural problems, who have not previously been permanently excluded, nor necessarily known to other agencies and any child who has returned to the area, including those who had left the country, and who were previously attending a Warwickshire school within the same academic year or within one term. The expectation is that these children will be referred to their previous school if the child is living in the same area and that the school either readmits the child or makes arrangements for a managed move locally	5	40
n) children with known behavioural problems, who have transferred between two or more Warwickshire secondary schools and who have not been permanently excluded. This may be due to parents withdrawing a pupil to avoid exclusion, or parents moving pupils to avoid other professional teams becoming involved. We reserve the right to refer cases to other professional bodies within Warwickshire and beyond where we feel it is in the interest of the child's welfare.	11	20
o) children who have been removed by their parents from a school roll to be educated 'otherwise' and are now seeking another school place. The expectation is that these children will be referred to their previous school and that school either readmits the child or makes arrangements for a managed move. It is hoped to reduce the amount of parents removing their child to avoid sanctions. However we must be aware this clause can only be applied if there are known behavioural issues documented.	13	10

DfE Number	School Name	PAN 2017/18	PAN 2018/19	PAN 2019/20	Type	Address	Telephone	E-mail	School Start Age	Leave Age	Establishment Type	Admission Authority/Arrangements
3103	Abbey C of E Infant School	60	60	60	Infant	Aston Road, Nuneaton, Warwickshire, CV11 5EL	024 7638 6101	admin3103@welearn365.com	4	7	Voluntary Controlled	WCC
2410	Abbots Farm Infant School	60	60	60	Infant	Abbots Way, Rugby, Warwickshire, CV21 4AP	01788 543093	admin2410@welearn365.com	4	7	Community	WCC
2421	Abbots Farm Junior School	66	66	66	Junior	Abbots Way, Rugby, Warwickshire, CV21 4AP	01788 576074	admin2421@welearn365.com	7	11	Community	WCC
2639	Acorns Primary School	10	10	10	Primary	School Close, Long Compton, Shipston-On-Stour, Warwickshire, CV36 5LA	01608 684654	admin2639@welearn365.com	4	11	Academy Trust (<i>Stour Federation Trust</i>)	School's Own
3588	All Saints C of E (VA) Primary School, Leek Wootton	20	20	20	Primary	Warwick Road, Leek Wootton, Warwick, Warwickshire, CV35 7QR	01926 400498	admin3588@welearn365.com	4	11	Voluntary Aided	School's Own
3301	All Saints Bedworth C of E Primary School and Nursery	30	30	30	Primary	The Priors off Mitchell Road, Bedworth, Warwickshire, CV12 9HP	024 7631 3387	admin3301@welearn365.com	4	11	Voluntary Aided	School's Own
3154	All Saints C of E Junior School, Warwick	75	60	60	Junior	Nelson Avenue, Warwick, Warwickshire, CV34 5LY	01926 492991	admin3154@welearn365.com	7	11	Voluntary Controlled	WCC
3101	All Saints C of E Primary School and Nursery, Nuneaton	30	30	30	Primary	Knebley Crescent, Nuneaton, Warwickshire, CV10 7AT	024 7638 2123	admin3101@welearn365.com	4	11	Voluntary Controlled	WCC
3002	Alveston C of E Primary School	30	30	30	Primary	Knight's Lane, Tiddington, Stratford-upon-Avon, Warwickshire, CV37 7BZ	01789 293412	admin3002@welearn365.com	4	11	Voluntary Controlled	WCC
2630	Arden Forest Infant School	60	60	60	Infant	Weston Lane, Bulkington, Bedworth, Warwickshire, CV12 9RT	024 7631 5913	admin2630@welearn365.com	4	7	Community	WCC
2012	Arley Primary School	45	45	45	Primary	Gun Hill, New Arley, Coventry, Warwickshire, CV7 8HB	01676 540347	admin2012@welearn365.com	4	11	Community	WCC
3007	Austrey C of E Primary School	15	15	15	Primary	St. Nicholas Close, Austrey, Atherstone, Warwickshire, CV9 3EQ	01827 830248	admin3007@welearn365.com	4	11	Academy Trust (<i>Heartwood Church of England Academy Trust</i>)	School's Own
4190	Aylesford School and Sixth Form College	30	30	30	Primary (Reception places) - <i>All through school</i>	Tapping Way, Warwick, Warwickshire, CV34 6XR	01926 747100	office@aylesford-elearning.net	4	18	Academy Trust (<i>Aylesford School and Sixth Form College Trust</i>)	School's Own
3587	Barford St. Peter's C of E Primary School	30	30	30	Primary	Church Street, Barford, Warwick, Warwickshire, CV35 8EW	01926 624244	admin3587@welearn365.com	4	11	Voluntary Aided	School's Own
2423	Bawnmere Community Infant School	60	60	60	Infant	Bawnmere Road, Rugby, Warwickshire, CV22 6JS	01788 810065	admin2423@welearn365.com	4	7	Community	WCC
3011	Bidford-On-Avon C of E Primary School	45	45	45	Primary	Bramley Way, Bidford-on-Avon, Alcester, Warwickshire, B50 4QG	01789 773201	admin3011@welearn365.com	4	11	Voluntary Controlled	WCC
3205	Bilton C of E Junior School	105	105	105	Junior	Plantagenet Drive, Bilton, Rugby, Warwickshire, CV22 6LB	01788 810675	office@biltonjuniorschool.co.uk	7	11	Voluntary Controlled	WCC
2420	Bilton Infant School	60	60	60	Infant	Magnet Lane, Bilton, Rugby, Warwickshire, CV22 7NH	01788 811549	admin2420@welearn365.com	4	7	Community	WCC
2626	Binley Woods Primary School	30	30	30	Primary	Coombe Drive, Binley Woods, Coventry, Warwickshire, CV3 2QU	024 7654 3754	admin2626@welearn365.com	4	11	Community	WCC

2619	Birchwood Primary School	59	59	59	Primary	Birchwood Avenue, Dordon, Tamworth, Staffordshire, B78 1QU	01827 892913	admin2619@welearn365.com	4	11	Academy Trust (Communities Academy Trust)	School's Own
2014	Bishops Itchington Primary School	30	30	30	Primary	Ladbroke Road, Bishops Itchington, Southam, Warwickshire, CV47 2RN	01926 612297	admin2014@welearn365.com	4	11	Community	WCC
3141	Bishops Tachbrook C of E Primary School	30	30	30	Primary	Kingsley Road, Bishops Tachbrook, Leamington Spa, Warwickshire, CV33 9RY	01926 426020	admin3141@welearn365.com	4	11	Voluntary Controlled	WCC
2603	Bishopton Primary School	30	30	30	Primary	Drayton Avenue, Stratford-Upon-Avon, Warwickshire, CV37 9PB	01789 205058	admin2603@welearn365.com	4	11	Community	WCC
2598	Boughton Leigh Infant School	90	90	90	Infant	Wetherell Way, Brownsover, Rugby, Warwickshire, CV21 1LT	01788 571679	admin2598@welearn365.com	4	7	Community	WCC
2590	Boughton Leigh Junior School	120	120	120	Junior	Wetherell Way, Brownsover, Rugby, Warwickshire, CV21 1LT	01788 577914	admin2590@welearn365.com	7	11	Community	WCC
3215	Bournebrook C of E Primary School	20	20	20	Primary	Coventry Road, Fillongley, Coventry, West Midlands, CV7 8ET	01676 540390	admin3215@welearn365.com	4	11	Voluntary Controlled	WCC
3014	Brailes C of E Primary School	15	15	15	Primary	Lower Brailes, Brailes, Banbury, Oxfordshire, OX15 5AP	01608 685253	admin3014@welearn365.com	4	11	Voluntary Controlled	WCC
2327	Briar Hill Infant School	90	90	90	Infant	Coppice Road, Whitnash, Leamington Spa, Warwickshire, CV31 2JF	01926 422834	admin2327@welearn365.com	4	7	Community	WCC
2053	Bridgetown Primary School	60	60	60	Primary	Byron Road, Stratford-Upon-Avon, Warwickshire, CV37 7JP	01789 205092	admin2053@welearn365.com	4	11	Community	WCC
2330	Brookhurst Primary School	60	60	60	Primary	Ullswater Avenue, Leamington Spa, Warwickshire, CV32 6NH	01926 420051	admin2330@welearn365.com	4	11	Community	WCC
2616	Brownsover Community Infant School	60	60	60	Infant	Webb Drive, Brownsover, Rugby, Warwickshire, CV23 0UP	01788 547660	admin2616@welearn365.com	4	7	Community	WCC
2033	Budbrooke Primary School	45	45	45	Primary	Styles Close, Hampton Magna, Warwick, Warwickshire, CV35 8TP	01926 492045	admin2033@welearn365.com	4	11	Academy Trust (Communities Academy Trust)	School's Own
3143	Burton Green C of E Primary School	15	15	15	Primary	Hob Lane, Burton Green, Kenilworth, Warwickshire, CV8 1QB	024 7646 4130	admin3143@welearn365.com	4	11	Voluntary Controlled	WCC
2640	Camp Hill Primary School	60	60	60	Primary	Holly Stitches Road, Nuneaton, Warwickshire, CV10 9QA	024 7638 3230	admin2640@welearn365.com	4	11	Community	WCC
3594	Cawston Grange Primary School	60	60	60	Primary	Scholars Drive, Cawston, Rugby, Warwickshire, CV22 7GU	01788 816820	admin3594@welearn365.com	4	11	Academy Trust (Cawston Grange Primary School)	School's Own
2581	Chetwynd Junior School	90	90	90	Junior	Caroline Close, Nuneaton, Warwickshire, CV11 4SE	024 7634 0154	admin2581@welearn365.com	7	11	Community	WCC
2103	Chilvers Coton Community Infant School	60	60	60	Infant	Fitton Street, Nuneaton, Warwickshire, CV11 5RB	024 7638 7001	admin2103@welearn365.com	4	7	Community	WCC
2312	Clapham Terrace Community Primary School and Nursery	30	30	30	Primary	Clapham Terrace, Leamington Spa, Warwickshire, CV31 1HZ	01926 423404	admin2312@welearn365.com	4	11	Community	WCC
2017	Claverdon Primary School	30	30	30	Primary	Breach Lane, Claverdon, Warwick, Warwickshire, CV35 8QA	01926 842403	admin2017@welearn365.com	4	11	Community	WCC
3177	Clifton-Upon-Dunsmore C of E Primary School	30	30	30	Primary	Station Road, Clifton-upon-Dunsmore, Rugby, Warwickshire, CV23 0BT	01788 542027	admin3177@welearn365.com	4	11	Voluntary Controlled	WCC

2308	Clinton Primary School	30	30	30	Primary	Caesar Road, Kenilworth, Warwickshire, CV8 1DL	01926 852334	admin2308@welearn365.com	4	11	Community	WCC
3586	Coleshill C of E Primary School	30	30	30	Primary (Reception places)	Wingfield Road, Coleshill, Birmingham, West Midlands, B46 3LL	01675 463672	admin3586@welearn365.com	4	11	Voluntary Aided	School's Own
3586	Coleshill C of E Primary School	30 (60 total)	30 (60 total)	30 (60 total)	Primary (Junior places)	Wingfield Road, Coleshill, Birmingham, West Midlands, B46 3LL	01675 463672	admin3586@welearn365.com	4	11	Voluntary Aided	School's Own
2623	Coten End Primary School	90	90	90	Primary	Coten End, Warwick, Warwickshire, CV34 4NP	01926 491329	admin2623@welearn365.com	4	11	Community	WCC
3021	Coughton C of E Primary School	25	25	25	Primary	Coughton Lane, Coughton, Alcester, Warwickshire, B49 5HN	01789 762444	admin3021@welearn365.com	4	11	Voluntary Controlled	WCC
2601	Croft Junior School	90	90	90	Junior	Northumberland Avenue, Stockingford, Nuneaton, Warwickshire, CV10 8ER	024 7638 7319	admin2601@welearn365.com	7	11	Community	WCC
3144	Cubbington C of E Primary School	30	30	30	Primary	Church Hill, Cubbington, Leamington Spa, Warwickshire, CV32 7JY	01926 422967	admin3144@welearn365.com	4	11	Voluntary Controlled	WCC
2502	Curdworth Primary School	17	17	17	Primary	Farthing Lane, Curdworth, Sutton Coldfield, West Midlands, B76 9HF	01675 470379	admin2502@welearn365.com	4	11	Community	WCC
2010	Dordon Community Primary School	30	30	30	Primary	Roman Way, Dordon, Tamworth, Staffordshire, B78 1PJ	01827 892422	admin2018@welearn365.com	4	11	Academy Trust (Communities Academy Trust)	School's Own
3391	Dunchurch Boughton C of E (Voluntary Aided) Junior School	66	66	66	Junior	Dew Close, Dunchurch, Rugby, Warwickshire, CV22 6NE	01788 811028	admin3391@welearn365.com	7	11	Voluntary Aided	School's Own
5204	Dunchurch Infant School	60	60	60	Infant	School Street, Dunchurch, Rugby, Warwickshire, CV22 6PA	01788 810292	office@dunchurchinfants.co.uk	4	7	Foundation	School's Own
5203	Dunnington C of E Primary School	15	15	15	Primary	Dunnington, Alcester, Warwickshire, B49 5NT	01789 772200	admin5203@welearn365.com	4	11	Voluntary Aided	School's Own
2415	Eastlands Primary School	30	30	30	Primary	Lansdowne Place, Rugby, Warwickshire, CV21 3RY	01788 575328	admin2415@welearn365.com	4	11	Community	WCC
2332	Emscote Infant School	60	60	60	Infant	All Saints' Road, Warwick, Warwickshire, CV34 5NH	01926 491433	admin2332@welearn365.com	4	7	Community	WCC
3564	English Martyrs Catholic Primary School	30	30	30	Primary	High Street, Hillmorton, Rugby, Warwickshire, CV21 4EE	01788 543423	admin3564@welearn365.com	4	11	Voluntary Aided	School's Own
3024	Ettington C of E Primary School	25	30	30	Primary	Churchill Close, Ettington, Stratford-Upon-Avon, Warwickshire, CV37 7SP	01789 740236	admin3024@welearn365.com	4	11	Voluntary Controlled	WCC
2635	Exhall Cedars Infant School	60	60	60	Infant	Trenance Road, Exhall, Coventry, West Midlands, CV7 9FJ	024 7631 6034	admin2635@welearn365.com	4	7	Community	WCC
2107	Galley Common Infant School	50	50	50 (under review)	Infant	Plough Hill Road, Galley Common, Nuneaton, Warwickshire, CV10 9NZ	024 7639 2219	admin2107@welearn365.com	4	7	Community	WCC
2585	Glendale Infant School	90	90	90	Infant	Skye Close, Nuneaton, Warwickshire, CV10 7LW	024 7634 9672	admin2585@welearn365.com	4	7	Community	WCC
2634	Goodyers End Primary School	60	60	60	Primary	Bowling Green Lane, Bedworth, Warwickshire, CV12 0HP	024 7636 4448	admin2634@welearn365.com	4	11	Community	WCC
2024	Great Alne Primary School	16	16	16	Primary	School Road, Great Alne, Alcester, Warwickshire, B49 6HQ	01789 488247	admin2024@welearn365.com	4	11	Community	WCC
3031	Hampton Lucy C of E Primary School	15	15	15	Primary	Church Street, Hampton Lucy, Warwick, Warwickshire, CV35 8BE	01789 840398	admin3031@welearn365.com	4	11	Voluntary Controlled	WCC

3032	Harbury C of E Primary School	30	30	30	Primary	Mill Street, Harbury, Warwickshire, CV33 9HR	01926 612656	admin3032@welearn365.com	4	11	Voluntary Controlled	WCC
2056	Heathcote Primary School	30	30	30	Primary	Vickers Way, Warwick, Warwickshire, CV34 7AP.	01926 290330	admin2056@welearn365.com	4	11	Academy Trust <i>(Communities Academy Trust)</i>	School's Own
2059	Henley-In-Arden C of E Primary School	30	30	30	Primary	Arden Road, Henley-In-Arden, Warwickshire, B95 5FT	01564 792766	admin2059@welearn365.com	4	11	Academy Trust (<i>Henley-In-Arden Church of England Primary School Trust</i>)	School's Own
2424	Henry Hinde Infant School	60	60	60	Infant	Grenville Close, Bilton, Rugby, Warwickshire, CV22 7JQ	01788 814848	office@henryhindeinfantschool.co.uk	4	7	Academy Trust <i>(Transforming Lives Educational Trust)</i>	School's Own
2022	Henry Hinde Junior School	70	70	70	Junior	Cornwallis Road, Bilton, Rugby, Warwickshire, CV22 7HN	01788 811392	admin2022@welearn365.com	7	11	Academy Trust (<i>NET Academies Trust</i>)	School's Own
2569	High Meadow Infant School	30	30	30	Infant	Norton Road, Coleshill, Birmingham, West Midlands, B46 1ES	01675 462312	admin2569@welearn365.com	4	7	Community	WCC
2628	Hillmorton Primary School	60	60	60	Primary	Watts Lane, Hillmorton, Rugby, Warwickshire, CV21 4PE	01788 544309	admin2628@welearn365.com	4	11	Community	WCC
2032	Hurley Primary School	30	30	30	Primary	Heanley Lane, Hurley, Atherstone, Warwickshire, CV9 2HY	01827 872207	admin2032@welearn365.com	4	11	Community	WCC
3035	Ilmington C of E Primary School	15	15	15	Primary	Back Street, Ilmington, Shipston-On-Stour, Warwickshire, CV36 4LJ	01608 682212	beard.j1@welearn365.com	4	11	Voluntary Controlled	WCC
2034	Keresley Newland Primary Academy	30	30	30	Primary	Grove Lane, Keresley End, Coventry, West Midlands, CV7 8JZ	024 7633 2434	office.keresleynewland@netacademies.net	4	11	Academy Trust (<i>NET Academies Trust</i>)	School's Own
3308	Kineton C of E (VA) Primary School	30	30	30	Primary	King John's Road, Kineton, Warwick, Warwickshire, CV35 0HS	01926 640397	admin3308@welearn365.com	4	11	Voluntary Aided	School's Own
3596	Kingsbury Primary School	45	45	45	Primary	Bromage Avenue, Kingsbury, Tamworth, Staffordshire, B78 2HW	01827 872275	admin3596@welearn365.com	4	11	Community	WCC
2638	Kingsway Community Primary School	30	30	30	Primary	Baker Avenue, Leamington Spa, Warwickshire, CV31 3HB	01926 426896	admin2638@welearn365.com	4	11	Community	WCC
3590	Knightlow C of E Primary School	30	30	30	Primary	Hill Crescent, Stretton-on-Dunsmore, Rugby, Warwickshire, CV23 9NF	024 7654 3751	admin3590@welearn365.com	4	11	Voluntary Aided	School's Own
3147	Lapworth C of E Primary School	30	30	30	Primary	Station Lane, Lapworth, Solihull, West Midlands, B94 6LT	01564 783225	admin3147@welearn365.com	4	11	Voluntary Controlled	WCC
3180	Leamington Hastings Church of England Academy	18	18	18	Infant	Birdingbury Road, Hill, Leamington Hastings, Rugby, Warwickshire, CV23 8EA	01926 632359	admin3180@welearn365.com	4	7	Academy Trust (<i>The Diocese of Coventry Multi Academy Trust</i>)	School's Own
2064	Lighthorne Heath Primary School	13	13	13	Primary	Stratford Road, Lighthorne Heath, Leamington Spa, Warwickshire, CV33 9TW	01926 640326	admin2064@welearn365.com	4	11	Community	WCC
2621	Lillington Nursery and Primary School	60	60	60	Primary	Cubbington Road, Lillington, Leamington Spa, Warwickshire, CV32 7AG	01926 425114	admin@lillingtonschool.org	4	11	Community	WCC
3211	Long Itchington C of E Primary School	28	30	30	Primary	Stockton Road, Long Itchington, Southam, Warwickshire, CV47 9QP	01926 814819	admin3211@welearn365.com	4	11	Voluntary Controlled	WCC
2405	Long Lawford Primary School	90	90	90	Primary	Holbrook Road, Long Lawford, Rugby, Warwickshire, CV23 9AL	01788 543332	admin2405@welearn365.com	4	11	Community	WCC

3040	Loxley C of E Community Primary School	6	6	6	Primary	Loxley, Warwick, Warwickshire, CV35 9JT	01789 840211	admin3040@welearn365.com	4	11	Voluntary Controlled	WCC
3041	Mappleborough Green C of E Primary School	17	17	17	Primary	Henley Road, Mappleborough Green, Studley, Warwickshire, B80 7DR	01527 852240	admin3041@welearn365.com	4	11	Voluntary Controlled	WCC
2028	Michael Drayton Junior School	128	150	150	Junior	The Woodlands, Hartshill, Nuneaton, Warwickshire, CV10 0SZ	024 7639 2272	admin@mdjs.co.uk	7	11	Community	WCC
5202	Middlemarch School	60	60	60	Junior	College Street, Nuneaton, Warwickshire, CV10 7BQ	024 7632 8009	admin5202@welearn365.com	7	11	Foundation	School's Own
2631	Milby Primary School	60	60	60	Primary	Milby Drive, Nuneaton, Warwickshire, CV11 6JS	024 7638 2587	admin2631@welearn365.com	4	11	Community	WCC
2606	Milverton Primary School	45	45	45	Primary	Greathed Road, Leamington Spa, Warwickshire, CV32 6ES	01926 424043	admin2606@welearn365.com	4	11	Community	WCC
5205	Moreton Morrell C Of E Primary School	15	15	15	Primary	Moreton Morrell, Warwick, Warwickshire, CV35 9AN	01926 651355	admin5205@welearn365.com	4	11	Foundation	School's Own
2029	Nathaniel Newton Infant School	90	90	90	Infant	Victoria Road, Chapel End, Hartshill, Nuneaton, Warwickshire, CV10 0LS	024 7639 2236	admin2029@welearn365.com	4	7	Community	WCC
3214	Newbold And Tredington C of E Primary School	15	15	15	Primary	Manor Farm Road, Tredington, Shipston-On-Stour, Warwickshire, CV36 4NZ	01608 661568	admin3214@welearn365.com	4	11	Voluntary Controlled	WCC
2325	Newburgh Primary School	60	60	60	Primary	Kipling Avenue, Warwick, Warwickshire, CV34 6LD	01926 775453	admin2325@welearn365.com	4	11	Community	WCC
2633	Newdigate Primary School	45	60	60	Primary	Anderton Road, Bedworth, Warwickshire, CV12 0HA	024 7636 1662	admin2633@welearn365.com	4	11	Community	WCC
3047	Newton Regis C of E Primary School	17	17	17	Primary	Austrey Lane, Newton Regis, Tamworth, Staffordshire, B79 0NL	01827 830220	admin@newtonregis.heartwoodmat.co.uk	4	11	Academy Trust (Heartwood Church of England Academy Trust)	School's Own
2417	Northlands Primary School	30	30	30	Primary	Pinder's Lane, Rugby, Warwickshire, CV21 2SS	01788 542440	admin2417@welearn365.com	4	11	Community	WCC
2001	Nursery Hill Primary School	25	25	25	Primary	Ansley Common, Nuneaton, Warwickshire, CV10 0PY	024 7639 2318	admin2001@welearn365.com	4	11	Community	WCC
2008	Oakfield Primary Academy	60	60	60	Primary	Oakfield Road, Rugby, Warwickshire, CV22 6AU	01788 565021	head2419@welearn365.com	4	11	Academy Trust (REACH2 Academy Trust)	School's Own
3546	Our Lady & St. Teresa's Catholic Primary School	30	30	30	Primary	Windmill Hill, Cubbington, Leamington Spa, Warwickshire, CV32 7LN	01926 424420	admin3546@welearn365.com	4	11	Voluntary Aided	School's Own
3584	Our Lady and St Joseph's Catholic Primary School	70	68	70	Primary	Riversley Park, Coton Road, Nuneaton, Warwickshire, CV11 5TY	02476 383807	admin3584@welearn365.com	4	11	Academy Trust (The Holy Spirit Catholic Multi Academy)	School's Own
3500	Our Lady's Catholic Primary School, Alcester	15	15	15	Primary	St. Faith's Road, Alcester, Warwickshire, B49 6AG	01789 762555	head3500@welearn365.com	4	11	Academy Trust (Holy Family Catholic Multi Academy Company)	School's Own
3561	Our Lady's Catholic Primary School, Princethorpe	17	17	17	Primary	Leamington Road, Princethorpe, Rugby, Warwickshire, CV23 9PU	01926 632385	admin3561@welearn365.com	4	11	Voluntary Aided	School's Own
2083	Outwoods Primary School	60	60	60	Primary	Southlands, Atherstone, Warwickshire, CV9 1EH	01827 712372	admin2083@welearn365.com	4	11	Community	WCC
2625	Paddox Primary School	90	90	90	Primary	Fareham Avenue, Rugby, Warwickshire, CV22 5HS	01788 572340	admin2625@welearn365.com	4	11	Community	WCC
2309	Park Hill Junior School	66	66	66	Junior	Parkfield Drive, Kenilworth, Warwickshire, CV8 2JJ	01926 855974	admin2309@welearn365.com	7	11	Community	WCC
2015	Park Lane Primary School	50	60	60	Primary	Park Lane, Nuneaton, Warwickshire, CV10 8NL	024 7638 2924	admin2636@welearn365.com	4	11	Academy Trust (The Griffin School's Trust)	School's Own
2605	Priors Field Primary School	30	30	30	Primary	Clinton Lane, Kenilworth, Warwickshire, CV8 1BA	01926 853015	admin2605@welearn365.com	4	11	Community	WCC
3212	Provost Williams C of E Primary School	30	30	30	Primary	Sodens Avenue, Ryton-on-Dunsmore, Coventry, West Midlands, CV8 3FF	024 7630 2166	admin3212@welearn365.com	4	11	Voluntary Controlled	WCC

2025	Queens Church of England Academy	90	90	90	Junior	Bentley Road, Nuneaton, Warwickshire, CV11 5LR	024 7638 2906	admin@queenscofe.org.uk	7	11	Academy Trust (<i>The Diocese of Coventry Multi Academy Trust</i>)	School's Own
2043	Quinton Primary School	30	30	30	Primary	Lower Quinton, Stratford-Upon-Avon, Warwickshire, CV37 8SA	01789 720317	admin2043@welearn365.com	4	11	Community	WCC
2614	Race Leys Infant School	60	60	60	Infant	Hurst Road, Bedworth, Warwickshire, CV12 8AD	024 7631 2221	admin2614@welearn365.com	4	7	Community	WCC
2003	Race Leys Junior School	64	64	64	Junior	Barton Road, Bedworth, Warwickshire, CV12 8HG	024 7649 0644	schooloffice@raceleys-jun.warwickshire.sch.uk	7	11	Academy Trust (<i>The Griffin School's Trust</i>)	School's Own
2019	Racemeadow Primary Academy	60	60	60	Primary	Ratcliffe Road, Atherstone, Warwickshire, CV9 1LT	01827 713284	admin2019@welearn365.com	4	11	Academy Trust (<i>REAch2 Academy Trust</i>)	School's Own
3152	Radford Semele C.Of E. Primary School	30	30	30	Primary	School Lane, Radford Semele, Leamington Spa, Warwickshire, CV31 1TQ	01926 426940	admin3152@welearn365.com	4	11	Voluntary Controlled	WCC
3597	Rokeyby Primary School	30	30	30	Primary	Anderson Avenue, Rugby, Warwickshire, CV22 5PE	01788 814399	admin3597@welearn365.com	4	11	Community	WCC
2038	Rugby Free Primary School	60	60	60	Primary	Bailey Road, Central Park, Rugby, CV23 0PD	01788 222088	office@rugbyfreeprimary.co.uk	4	11	Free School (<i>Knowledge School's Trust</i>)	School's Own
3056	Salford Priors C of E Primary School	15	15	15	Primary	School Road, Salford Priors, Evesham, Worcestershire, WR11 8XD	01789 772497	admin3056@welearn365.com	4	11	Voluntary Controlled	WCC
5206	Shipston-on-Stour Primary School	60	60	60	Primary	Station Road, Shipston-On-Stour, Warwickshire, CV36 4BT	01608 661266	primary@shipston.warwickshire.sch.uk	4	11	Academy Trust (<i>Stour Federation Trust</i>)	School's Own
3057	Shottery St. Andrew's C of E Primary School	15	15	15	Primary	Hathaway Lane, Shottery, Stratford-Upon-Avon, Warwickshire, CV37 9BL	01789 551508	admin3057@welearn365.com	4	11	Voluntary Controlled	WCC
2637	Shrubland Street Community Primary School	30	30	30	Primary	Shrubland Street, Leamington Spa, Warwickshire, CV31 2AR	01926 426976	admin2637@welearn365.com	4	11	Community	WCC
3207	Shustoke C of E Primary School	30	30	30	Primary	Forge Road, Shustoke, Coleshill, Birmingham, B46 2AU	01675 481319	admin3207@welearn365.com	4	11	Voluntary Controlled	WCC
2046	Snitterfield Primary School	15	15	15	Primary	School Road, Snitterfield, Stratford-Upon-Avon, Warwickshire, CV37 0JL	01789 731301	admin2046@welearn365.com	4	11	Community	WCC
2624	Southam Primary School	42	42	42	Primary	St. James Road, Southam, Warwickshire, CV47 0QB	01926 812520	admin2624@welearn365.com	4	11	Community	WCC
3585	Southam St. James (Voluntary Aided) C of E Primary School	30	30	30	Primary	Toll Gate Road, Southam, Warwickshire, CV47 1EE	01926 812127	admin3585@welearn365.com	4	11	Voluntary Aided	School's Own
3591	St. Andrew's Benn C of E (Voluntary Aided) Primary School	45	45	45	Primary	Chester Street, Rugby, Warwickshire, CV21 3NX	01788 574697	admin3591@welearn365.com	4	11	Voluntary Aided	School's Own
2035	St. Anne's Catholic Primary School	30	30	30	Primary	Camp Hill Drive, Nuneaton, Warwickshire, CV10 0JX	024 7639 2877	admin3583@welearn365.com	4	11	Academy Trust (<i>The Holy Spirit Catholic Multi Academy</i>)	School's Own
3544	St. Anthony's Catholic Primary School	30	30	30	Primary	Sydenham Drive, Leamington Spa, Warwickshire, CV31 1NJ	01926 428800	admin3544@welearn365.com	4	11	Voluntary Aided	School's Own
3541	St. Augustine's Catholic Primary School	30	30	30	Primary	Hollis Lane, Kenilworth, Warwickshire, CV8 2JY	01926 852943	admin3541@welearn365.com	4	11	Voluntary Aided	School's Own
3501	St. Benedict's Catholic Primary School	30	30	30	Primary	Church Walk, Atherstone, Warwickshire, CV9 1PS	01827 712320	admin3501@welearn365.com	4	11	Academy Trust (<i>The Holy Spirit Catholic Multi Academy</i>)	School's Own
3503	St. Edward's Catholic Primary School	30	30	30	Primary	Packington Lane, Coleshill, Birmingham, West Midlands, B46 3JE	01675 463249	admin3503@welearn365.com	4	11	Voluntary Aided	School's Own
3502	St. Francis Catholic Primary School	30	30	30	Primary	Rye Piece Ringway, Bedworth, Warwickshire, CV12 8JN	024 7631 5279	admin3502@welearn365.com	4	11	Academy Trust (<i>The Holy Spirit Catholic Multi Academy</i>)	School's Own

2054	St Gabriel's C of E Academy	0	30	30	Primary	TBC	01788 422800	enquiries@stgabrielshoulton.org.uk	4	11	Academy Trust (Houlton Church of England)	School's Own
2571	St. Giles' Junior School	60	60	60	Junior	Hayes Lane, Exhall, Coventry, West Midlands, CV7 9NS	024 7631 3375	admin2571@welearn365.com	7	11	Community	WCC
3506	St. Gregory's Catholic Primary School	30	30	30	Primary	Avenue Road, Stratford-Upon-Avon, Warwickshire, CV37 6UZ	01789 204517	admin3506@welearn365.com	4	11	Academy Trust (Holy Family Catholic Multi Academy Company)	School's Own
2026	St. James Church of England Academy	60	60	60	Junior	Barbridge Road, Bulkington, Nuneaton, Warwickshire, CV12 9PF	024 7631 3227	admin3015@welearn365.com	7	11	Academy Trust (<i>The Diocese of Coventry Multi Academy Trust</i>)	School's Own
2620	St. John's Primary School and Nursery	30	30	30	Primary	Mortimer Road, Kenilworth, Warwickshire, CV8 1FS	01926 854450	admin2620@welearn365.com	4	11	Community	WCC
3547	St. Joseph's Catholic Primary	30	30	30	Primary	Rowley Road, Whitnash, Leamington Spa, Warwickshire, CV31 2LJ	01926 427552	admin3547@welearn365.com	4	11	Voluntary Aided	School's Own
3589	St. Lawrence C of E (Voluntary Aided) Primary School	26	26	26	Primary	Dog Lane, Napton, Southam, Warwickshire, CV47 8LU	01926 812447	office@stlawrenceprimarieschool.co.uk	4	11	Voluntary Aided	School's Own
3157	St. Margaret's C of E Junior School	90	90	90	Junior	Coppice Road, Whitnash, Leamington Spa, Warwickshire, CV31 2JF	01926 426216	admin3157@welearn365.com	7	11	Voluntary Controlled	WCC
3598	St. Marie's Catholic Primary School and Nursery	60	60	60	Primary	Merttens Drive, Rugby, Warwickshire, CV22 7AF	01788 543636	admin3598@welearn365.com	4	11	Voluntary Aided	School's Own
3545	St. Mary Immaculate Catholic Primary School	20	20	20	Primary	Wathen Road, Warwick, Warwickshire, CV34 5BG	01926 493959	admin3545@welearn365.com	4	11	Voluntary Aided	School's Own
3508	St. Mary's Catholic Primary School, Henley in Arden	12	12	12	Primary	Arden Road, Henley-in-Arden, Warwickshire, B95 5LT	01564 792316	admin3508@welearn365.com	4	11	Academy Trust (Holy Family Catholic Multi Academy Company)	School's Own
3505	St. Mary's Catholic Primary School, Southam	30	30	30	Primary	Daventry Road, Southam, Warwickshire, CV47 1PS	01926 812512	admin3505@welearn365.com	4	11	Voluntary Aided	School's Own
3507	St. Mary's Catholic Primary School, Studley	30	30	30	Primary	Pool Road, Studley, Warwickshire, B80 7QU	01527 852140	admin3507@welearn365.com	4	11	Voluntary Aided	School's Own
3213	St. Matthew's Bloxam C of E Primary School	30	30	30	Primary	Webb Ellis Road, Rugby, Warwickshire, CV22 7AU	01788 542610	admin3213@welearn365.com	4	11	Voluntary Controlled	WCC
2039	St. Michael's Church of England Academy	60	60	60	Primary	Hazel Grove, Bedworth, Warwickshire, CV12 9DA	024 7631 3204	admin2039@welearn365.com	4	11	Academy Trust (<i>The Diocese of Coventry Multi Academy Trust</i>)	School's Own
3595	St. Nicholas' C of E Primary School, Alcester	60	60	60	Primary	St. Faith's Road, Alcester, Warwickshire, B49 6AG	01789 762578	admin3595@welearn365.com	4	11	Academy Trust (<i>St Nicholas C of E School Trust</i>)	School's Own
3146	St. Nicholas C of E Primary School, Kenilworth	60	60	60	Primary	The Blundells, Priory Road, Kenilworth, Warwickshire, CV8 2PE	01926 853257	admin3146@welearn365.com	4	11	Voluntary Controlled	WCC
3592	St. Nicolas C of E Academy	60	60	60	Primary	Windermere Avenue, Nuneaton, Warwickshire, CV11 6HJ	024 7638 2583	admin3592@welearn365.com	4	11	Academy Trust (<i>The Diocese of Coventry Multi Academy Trust</i>)	School's Own
2041	St. Oswald's C of E Academy	30	30	30	Primary	Addison Road, Rugby, Warwickshire, CV22 7DJ	01788 543882	admin2041@welearn365.com	4	11	Academy Trust (<i>The Diocese of Coventry Multi Academy Trust</i>)	School's Own
3543	St. Patrick's Catholic Primary School	30	30	30	Primary	Cashmore Avenue, Leamington Spa, Warwickshire, CV31 3EU	01926 425958	admin3543@welearn365.com	4	11	Voluntary Aided	School's Own
3371	St. Paul's C of E Primary School, Leamington Spa	45	45	45	Primary	Upper Holly Walk, Leamington Spa, Warwickshire, CV32 4JZ	01926 425361	admin3371@welearn365.com	4	11	Voluntary Aided	School's Own
3106	St. Paul's C of E Primary School, Nuneaton	60	60	60	Primary	Wiclif Way, Stockingford, Nuneaton, Warwickshire, CV10 8NH	024 7638 3323	admin3106@welearn365.com	4	11	Voluntary Controlled	WCC

3542	St. Peter's Catholic Primary School	15	15	15	Primary	Augusta Place, Leamington Spa, Warwickshire, CV32 5EL	01926 427497	admin3542@welearn365.com	4	11	Voluntary Aided	School's Own
2121	Stockingford Primary School	120	120	120	Primary	Cross Street, Nuneaton, Warwickshire, CV10 8JH	024 7638 2277	admin2121@welearn365.com	4	11	Community	WCC
2049	Stockton Primary School	18	18	18	Primary	School Street, Stockton, Rugby, Warwickshire, CV47 8JE	01926 812483	admin2049@welearn365.com	4	11	Community	WCC
2042	Stratford-upon-Avon Primary School	30	30	30	Primary	Broad Street, Stratford-Upon-Avon, Warwickshire, CV37 6HN	01789 293201	admin2042@welearn365.com	4	11	Academy Trust (Communities Academy Trust)	School's Own
2055	Studley Community Infant School	60	60	60	Infant	High Street, Studley, Warwickshire, B80 7HJ	01527 852491	admin2055@welearn365.com	4	7	Community	WCC
2027	Studley St Mary's C of E Academy	60	60	60	Junior	New Road, Studley, Warwickshire, B80 7ND	01527 852153	admin3310@welearn365.com	7	11	Academy Trust (The Diocese of Coventry Multi Academy Trust)	School's Own
2622	Sydenham Primary School	60	60	60	Primary	Calder Walk, Sydenham, Leamington Spa, Warwickshire, CV31 1SA	01926 339138	admin2622@welearn365.com	4	11	Community	WCC
3311	Tanworth-in-Arden C of E Primary School	30	30	30	Primary	The Green, Tanworth-in-Arden, Warwickshire, B94 5AJ	01564 742284	tanworthschool@welearn365.com	4	11	Academy Trust (Tanworth-in-Arden Academy Trust)	School's Own
2326	Telford Infant School	90	90	90	Infant	Kelvin Road, Lillington, Leamington Spa, Warwickshire, CV32 7TE	01926 425544	admin2326@welearn365.com	4	7	Community	WCC
2315	Telford Junior School	90	90	90	Junior	Telford Avenue, Lillington, Leamington Spa, Warwickshire, CV32 7HP	01926 424664	admin2315@welearn365.com	7	11	Community	WCC
3066	Temple Grafton C of E Primary School	15	15	15	Primary	Church Bank, Temple Grafton, Alcester, Warwickshire, B49 6NU	01789 772384	admin3066@welearn365.com	4	11	Voluntary Controlled	WCC
2610	Temple Herdewyke Primary School	15	15	15	Primary	Falkland Place, Temple Herdewyke, Southam, Warwickshire, CV47 2UD	01926 641316	admin2610@welearn365.com	4	11	Community	WCC
3302	The Canons C of E Primary School	90	90	90	Primary	Derwent Road, Bedworth, Warwickshire, CV12 8RT	024 7631 2220	admin3302@welearn365.com	4	11	Voluntary Aided	School's Own
3216	The Dasset C of E Primary School	30	30	30	Primary	Memorial Road, Fenny Compton, Southam, Warwickshire, CV47 2XU	01295 770267	admin3216@welearn365.com	4	11	Voluntary Controlled	WCC
3210	The Ferncumbe C of E Primary School	30	30	30	Primary	The Green, Hatton, Warwick, Warwickshire, CV35 7EX	01926 484318	admin3210@welearn365.com	4	11	Voluntary Controlled	WCC
2011	The Nethersole C of E Academy	45	45	45	Primary	High Street, Polesworth, Tamworth, Staffordshire, B78 1DZ	01827 892357	admin3209@welearn365.com	4	11	Academy Trust (The Nethersole Church of England Primary School Trust)	School's Own
2000	The Priors School	10	12	12	Primary	School Lane, Priors Marston, Southam, Warwickshire, CV47 7RR	01327 260527	admin@thepriorschool.co.uk	4	11	Free (The Priors School Trust)	School's Own
3593	The Revel C of E (Aided) Primary School	45	45	45	Primary	Brockhurst Lane, Monks Kirby, Rugby, Warwickshire, CV23 0RA	01788 832264	admin3593@welearn365.com	4	11	Voluntary Aided	School's Own
2006	Riverside Academy	30	30	30	Primary	Newbold Road, Rugby, Warwickshire, CV21 1EH	01788 544096	admin2006@welearn365.com	4	11	Academy Trust (REAch2 Academy Trust)	School's Own
3204	The Willows C of E Primary School	60	60	60	Primary	The Willows North, Stratford-upon-Avon, Warwickshire, CV37 9QN	01789 205811	admin3204@welearn365.com	4	11	Voluntary Controlled	WCC
2052	Thomas Jolyffe Primary School	60	60	60	Primary	Clopton Road, Stratford-upon-Avon, Warwickshire, CV37 6TE	01789 267015	admin2052@welearn365.com	4	11	Community	WCC

2307	Thorns Community Infant School	60	60	60	Infant	Blackthorn Road, Kenilworth, Warwickshire, CV8 2DS	01926 853875	admin2307@welearn365.com	4	7	Community	WCC
5200	Tudor Grange Primary Academy, Haselor	15	15	15	Primary	Haselor, Alcester, Warwickshire, B49 6LU	01789 488211	office@haselor.tgacademy.org.uk	4	11	Academy Trust (<i>Tudor Grange Academies Trust</i>)	School's Own
3068	Tysoe C of E Primary School	30	30	30	Primary	Saddleton Street, Tysoe, Warwick, Warwickshire, CV35 0SH	01295 680244	admin3068@welearn365.com	4	11	Voluntary Controlled	WCC
3072	Warton Nethersole's C of E Primary School	22	22	22	Primary	Maypole Road, Warton, Tamworth, Staffordshire, B79 0HP	01827 894182	admin3072@welearn365.com	4	11	Academy Trust (<i>Heartwood Church of England Academy Trust</i>)	School's Own
2618	Water Orton Primary School	45	45	45	Primary	Attleborough Lane, Water Orton, Birmingham, West Midlands, B46 1SB	0121 747 2851	admin2618@welearn365.com	4	11	Community	WCC
2632	Weddington Primary School	60	60	60	Primary	Winchester Avenue, Nuneaton, Warwickshire, CV10 0DR	024 7634 0729	admin2632@welearn365.com	4	11	Community	WCC
2058	Welford-on-Avon Primary School	30	30	30	Primary	Headland Road, Welford-on-Avon, Stratford-upon-Avon, Warwickshire, CV37 8ER	01789 750214	admin2058@welearn365.com	4	11	Community	WCC
3073	Wellesbourne C.Of E. Primary School	60	60	60	Primary	Mountford Close, Wellesbourne, Warwick, Warwickshire, CV35 9QG	01789 840311	admin3073@welearn365.com	4	11	Voluntary Controlled	WCC
2629	Wembrook Primary School	90	90	90	Primary	Avenue Road, Nuneaton, Warwickshire, CV11 4LU	024 7638 2961	admin2629@welearn365.com	4	11	Community	WCC
2322	Westgate Primary School	30	30	30	Primary	Bowling Green Street, Warwick, Warwickshire, CV34 4DD	01926 492015	head2322@welearn365.com	4	11	Community	WCC
2021	Wheelwright Lane Primary School	30	30	30	Primary	Wheelwright Lane, Ash Green, Coventry, West Midlands, CV7 9HN	024 7636 4505	admin2021@welearn365.com	4	11	Community	WCC
2123	Whitestone Infant School	90	90	90	Infant	Magyar Crescent, Nuneaton, Warwickshire, CV11 4SQ	024 7634 7813	admin2123@welearn365.com	4	7	Community	WCC
2324	Whitnash Primary School	45	45	45	Primary	Langley Road, Whitnash, Leamington Spa, Warwickshire, CV31 2EX	01926 426773	admin2324@welearn365.com	4	11	Community	WCC
3313	Wilmcote C of E (Voluntary Aided) Primary School	16	16	16	Primary	Church Road, Wilmcote, Stratford-upon-Avon, Warwickshire, CV37 9XD	01789 204395	admin3313@welearn365.com	4	11	Voluntary Aided	School's Own
3192	Wolston St. Margaret's C of E Primary School	30	30	30	Primary	Brookside, Main Street, Wolston, Coventry, West Midlands, CV8 3HH	024 7654 2212	admin3192@welearn365.com	4	11	Voluntary Controlled	WCC
5201	Wolverton Primary School	15	15	15	Primary	Wolverton Fields, Norton Lindsey, Warwick, Warwickshire, CV35 8JN	01926 842214	admin5201@welearn365.com	4	11	Foundation	School's Own
3193	Wolvey C of E Primary School	30	30	30	Primary	Bulkington Road, Wolvey, Hinckley, Leicestershire, LE10 3LA	01455 220279	admin3193@welearn365.com	4	11	Voluntary Controlled	WCC
2023	Wood End Primary School	30	30	30	Primary	Wood Street, Wood End, Atherstone, Warwickshire, CV9 2QL	01827 872237	admin2023@welearn365.com	4	11	Academy Trust (<i>Communities Academy Trust</i>)	School's Own
5207	Woodloes Primary School	60	60	60	Primary	Deansway, Woodloes Park, Warwick, Warwickshire, CV34 5DF	01926 497491	admin5207@welearn365.com	4	11	Academy Trust (<i>Communities Academy Trust</i>)	School's Own
2642	Woodside C of E Primary School	40	30	30	Primary	Maypole Lane, Grendon, Atherstone, Warwickshire, CV9 2BS	01827 715507	admin2642@welearn365.com	4	11	Academy Trust (<i>Heartwood Church of England Academy Trust</i>)	School's Own
3074	Wootton Wawen C of E Primary School	24	24	24	Primary	Alcester Road, Wootton Wawen, Solihull, West Midlands, B95 6AY	01564 792574	admin3074@welearn365.com	4	11	Voluntary Controlled	WCC

4240	Alcester Academy	130	130	130	Secondary	Gerard Road, Alcester, Warwickshire, B49 6QQ	01789 762285	admin@alcesteracademy.org.uk	11	16	Academy Trust (<i>Alcester Academy</i>)	School's Own
5407	Alcester Grammar School	150	150	150	Secondary (<i>Selective Co-ed School</i>)	Birmingham Road, Alcester, Warwickshire, B49 5ED	01789 762494	office@alcestergs.com	11	18	Academy Trust (<i>Alcester Grammar School</i>)	School's Own
5401	Ash Green School	170	170	170	Secondary	Ash Green Lane, Exhall, Coventry, West Midlands, CV7 9AH	024 7636 6772	enquiries@ashgreenschool.org.uk	11	16	Academy Trust (<i>Creative Education Trust</i>)	School's Own
4241	Ashlawn School	256	256	256	Secondary (<i>bi-lateral</i>)	Ashlawn Road, Hillmorton, Rugby, Warwickshire, CV22 5ET	01788 573425	info@ashlawn.org.uk	11	18	Academy Trust (<i>Transforming Lives Educational Trust</i>)	School's Own
4190	Aylesford School and Sixth Form College	206	206	206	Secondary (<i>All through Primary and Secondary</i>)	Tapping Way, Warwick, Warwickshire, CV34 6XR	01926 747100	office@aylesford-elearning.net	4	18	Academy Trust (<i>Aylesford School and Sixth Form College Trust</i>)	School's Own
4238	Bilton School	210	210	210	Secondary	Lawford Lane, Bilton, Rugby, Warwickshire, CV22 7JT	01788 840600	office@biltonmail.com	11	18	Academy Trust (<i>Stowe Valley Multi Academy Trust</i>)	School's Own
4192	Campion School	155	155	210	Secondary	Sydenham Drive, Leamington Spa, Warwickshire, CV31 1QH	01926 743200	head@campion.warwickshire.sch.uk	11	18	Academy Trust (<i>Campion Academy Trust</i>)	School's Own
4004	Etone College	120	120	120	Secondary	Leicester Road, Nuneaton, Warwickshire, CV11 6AA	024 7675 7300	admissions@etonecollege.co.uk	11	18	Academy Trust (<i>Matrix Academy Trust</i>)	School's Own
4006	Harris C of E Academy	182	156	156	Secondary	Harris Drive, Overslade Lane, Rugby, Warwickshire, CV22 6EA	01788 812549	office@harriscofeacademy.co.uk	11	16	Academy Trust (<i>The Diocese of Coventry Multi Academy Trust</i>)	School's Own
5402	Hartshill School	210	210	210	Secondary	Church Road, Hartshill, Nuneaton, Warwickshire, CV10 0NA	024 7639 2237	admin5402@welearn365.com	11	16	Academy Trust (<i>The Midland Academies Trust</i>)	School's Own
4108	Henley in Arden School	123	123	123	Secondary	Stratford Road, Henley-in-Arden, Warwickshire, B95 6AF	01564 792364	admin@henleyschool.com	11	16	Academy Trust (<i>Henley in Arden School Trust</i>)	School's Own
4153	Higham Lane School	246	246	246	Secondary	Shanklin Drive, Nuneaton, Warwickshire, CV10 0BJ	024 7638 8123	highamlane@we-learn.com	11	18	Academy Trust (<i>Higham Lane School Trust</i>)	School's Own
4236	Kenilworth School and Sixth Form	270	270	270	Secondary	Leyes Lane, Kenilworth, Warwickshire, CV8 2DA	01926 859421	school@ksnadmin.ksn.org.uk	11	18	Foundation (<i>Kenilworth Education Trust</i>)	School's Own
4110	Kineton High School	150	150	180	Secondary	Banbury Road, Kineton, Warwick, Warwickshire, CV35 0JX	01926 640465	enquiries@kinetonhighschool.org.uk	11	18	Community	WCC
4601	King Edward VI School	81	87	87	Secondary (<i>Selective Boys' School</i>)	Church Street, Stratford-upon-Avon, Warwickshire, CV37 6HB	01789 293351	office@kes.net	11	18	Academy Trust (<i>The Grammar School of King Edward VI at Stratford-upon-Avon</i>)	School's Own
4008	Kingsbury School - A Specialist Science and Mathematics Academy	126	126	126	Secondary	Tamworth Road, Kingsbury, Tamworth, Staffordshire, B78 2LF	01827 872316	admin4111@welearn365.com	11	16	Academy Trust (<i>Castle Phoenix Trust</i>)	School's Own
4620	Lawrence Sheriff School	120	120	120	Secondary (<i>Selective Boys' School</i>)	Clifton Road, Rugby, Warwickshire, CV21 3AG	01788 542074	lss@lawrencesherriffschool.com	11	18	Academy Trust (<i>The Lawrence Sheriff School Academy Trust</i>)	School's Own
5403	Myton School	275	275	275	Secondary	Myton Road, Warwick, Warwickshire, CV34 6PJ	01926 493805	head@myton.co.uk	11	18	Academy Trust (<i>Myton School Trust</i>)	School's Own
4003	Nicholas Chamberlaine Technology College	300	300	300	Secondary	Bulkington Road, Bedworth, Warwickshire, CV12 9EA	024 7631 2308	enquiries@nicholaschamberlaine.co.uk	11	18	Academy Trust (<i>Griffin School's Trust</i>)	School's Own
4237	The North Leamington School Academy	240	240	240	Secondary	Sandy Lane, Blackdown, Leamington Spa, Warwickshire, CV32 6RD	01926 338711	nls@northleamington.co.uk	11	18	Academy Trust (<i>The North Leamington School Academy</i>)	School's Own

4009	Rugby Free Secondary School	180	180	180	Secondary	Anderson Avenue, Rokeby, Rugby, CV22 7PE	01788 222060	catherine.pierce@rugbyfreesecondary.co.uk	11	18	Free School (<i>Knowledge School's Trust</i>)	School's Own
5406	Rugby High School	120	120	120	Secondary (<i>Selective Girl's School</i>)	Longrood Road, Bilton, Rugby, Warwickshire, CV22 7RE	01788 810518	rhsadmin@rugbyhighschool.co.uk	11	18	Academy Trust (<i>Rugby High School Trust</i>)	School's Own
4113	Shipston High School	120	120	120	Secondary	Darlingscote Road, Shipston-On-Stour, Warwickshire, CV36 4DY	01608 661833	info@shipstonhigh.co.uk	11	16	Academy Trust (<i>Shipston High School</i>)	School's Own
4114	Southam College	270	270	270	Secondary	Welsh Road West, Southam, Warwickshire, CV47 0JW	01926 812560	southamcollege@aol.com	11	18	Academy Trust (<i>Stowe Valley Multi Academy Trust</i>)	School's Own
4730	St. Benedict's Catholic High School	140	140	140	Secondary	Kinwarton Road, Alcester, Warwickshire, B49 6PX	01789 762888	admin@st-benedicts.org	11	18	Academy Trust (Holy Family Catholic Multi Academy Company)	School's Own
4803	St. Thomas More Catholic School and Sixth Form College	156	160	160	Secondary	Greenmoor Road, Nuneaton, Warwickshire, CV10 7EX	024 7664 2400	admin@st-thomas-more.net	11	18	Academy Trust (<i>The Holy Spirit Catholic Multi Academy</i>)	School's Own
4002	Stratford Girls' Grammar School	120	120	120	Secondary (<i>Selective Girl's School</i>)	Shottery Manor, Shottery, Stratford-upon-Avon, Warwickshire, CV37 9HA	01789 293759	lawrence.j@siggs.org.uk	11	18	Academy Trust (<i>Stratford Girls' Grammar School Trust</i>)	School's Own
4124	Stratford-upon-Avon School	290	290	290	Secondary	Alcester Road, Stratford-upon-Avon, Warwickshire, CV37 9DH	01789 268051	staff@stratfordschool.co.uk	11	18	Academy Trust (<i>Stratford-upon-Avon School</i>)	School's Own
5408	Studley High School	150	150	150	Secondary	Crooks Lane, Studley, Warwickshire, B80 7QX	01527 852478	office@studleyhighschool.org.uk	11	16	Academy Trust (<i>Studley High School Trust</i>)	School's Own
5400	The Avon Valley School and Performing Arts College	220	220	220	Secondary	Newbold Road, Rugby, Warwickshire, CV21 1EH	01788 542355	admin@avonvalleyschool.org	11	16	Foundation	School's Own
4233	The Coleshill School	210	210	210	Secondary	Coventry Road, Coleshill, Birmingham, West Midlands, B46 3EX	01675 462435	enquiries@thecoleshillschool.org.uk	11	18	Academy Trust (<i>The Arthur Terry Learning Partnership Trust</i>)	School's Own
4000	The George Eliot School	190	190	190	Secondary	Raveloe Drive, Nuneaton, Warwickshire, CV11 4QP	024 7674 4000	info@george-eliot.warwickshire.sch.uk	11	16	Academy Trust (<i>The Midland Academies Trust</i>)	School's Own
6905	The Nuneaton Academy	210	210	210	Secondary	Radnor Drive, Nuneaton, Warwickshire, CV10 7PD	024 7634 1134	info@nuneatonacademy.co.uk	11	18	Academy Trust (<i>The Midland Academies Trust</i>)	School's Own
4112	The Polesworth School	224	224	224	Secondary	Dordon Road, Dordon, Tamworth, Staffordshire, B78 1QT	01827 702205	admin@thepolesworthschool.com	11	18	Academy Trust (<i>Communities Academy Trust</i>)	School's Own
4005	The Queen Elizabeth Academy	120	120	120	Secondary	Witherley Road, , Atherstone, Warwickshire, CV9 1LZ	01827 712477	info@tqea.org.uk	11	16	Academy Trust (<i>The Academy Transformation Trust</i>)	School's Own
4752	Trinity Catholic School	150	150	150	Secondary	Guy's Cliffe Avenue, Leamington Spa, Warwickshire, CV32 6NB	01926 428416	trinityschooloffice@welearn365.com	11	18*	Voluntary Aided	School's Own

EQUALITY IMPACT ASSESSMENT/ ANALYSIS (EqIA)

School Admission Arrangements and Coordinated Schemes – 2019/20

Equality Impact Assessment/ Analysis (EqIA)

Group	Communities
Business Units/Service Area	Education and Learning
Plan/ Strategy/ Policy/ Service being assessed	School Admission Arrangements and Coordinated Schemes for 2019 entry and 2019/20 academic year
Is this is a new or existing policy/service?	Existing policy
If existing policy/service please state date of last assessment	November 2014
EqIA Review team – List of members	Amy Taylor Collette Naven-Jones
Date of this assessment	01 December 2017
Signature of completing officer (to be signed after the EqIA has been completed)	Amy Taylor Signature: <i>altaylor</i>
Are any of the outcomes from this assessment likely to result in complaints from existing services users and/ or members of the public? If yes please flag this with your Head of Service and the Customer Relations Team as soon as possible.	No
Name and signature of Head of Service (to be signed after the EqIA has been completed)	Chris Malone Signature
Signature of GLT Equalities Champion (to be signed after the EqIA is completed and signed by the completing officer)	Phil Evans Signature

A copy of this form including relevant data and information to be forwarded to the Group Equalities Champion and the Corporate Equalities & Diversity Team

Form A1

INITIAL SCREENING FOR STRATEGIES/POLICIES/FUNCTIONS FOR EQUALITIES RELEVANCE TO ELIMINATE DISCRIMINATION, PROMOTE EQUALITY AND FOSTER GOOD RELATIONS



High relevance/priority



Medium relevance/priority



Low or no relevance/ priority

Note:

1. Tick coloured boxes appropriately, and depending on degree of relevance to each of the equality strands
2. Summaries of the legislation/guidance should be used to assist this screening process

Business Unit/Services:	Relevance/Risk to Equalities																										
State the Function/Policy /Service/Strategy being assessed:	Gender			Race			Disability			Sexual Orientation			Religion/Belief			Age			Gender Reassignment			Pregnancy/ Maternity			Marriage/ Civil Partnership (only for staff)		
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
School Admission Arrangements and Coordinated Schemes – 2019 entry and 2019/20 academic year			✓			✓			✓			✓			✓			✓			✓			✓			✓
Are your proposals likely to impact on social inequalities e.g. child poverty for example or our most geographically disadvantaged communities? If yes please explain how.																								YES/ NO			

Are your proposals likely to impact on a **carer** who looks after older people or people with disabilities? **If yes please explain how.**

YES/ NO

The arrangements could have an impact as they contain provisions for children with Statements or Education, Health and Care (EHC) Plans. Such children are offered places where the Statement or EHCP names the school, even if there are no places available at the named school.

Form A2 – Details of Plan/ Strategy/ Service/ Policy

Stage 1 – Scoping and Defining

(1) What are the aims and objectives of Plan/Strategy/Service/Policy?

Local Authorities are required to operate a system of coordinated admissions when children start school or transfer to secondary school. This allows parents to submit a single application for a school place to their home authority (the authority they pay their Council Tax to). Local Authorities and other admission authorities then exchange data, with parents then receiving a single offer of a school place.

This policy sets out Warwickshire’s coordinated admissions schemes for 2019 entry, in relation to primary/infant and secondary admissions. The policy includes key information, such as closing dates for applications and the number of places available at each school in the county.

The Local Authority (Warwickshire County Council) is the admission authority for many schools in Warwickshire. Admission authorities are responsible for determining arrangements for entry to the school. This includes oversubscription criteria, which are used to determine which children will be offered a place in the event of there being more applications received than there are places available to offer.

The policy also sets out the admission arrangements for all Warwickshire schools, where the local authority is the admission authority, in relation to in-year admissions. Although there is no longer a requirement for Local Authorities to coordinate in-year admissions, Warwickshire County Council encourage this process and have a set of admission arrangements in place accordingly. This also incorporates the Fair Access Protocol, through which specific consideration is given to children who are considered to be some of the most vulnerable and/or disadvantaged.

<p>(2) How does it fit with Warwickshire County Council's wider objectives?</p>	<p>As it relates to students securing places at schools It is central to two strands of the Learning and Achievement 'Vision' that students will:</p> <ul style="list-style-type: none"> • Achieve well whatever their starting point or circumstances; and • Go on to positive destinations <p>It also links to wider policies such as the Council's Sufficiency Strategy for School Places and by ensuring that there are sufficient places appropriately located that expenditure in areas such as home to school transport is kept to a minimum.</p>
<p>(3) What are the expected outcomes?</p>	<p>That the Local Authority (including its role as the admission authority for a number of schools) will comply with all relevant legislation.</p> <p>That the Local Authority will operate a coordinated scheme which will allow parents to submit an application for a school place and to receive a school offer via a clear, consistent and transparent process.</p> <p>That places at schools will be offered in line with the arrangements and in line with the relevant legislation.</p>
<p>(4) Which of the groups with protected characteristics is this intended to benefit? (see form A1 for list of protected groups)</p>	<p>Primarily those with disabilities as there are special provisions for children with Statements or EHC Plans.</p> <p>There are also specific provisions for Looked After Children, Previously Looked After Children, and children of Military families.</p>
<p><u>Stage 2 - Information Gathering</u></p>	

<p>(1) What type and range of evidence or information have you used to help you make a judgement about the plan/ strategy/ service/ policy?</p>	<p>Many of the operational aspects of the scheme (such as key dates) are based around the School Admissions Code and are, therefore, statutory.</p> <p>The arrangements are also well-established and have operated in Warwickshire over a number of years; a consultation exercise is carried out into the arrangements each year. Any interested party is free to comment.</p> <p>The arrangements will also be reviewed by Cabinet in January 2018 and any relevant comments/feedback will be actioned accordingly.</p>
<p>(2) Have you consulted on the plan/ strategy/ service/policy and if so with whom?</p>	<p>The policy is currently undergoing a consultation process. This is due to finish on 8 January 2018. The policy has been distributed to all schools in the county, other Local Authorities in the surrounding area, and it is also available on the County Council website for public viewing. The policy will be made available to Cabinet and Elected Members specifically before their next meeting on 25 January 2018.</p>
<p>(3) Which of the groups with protected characteristics have you consulted with?</p>	<p>None: however, the consultation exercise on the proposed admission arrangements will allow any interested party to put forward their views.</p>

<p><u>Stage 3 – Analysis of impact</u></p>			
<p>(1) From your data and consultations is there any adverse or negative impact identified for any particular group which could amount to discrimination?</p> <p>If yes, identify the groups and how they are affected.</p>	<p>RACE</p> <p>No</p>	<p>DISABILITY</p> <p>No</p>	<p>GENDER</p> <p>No</p>

	MARRIAGE/CIVIL PARTNERSHIP No	AGE No	GENDER REASSIGNMENT No
	RELIGION/BELIEF No	PREGNANCY MATERNITY No	SEXUAL ORIENTATION No
(2) If there is an adverse impact, can this be justified?	N/A		
(3) What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.)	N/A		
(4) How does the plan/strategy/service/policy contribute to promotion of equality? If not what can be done?	The Councils' admission arrangements set out a process which is designed to ensure that all parents have the opportunity to apply for school places via a clear system, with applications assessed against objective criteria. Special provisions also exist to help disadvantaged groups, such as Looked After Children, and those with special educational needs.		

<p>(5) How does the plan/strategy/service/policy promote good relations between groups? If not what can be done?</p>	<p>By establishing a clear, fair and objective system it promotes positive relationships between parents, schools and the local authority. We also liaise and collaborate with the surrounding local authorities to ensure that the process is administered in a timely and efficient manner across other counties.</p>
<p>(6) Are there any obvious barriers to accessing the service? If yes how can they be overcome?</p>	<p>Every effort is made to ensure that it is as easy as possible to access the information required to make an application for a school place.</p> <p>Applications can be made over the telephone, by paper application form or via the internet (around 85% of parents now apply through the online portal).</p> <p>As a Local Authority, we access NHS data to identify parents who should be applying for a school place. If an application is not received we do all we can to personally contact the parents, including the utilisation of telephone and email communication.</p> <p>We also conduct outreach work within the most vulnerable areas of the county, including areas of high social deprivation.</p>
<p>(7) What are the likely positive and negative consequences for health and wellbeing as a result of this plan/strategy/service/policy?</p>	<p>The positive impacts are that the policy provides parents with the opportunity to apply for a place at their preferred school(s), even if they are not ultimately offered a place. This is central to two strands of the Learning and Achievement 'Vision' that students will:</p> <ul style="list-style-type: none"> • Achieve well whatever their starting point or circumstances; and • Go on to positive destinations <p>Children who do well at school are much more likely to go on to positive destinations and require less support from external agencies such as Social Services or the PCT.</p> <p>It is not anticipated that there will be any significant negative or adverse impacts on population health.</p>

(8) What actions are going to be taken to reduce or eliminate negative or adverse impact on population health? (This should form part of your action plan under Stage 4.)	As indicated above, it is not anticipated that there will be any significant negative or adverse impacts on population health.
(9) Will the plan/strategy/service/policy increase the number of people needing to access health services? If so, what steps can be put in place to mitigate this?	No
(10) Will the plan/strategy/service/policy reduce health inequalities? If so, how, what is the evidence?	As previously indicated, the policy gives specific provision to those with a statement of special educational need/EHC Plan – many such children also have health issues and the specific provisions incorporated in the policy will ensure they can attend the school deemed most appropriate to support their needs.

Stage 4 – Action Planning, Review & Monitoring

If No Further Action is required then go to – Review & Monitoring

(1) Action Planning – Specify any changes or improvements which can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.

EqlA Action Plan

Action	Lead Officer	Date for completion	Resource requirements	Comments

(2) Review and Monitoring
State how and when you will monitor policy
and Action Plan

None required.

Please annotate your policy with the following statement:

'An Equality Impact Assessment/ Analysis on this policy was undertaken on (date of assessment) and will be reviewed on (date three years from the date it was assessed).'

Cabinet

25 January 2018

Adult Transport Policy

Recommendation

That Cabinet approve the proposed Adult Transport Policy for implementation by the County Council with effect from 1st April 2018 for new customers, and with effect from their first reassessment or review after 1st April 2018 for existing customers.

1.0 Key Issues

- 1.1 The policy attached (appendix 1) describes how transport will generally be provided for customers whose care and support needs are being met by the County Council. It sets a distinct set of criteria, which Social Care Assessors will use to determine whether an individual should be provided with local authority Assisted Transport as part of a care and support plan.
- 1.2 The purpose of having an Adult Transport Policy is to provide a fair and consistent way in which transport is offered to customers. The underlying theme of this policy is to ensure that people travel as independently and safely as possible. By introducing eligibility criteria, the policy aims to empower customers and promote independence.
- 1.3 Assisted Transport is transport arranged or provided by Warwickshire County Council using taxis, minibuses and volunteer drivers, for people whose care and support needs are met by the Council. It helps people who need support to access day opportunities, respite care, leisure services, employment and training opportunities and other activities in the community.
- 1.4 The policy applies to all adults aged 18 years and above that access care and support provided directly; or commissioned by Adult Social Care; and/or are in receipt of direct payments, in any of the following categories:
 - Older People's Services
 - Physical Disability and Sensory Services
 - Mental Health Services
 - Learning Disability Services
- 1.5 This policy does not cover travel assistance for customers under the age of 25 who need assistance to travel to and from education establishments, for which more details can be found in the Home to School / College Transport Policy.

- 1.6 The decision to offer transport will ultimately be based on the decision of the Social Care Assessor following an assessment of the needs of the individual, taking into consideration the eligibility criteria specified within the policy.
- 1.7 The aim of the policy is to introduce a fair and consistent way of offering transport and meeting the needs of those who need the service most.
- 1.8 Introduction of eligibility criteria will provide a firm foundation on which to empower customers and promote independence. By taking strengths based approach, customers will be supported to source independent solution to their transport needs; or alternatively, utilise existing support through travel training to independence. Transport will continue to be available for those with an assessed need and no alternative provision.
- 1.9 It is expected that this will have a positive financial impact in contributing towards the savings targets with One Organisational Plan 2020. By implementing the revised eligibility criteria through scheduled reviews of need, we will be able to assess the numbers of individuals who have moved to more independent transport solutions and identify the pattern of any saving attributable to this action.
- 1.9 There is a One Organisational Plan 2020 savings target (PG-SCS 07) of £165k in 2018/2019 rising to £408k in 2019/2020. It is expected that this policy will have a positive financial impact in contributing towards the savings targets with One Organisational Plan 2020. By implementing the revised eligibility criteria through scheduled reviews of need, we will be able to assess the numbers of individuals who have moved to more independent transport solutions and identify the pattern of any saving attributable to this action.
- 1.10 Depending on the level of saving this delivers a further review of how we commission and deliver assisted transport may be required to deliver fully this saving.

2.0 Consultation

- 2.1 A public consultation on the policy took place between 20th September 2017 and 15th November 2017.
- 2.2 The consultation focused on key components of the proposed policy to gather people's views to help shape the final draft version of the policy for Cabinet consideration and approval.
- 2.3 The consultation consisted of a variety of ways to engage with a wide range of people. These included:
- An online survey was placed on Ask Warwickshire.
 - A paper based 'Easy read' version of the standard online survey was made available
 - Surveys and policies were sent to all current users of Adult Transport.
 - In addition, surveys were directly delivered to all 29 day centres currently served by specialist transport.

- Five face to face consultation events were held in different locations around the county.
 - A dedicated email address was available for people to send written comments in relation to the proposed new policy.
 - Sessions were completed at a range of staff meetings including: Transport supervisors, Learning Disability Team, Older People Social Care and Support Team and Independent Living Team Managers.
- 2.4 The online survey received 29 responses while the 'Easy read' paper based version of the survey received 131 responses. In addition, a further 22 responses to parts of the easy read survey were received via facilitated sessions run by Grapevine for customer input. In total 182 responses were received against a customer group of 375 frequent transport users.
- 2.5 The majority of respondents (84%) were made up of either existing customers or carers/family members. Those in the 'Other' category included those who considered themselves a carer and family member as well as a number of volunteers/social care workers.
- 2.6 Respondents to both the easy read and online surveys were asked if they, or someone they cared for, used transport provided by WCC to access social care services. The majority of respondents, currently either directly or indirectly (for example as carers), use assisted transport to social care services. As such, many of the respondents are likely to be the most directly impacted by the introduction of the proposed transport policy.

3.0 Response to the consultation

- 3.1 Attached (appendix 2) is an analysis of the consultation responses. The key messages are also summarised below.
- 3.2 69% of all respondents agreed that Warwickshire County Council should help people be as independent as possible.
- 3.3 Just over half of all respondents thought travel training would help people be more independent, although there were higher levels of uncertainty among carers/family members. Overall 61% of respondents thought Warwickshire County Council should offer travel training. The views of respondents makes a clear case for travel training that is practical; based on the need of individuals whilst involving family/carers in the decision making process with one to one support being the preferred method of delivery. This will be the basis of travel training sourced by the council and offered to customers who no longer qualify for Assisted Transport.
- 3.4 There was a strong feeling amongst respondents that Assisted Transport should be offered to customers based on their individual needs as determined through their Assessment and Support plan. The policy references that all relevant transport options will be considered, including Assisted Transport, appropriate to customer needs.

- 3.5 Just over a third of respondents agreed that some people should make their own travel plans. However, concerns over the potential impact of this on customers and carers were highlighted in comments received (Consultation Report, Page 12). The policy proposes that the assessment of need, taking into consideration capability and risk, will determine an individual's readiness to travel independently.
- 3.6 The majority of respondents (84%) thought the need for support/escorts on journeys should be part of the individual assessment process and based on the needs of the individual.
- 3.7 There was a low level of agreement/higher level of uncertainty over the eligibility criteria where reference was made to "where a customer chooses to attend a service that is not the nearest available". Whilst the Council promotes choice and independence, in regard to the Assisted Transport, this will be offered to customers to access the nearest available services that meet their assessed need.
- 3.8 An overarching theme from open text questions on both surveys was that 'one size doesn't fit all'. Responses to questions on travel training, who should receive assistance, the proposed policy criteria and transition periods for customers who no longer qualify, frequently invoked the caveat that there was a need for flexibility in the system to consider individual needs which might be an exception to what is being proposed.

4.0 Key changes implemented

- 4.1 There was a high level of disagreement with the eligibility criteria where reference was made to the mobility element of Disability Living Allowance or Personal Independence Payment. Taking this on board, a statement has been included within the amended policy which makes it clear that the decision to offer transport will ultimately be dependent upon the needs of the individual as assessed by the Social Care Assessor. This statement should help reinforce the message that the policy supports assessing and meeting the needs of individual customers and refrains from adopting a blanket approach.
- 4.2 There was a high level of agreement (77%) for a transition period for customers who were assessed as no longer eligible for support with transport. However, only 38% of respondents agreed with the transition period limited to one month. Many comments raised concerns that this length of time may not be sufficient for some customers, particularly those with a learning disability, to adequately make alternative arrangements. In light of this response, the policy has been changed so that any transitional period that may be offered will be up to three months.
- 4.3 Some of the comments received highlighted the potential impact on the health and wellbeing of carers/family members because of changes in the way transport may be provided. (Consultation Report, Pages 21 & 22) The policy has been amended to include a statement under the eligibility criteria section to factor this in as part of the assessment process.

4.4 The equality impact assessment is attached (appendix 3), which has been revised to take account of the consultation responses. This identifies that transport decisions have a potential impact on the health and wellbeing of carers/family members. As a result the policy has been amended to make it clear that the assessment will take into consideration the potential impact of the decision on carers/family members. A potential adverse impact on customers with a learning disability was also identified in relation to the transition period in the policy for customers who would no longer be eligible for Assisted Transport. As a result the transition period within the policy has been changed from one month to three months.

5.0 Proposal

5.1 Cabinet is requested to consider the updated policy that includes the amendments made as a result of the consultation feedback as detailed in paragraphs 4.1 to 4.4 under section 4. It is proposed that Cabinet approve the policy for implementation.

6.0 Timescales associated with the decision and next steps

6.1 Subject to Cabinet approval, the policy is planned for implementation with effect from 1st April 2018.

6.2 New customers will be assessed against the policy with immediate effect from 1st April 2018 onwards. The needs of existing customers will be assessed against this Policy at the time of their next reassessment or review after 1st April 2018.

Appendices

1. Transport Policy (post consultation)
2. Consultation Report
3. Equality Impact Assessment/Analysis (revised post consultation)

Background papers

1. Transport Policy (prior to consultation)

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Local Member(s): None

Other members: Councillors Caborn, Golby, Rolfe, Parsons and Redford

Transport Policy for Adult Social Care customers

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Contents

Introduction	Page 3
The Policy	Page 4
Monitoring and Review	Page 8
Further Information	Page 9

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Introduction

Why have a transport policy?

The purpose of having a policy is to provide a fair and consistent approach to the provision of transport support that fits with the Council's strategic aims and outcomes for Adult Social Care. The policy describes how transport will generally be provided for customers whose care and support needs are being met by the Council. It sets a distinct set of criteria, which Social Care Assessors will use to determine whether an individual should be provided with local authority assisted transport as part of a Care and Support Plan.

Assisted Transport is transport arranged or provided by the Council using taxis, minibuses and volunteer drivers, for people whose care and support needs are met by the Council. It helps people who need support to access day opportunities, respite care, leisure services, employment and training opportunities and other activities in the community.

The underlying theme of this policy is to ensure that people travel as independently and safely as possible.

The policy applies to all adults aged 18 years and above who access care and support provided directly or commissioned by Adult Social Care and / or are in receipt of Direct Payments by any of the following Adult Service areas:

- Older People's Services
- Physical Disability and Sensory Services
- Mental Health Services
- Learning Disability Services

This policy does not cover travel assistance for customers under the age of 25 who need assistance to travel to and from education establishments for which more details can be found in the Home to School / College Transport Policy.

The Policy

1. Legal framework

The Care Act 2014 and associated Regulations and statutory guidance provide the legal framework for the assessment of social care and support needs and for determining eligibility for adult social care support from the Council with effect from 1st April 2015.

The National Assistance Act (section 29) and the Chronically Sick and Disabled Persons Act (section 2) together require local authorities to arrange various welfare services – including providing or assisting with facilities for travel - where they are satisfied that it is necessary to do so to meet the needs of disabled people. This means that transport will be considered as part of a broader assessment of needs based on the national eligibility criteria for adults and carers; and on the duty to meet needs through a care and support plan.

Assisted transport will generally only be provided to customers where following an assessment it is determined that this is necessary because the customer has no other travel option available in line with the eligibility criteria set out in this policy.

2. The Aims of this Policy

The aim of this policy is to ensure that a fair, consistent and transparent approach is taken to identifying and meeting the transport needs of customers where these have been clearly identified in the Care and Support Plan, and all other suitable alternatives to meet the needs have been explored and exhausted.

This policy seeks to promote independent travel through the use of commonly available transport, such as public transport and private or Motability vehicle, and by encouraging walking, or mobilising with the use of aids, either independently or with support. This policy introduces a systematic approach to meeting the transport needs of eligible customers with the aim of moving away from the routine use of assisted transport. During social care needs assessments and Care and Support planning, all relevant transport options will be considered and Assisted Transport will be offered as a last resort where appropriate to needs and circumstances.

3. Principles of Providing Transport

The following principles will be adhered to:-

All those who access services arranged by the Council have received a Care Act Assessment.

Support with transport will only be considered for an eligible customer where a clear need is identified through their assessment and Support Plan. The travel assistance provided will be appropriate for the individual's need, will provide value for money and be cost effective.

Assisted Transport will only be provided in the event that, in the opinion of the Assessor, it is the only reasonable means of ensuring that the customer can be safely transported to service /destination/activity identified in the Care and Support plan which the customer would be otherwise unable to access.

4. Eligibility Criteria for Assisted Transport

All social care services are subject to eligibility criteria. Following a social care assessment, reassessment or review, the Council will, if required based on each individual's assessment, consider all transport options. If these are felt to be unsuitable, the provision of assisted transport by the Council will be considered using the following guidance:-

Transport may be provided where:-

- For specific health and safety reasons specialised transport arrangements may be necessary.
- A customer is unable to access services without supervision or support.
- Where applicable, the lower rate mobility element of Disability Living Allowance or Personal Independence Payment is being fully utilised to support the customer's transport needs to and from community activities, and the customer has re-applied for a higher rate of benefit entitlement where appropriate.
- A customer has no access to transport and cannot mobilise, use assisted mobility (wheelchair/aids) or use public transport, either independently or with support, in line with this transport policy.
- A customer cannot attend their nearest community activity including college or a day opportunity because there is no placement available or their culturally specific need cannot be met and all other options have been explored and exhausted. This may be on a temporary basis until an appropriate place is found nearer to home.

Entitlement to assisted transport does not automatically mean that the customer will have a requirement to be escorted on their journey. This will need to be considered as part of the individual Assessment and Support Planning processes. As part of this assessment, practitioners should assess the potential health & safety risks to the user and other customers.

Transport will not be provided where the following options are available:-

- Where a customer is assessed as able to mobilise safely to their destination, with or without mobility aids, either independently or with support from family, friends, support worker, volunteer etc. to get to a local community activity.

- Where a customer can use public transport, voluntary transport, or similar services either independently or with support (family, friends, carer, support worker etc.) to get to and from community activities.
- Where a customer receives the higher rate mobility element of Disability Living Allowance or Personal Independence Payment, the customer will be required to fully utilise the benefit to access transport options.
- Where a customer has access to a private car, including a car leased through the Motability scheme, then they will be required to travel to the community activity independently using that vehicle.
- Where a customer uses their own vehicle or Motability car, no petrol costs or other expenses will be considered for funding by the department.
- Where a customer chooses to attend community, social or recreational, or education facilities which are not the nearest available resource to meet their assessed need, the customer will be expected to travel independently or meet any additional cost of transport considered necessary.

This list is not exhaustive and a range of factors that are relevant to a particular customer will also be considered when assessing their needs and would contribute to identifying if transport was required to meet these. Where transport is provided, the assessed need for the assistance to access activities will need to be clearly documented and reviewed as part of the annual care and support plan review.

In light of the above eligibility criteria, the decision to offer transport will ultimately be dependent upon the needs of the individual as assessed by the social care professional and these will be reflected within the Care and Support plan. This will take into consideration the potential impact of the decision on carers/family members.

5. Assessment of Need

Consideration will be given to transport in the initial assessment of a customer's needs and any subsequent review and reassessment, and will be provided in accordance with section 4 above.

A customer's assessment and review will focus on the 'assets or strengths' of each individual and will identify potential to learn road safety and orientation skills so that they can travel safely and independently to and from community activities. The focus of the Care and Support plan will ensure skills in this area are maximised and independence attained wherever possible.

6. Re-assessment & review

All transport arrangements will be reviewed as part of the reassessment. The criteria detailed above will apply. Where a customer is accustomed to assisted travel this will not be a criteria for the continuation of such provision. Where it is felt that an individual may already be able, or could develop the skills to travel independently, an assessment for independent travel, including an assessment of risk, will be carried

out, and an appropriate transport package will be identified. This may be with the support provider.

Transitional plans will be put in place to ensure any risks are managed and access to a service is maintained, e.g. whilst the customer undertakes a programme of travel training, should such an option become available.

7. Charging Adult Social Care customers for Transport

All assisted transport provided, or arranged, by Warwickshire County Council is subject to a charge. The charge will be reviewed on an annual basis.

Financial assessments will be used to determine the proportion of transport charges that individual customers will be liable for.

8. Implementation

This policy will come into effect from 1st April 2018 for new customers. For existing customers receiving Council travel assistance, this Policy will be implemented at the time of their next reassessment or review after 1st April 2018.

In order to decide whether existing customers require assisted transport or other support with travel, a transport assessment will be carried out as part of their review or reassessment. For existing customers who will no longer be entitled to assisted transport under this Policy, their circumstances will be considered on an individual basis. A transitional period of up to three months may be offered to support them to travel independently or to make use of alternative arrangements following their re-assessment/annual review.

9. Appeals and Complaints procedure

Any customer, who is not satisfied with the Council's decision in relation to transport or the service provided, should in the first instance liaise with their assessor. Should the customer remain dissatisfied following the assessor reconsidering their decision the customer may instigate the Council's complaints procedure. In conducting an investigation into the complaint the appropriate manager will look at the operation of the policy and procedure, and will also be able to consider any special circumstances that may apply to any customer.

Monitoring and Review

This policy will be reviewed one year after implementation and then on a rolling three year basis as a minimum. This policy will also be reviewed in light of any changes in legislation and any external and/or internal policy changes which may have an impact on its content.

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Further Information

Information in other formats

If this information is difficult to understand, we can provide it in another format, for example, large print, audio tape, easy read, or in another language.

Please contact the Interpreting and Translation Unit on 01926 410410

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ADULT SOCIAL CARE TRANSPORT POLICY

CONSULTATION RESULTS

Author: Rosie Smith

Date published: December 2017

Report produced by the Insight Service, Performance Business Unit

BACKGROUND

The consultation on a proposed adult social care transport policy took place between 20th September and 15th November 2017. The proposed policy would replace the existing informal arrangements to provide transport for customers who have been assessed as having social care needs which are eligible for funding from Warwickshire County Council. In particular, the proposed policy will introduce eligibility criteria for transport which take account of the national social care eligibility criteria introduced by the Care Act 2014.

METHODOLOGY

A range of consultation methods were used as part of the consultation. These included:

- An online survey on Ask Warwickshire using Decipher software.
- A paper based 'Easy read' version of the standard online survey was made available and completed in a number of settings around the county. Surveys and policies were sent to all current users of Adult Transport (374). In addition, surveys were directly delivered to all 29 day centres currently served by specialist transport.
- A number of face to face consultation events were held in different locations around the county.
- A dedicated email address was available for people to send written comments in relation to the proposed new policy.
- Sessions at a range of staff meetings including: Transport supervisors, Learning Disability Team, Older People Social Care and Support Team and Independent Living Team Managers.

The online survey received 29 responses while the 'Easy read' paper based version of the survey received 131 responses. In addition, a further 22 responses to parts of the easy read survey were received via facilitated sessions run by Grapevine for service user input. Where questions across all three sources were sufficiently similar, results have been merged. However, a number of questions were not comparable and these have been treated separately in the analysis.

Material received via email (8 responses) and at staff meetings was written up and incorporated into the qualitative analysis under 'additional information' and referenced accordingly.



KEY MESSAGES

- Private transport (not driven by service user) and public transport were the most popular travel methods for customers who made their own arrangements to travel to social care settings.
- Approximately 69%/124 of all respondents to both surveys agreed that Warwickshire County Council should help people be as independent as possible.
- Just over half of all respondents to both surveys thought travel training would help people be more independent. However, there was greater uncertainty about this from carers/family members.
- Approximately 60%/110 of respondents to both surveys thought Warwickshire County Council should offer travel training. Two thirds, however, though training should only be offered to 'people who need it'.
- There was little difference in who respondents thought should receive travel training; individual need was generally considered more important.
- One to one training was clearly the preferred method of delivery for travel training. Additionally, the need for a practical element to the training was emphasised in commentary.
- Just over a third of respondents agreed that some people should make their own travel plans; the potential impact on service users and carers was highlighted in commentary.
- The majority of respondents to both surveys (84%/132) thought the need for support/escorts on journeys should be part of the individual assessment process.
- There were generally higher levels of agreement (online survey only) for the policy's eligibility criteria for where transport *may be* provided than for criteria for where transport *may not* be provided.
- From both surveys, there was a high level of agreement (77%/126) for a transition period for service users who were assessed as no longer eligible for support with transport. Much lower levels of agreement (38%/62) were recorded for transition period limited to one month; many comments raised concerns that this length of time may not be sufficient from some customers to adequately make alternative arrangements.
- An overarching theme from open text questions on both surveys was that 'one size doesn't fit all'. Responses to questions on travel training, who should receive assistance, the proposed policy criteria and transition periods for customers who no longer qualify, frequently invoked the caveat that there was a need for flexibility in the system to consider individual needs which might be an exception to what is being proposed.
- The potential impact on the health and wellbeing of both service users and carers/family members because of changes in the way transport may be provided were also highlighted in the commentary of some questions.



About respondents

Respondents were asked to identify which category best described the capacity in which they were answering the survey. Table 1 gives a breakdown of survey respondents.

Table 1 Breakdown of survey respondents

Type of respondent	Easy read survey Paper	Easy read Group	Online survey	Total
Service user	73	22	2	98 (53.3%)
Carer of service user	20	n/a	10	30 (16.3%)
Family member of service user	23	n/a	3	27 (14.7%)
Other	10	n/a	14	24 (13%)
Not identified	5	n/a	0	5 (2.7%)
Total	131	22	29	184

The majority of respondents (84%/155) were made up of either service users or carers/family members. Those in the ‘other’ category also included those who considered themselves a carer *and* family member as well as a number of volunteers/social care workers.

Current users of WCC transport to access services

Respondents to both the easy read and online surveys were asked if they, or someone they cared for, used transport provided by WCC to access social care services.

Table 2 Use of assisted transport from Warwickshire County Council (WCC) to access services

Type of respondent	Use of assisted transport from WCC to access services*		
	Yes	No	Not sure
Service user	65	8	2
Carer of service user	21	9	0
Family member	22	3	1
Other	6	18	0
Not identified	3	2	0
Total	117	40	3

**The group sessions facilitated by Grapevine did not use this part of the Easy read survey.*

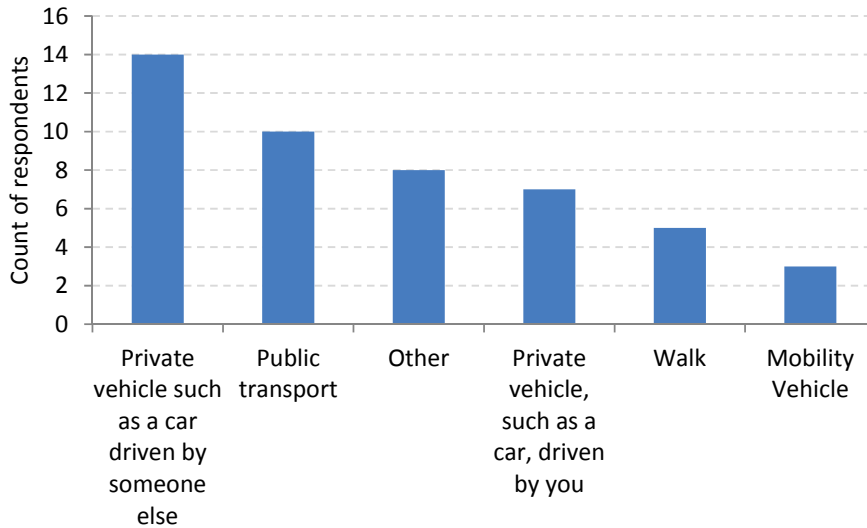
The figures in Table 2 indicate that the majority of respondents, currently either directly or indirectly (for example as carers), use assisted transport to social care services. As such, many of the respondents are likely to be the most directly impacted by the introduction of the proposed transport policy.



Methods of travel to social care settings

Respondents to the easy read and online survey, who arranged their own travel to social care services, were asked by which method of transport they travelled. Figure 1 illustrates methods of travel used by respondents to access social care services.

Figure 1 Methods of travel to social care settings by those arranging their own transport*



**The question was not asked as part of the group sessions facilitated by Grapevine*

The category 'other' mostly included travel by taxi. The number of people who actually arrange their own transport was relatively small. However, around half of those who did, travel by a private vehicle driven by someone else or they use public transport. Smaller numbers drove themselves, walked or used mobility vehicles to get to services.

Promoting Independence and Travel Training

Respondents were asked whether they agreed or disagreed with the following statements regarding independence and travel training;

- *Do you think Warwickshire County Council should help people be as independent as possible?*
- *Do you think travel training would help people become more independent?*
- *Do you think Warwickshire County Council should offer travel training?*
- *Do you think Warwickshire County Council should only offer travel training to people who need it?*



Figure 2 Proportion of all respondents answering 'Yes', 'No' and 'Not sure' to survey statements

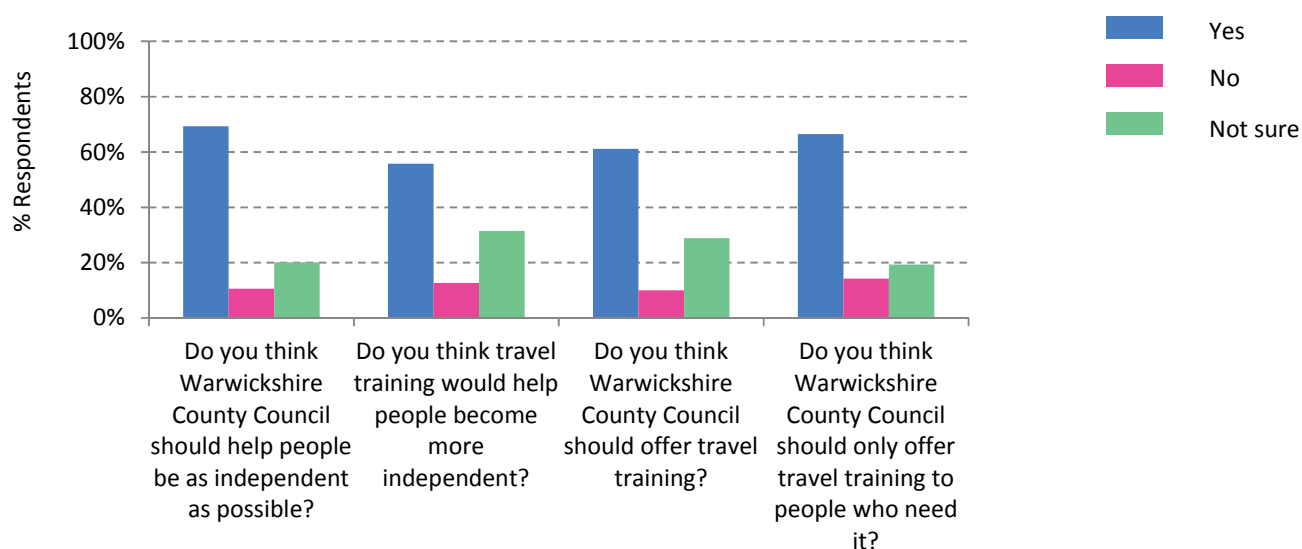


Figure 2 highlights the proportion of all respondents who agreed, disagreed or were not sure with regard to the statements listed. In general, agreement with all statements was relatively high; over half of respondents agreed with each of the statements. However, levels of ambivalence towards the statements were also marked, particularly with regard to whether travel training would help people become more independent. Tables 3, 4, 5 and 6 highlight differences in responses between respondent categories.

Table 3 Do you think WCC should help people to be as independent as possible?

Do you think WCC should help people to be as independent as possible?			
Type of respondent	Yes	No	Not sure
Service user	61	10	26
Carer/Family member	41	6	7
Other	22	3	3
Total	124 (69.3%)	19 (10.6%)	36 (20.1%)

The majority of all respondents were in agreement with the statement. However, the proportion (26.8%/26) of service users who were 'not sure' about this statement was markedly higher when compared to 'carers/family' and 'other' categories.

Table 4 Do you think travel training would help people become more independent?

Do you think travel training would help people become more independent?			
Type of respondent	Yes	No	Not sure
Service user	56	14	27
Carer/Family member	24	7	24
Other	21	2	6
Total	101 (55.8%)	23 (12.7%)	57 (30.5%)



Just over half (55.8%/101) of all respondents think that travel training would help people become more independent. However, almost a third of all respondents were 'not sure'. Among carers/family members in particular, there were higher levels of uncertainty and disagreement with the idea; over half of carers/family members were either 'not sure' or answered 'no' to this statement.

Table 5 Do you think WCC should offer travel training?

Type of respondent	Do you think WCC should offer travel training?		
	Yes	No	Not sure
Service user	62	10	25
Carer/Family member	28	7	19
Other	20	1	8
Total	110 (61.1%)	18 (10.1%)	52 (28.9%)

Around 61.1% (110) of respondents overall thought WCC should offer travel training. Carers continued to be the most ambivalent category of respondents with just over a third (35.2% /19) indicating they were 'not sure' whether WCC should offer travel training.

Table 6 Do you think WCC should only offer travel training to people who need it?

Type of respondent	Do you think WCC should only offer travel training to people who need it?		
	Yes	No	Not sure
Service user	61	14	21
Carer/Family member	37	5	9
Other	19	6	4
Total	117 (66.5%)	25 (14.2%)	34 (19.3%)

Two thirds (66.5%/117) of all respondents agreed that WCC should only offer travel training to people who need it. However, there were higher levels of uncertainty from service users in relation to this question. The online version of the survey provided an option to comment on responses to the statements listed. Table 7 highlights key themes in relation to these statements.

Table 7 Themes for statements for open questions relating to independence and travel training – online survey only

Description/theme	Example for illustration
One approach is not suitable for all	<p><i>"Depends on the person and their conditions and understanding"</i></p> <p><i>"Needs to be considered on an individual basis"</i></p> <p><i>"For safeguarding reasons it needs to be considered carefully and objectively in each case"</i></p>
Concern for impact on service users	<p><i>"If the criteria are too high needy people used to transport will not be eligible for help and thus become isolated and fearful"</i></p> <p><i>"Travel training could promote customer independence. However, some customers would have an additional layer of complexity added to their experience which could result in them not accessing services at all. Encouraging people to become more independent is one thing - forcing them to have to do so is not about promoting independence, it feels more like forcing them regardless of whether they can or not, or will ever feel"</i></p>



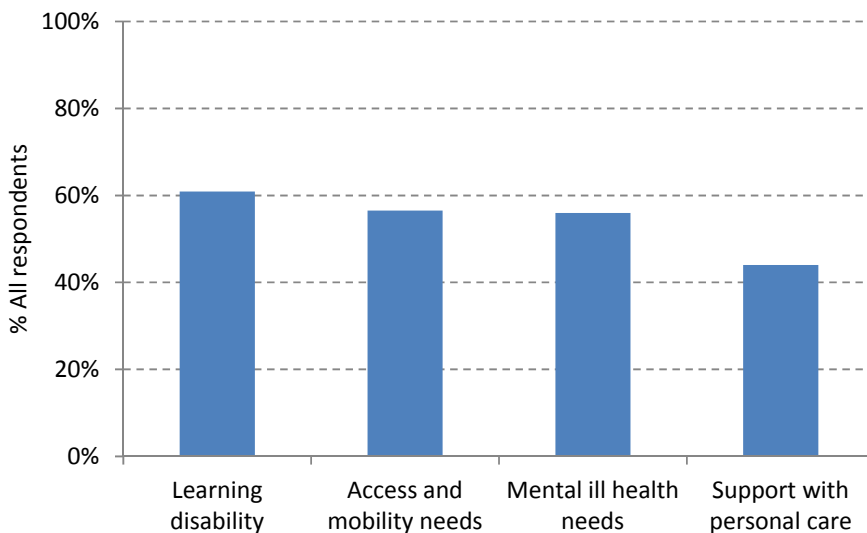
	<i>comfortable with it"</i>
Effectiveness of travel training	<i>"Travel training should be offered to all vulnerable people. I suspect when WCC say benefit the customer what that actually means is - we only want to pay for this if it can quickly reduce the number of people we have to support. Many vulnerable people would benefit from some form of travel training but it may take years of small steps towards the goal of independent travel before WCC would benefit by a reduction in costs"</i>
Question not clear	<i>"What on earth is travel training?"</i>

A consistent message from the comments provided was that while there was often broad agreement that travel training could and should be provided, there were reservations about its efficacy for all service users. It suggested that training may need to be tailored to the individual needs of service users.

Who should receive travel training?

All respondents were asked to select who they thought should receive travel training support. The online version of the survey had a more extensive list of categories from which respondents could choose and these categories are presented in Figure 4. Respondents to both surveys could select as many groups as they wanted from the list presented.

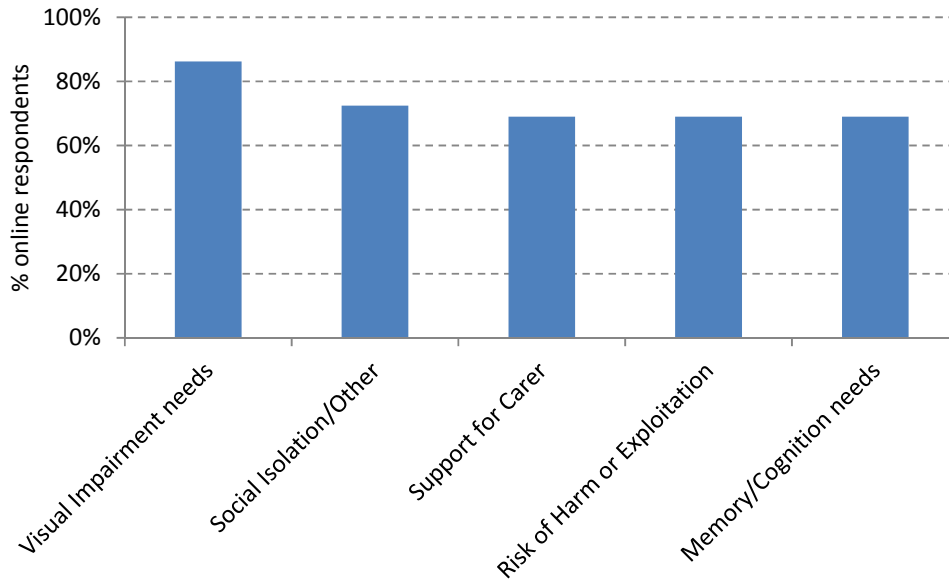
Figure 3 Proportion of all respondents (online and easy read survey) who agree people with specific needs should receive travel training



In general, as Figure 3 illustrates, there was very little real difference between service user categories selected although slightly fewer respondents thought those who needed support with personal care should receive travel training.



Figure 4 Proportion of respondents from online survey who agree people with specific needs should receive travel training (online survey version only)

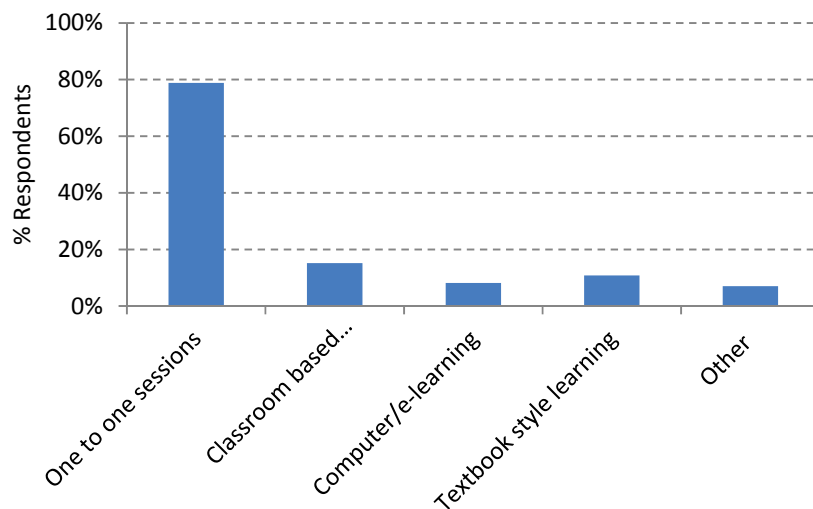


Again, as Figure 4 shows, there was little real difference in the service user categories selected by respondents although service users with visual impairment needs were seen as slightly more in need of travel training than other service user categories.

Delivery of travel training

All respondents were asked how they thought travel training could be delivered. The results are presented in Figure 5 and indicate that the most popular approach would be one to one sessions with a qualified trainer. A number of comments on the online version of the survey emphasised the need for the training to have a practical element and involve ‘real life’ travel.

Figure 5 Preferences for delivery of travel training



One to one sessions were clearly the most popular option for travel training delivery. However, respondents were also asked if they had further comments relating to this question and these are summarised in Table 8.

Table 8 Summary of themes for open question on travel training delivery

Description/theme	Example for illustration
Take account of individual need	<i>"tailored to the needs of the individual" (Easy read survey)</i>
Practical training required	<i>"Learning by doing - on the bus /train or in town following a route. Theoretical travel training in a classroom may be a start but most training needs to be done in real life" (Online survey)</i> <i>"Depends on individual needs but must be interactive and include at least some actual transport use" (Online survey)</i>
Small group training may also be appropriate	<i>"Could be 2 or 3 to one trainer" (Online survey)</i>

Should only some people get transport support from Warwickshire County Council?

Both the easy read and online versions of the survey asked respondents a question about selecting people for assisted transport.

Easy read survey respondents were asked if they thought only some people should get transport from WCC. Results, by respondent category, are shown in Table 9.

Table 9 Do you think only some people should get transport support from WCC? – Easy read survey only

Type of respondent	Do you think only some people should get transport from WCC?		
	Yes	No	Not sure
Service user	34.0% (32)	23.4% (22)	23.4% (22)
Carer/Family member	56.1% (23)	22.0% (9)	22.0% (9)
Other	46.7% (7)	33.5% (5)	20.0% (3)
Total	47.0% (62)	27.3% (36)	25.8% (34)

Respondent numbers for categories are relatively small and therefore their conversion to percentage proportions in this instance should be treated with caution.

Table 9 indicates that fewer than half of respondents agree that only some people should get transport support from WCC. Carers/family members were more strongly in agreement (56.1%/23) than service users. However, a higher proportion of the later were 'not sure' when asked the question when compared with carers/family members.

Overall, there were a number of comments that sought to clarify positions on this question and these are summarised in Table 10. While some respondents agreed that only some people should get transport provided, there were many comments which emphasised that where there was a need, transport should, where possible, be provided.



Table 10 Summary of themes to open question about whether only some people should get transport support from WCC – Easy read survey only

Description/theme	Example for illustration
If needed it should be provided	<p><i>“Where there is need & no alternative”</i></p> <p><i>“Everyone who is disabled should get help with transport”</i></p> <p><i>“Transport should be available to all who need it - even if there is partial funding's from individuals to support the service”</i></p> <p><i>“Everyone who needs transport should get a service. The Question is vague and ambiguous the answer depends on the context of the questions”</i></p>
Some existing users may not always need transport	<p><i>“Some people may not need transport if they receive suitable travel training, they may be able to travel independently”</i></p> <p><i>“People who you might think can't do it could be good at it and it will help build confidence”</i></p>
Impact on service users and carers	<p><i>“My husband has Alzheimer’s & would be unable to use public transport without assistance. If I had to accompany him to his day centre it would greatly reduce the time I have to rest from my caring duties which is of vital importance”</i></p> <p><i>“I am the mother of a son who has learning difficulties and I (like, need) to know he's safe on his way to day services”</i></p>

Respondents to the online survey were asked a slightly different question to the one above. They were asked to what extent they agreed or disagreed that WCC should only support people *who have no other means of travelling to their destination*. Table 11 illustrates results for this question.

Table 11 Providing support to people who have no other means of travel – online survey only

	To what extent do you agree or disagree that we should only support the people who have no other means of travelling to their destination?		
	Agree	Disagree	Neither agree/disagree
All online respondents	16	11	2

Slightly more respondents agreed with the statement but the number of online respondents was quite small so the ability to draw conclusions from this question is limited.



Should people make their own travel plans if possible?

Both surveys asked respondents whether they thought some people should make their own plans for transport if possible. Results are recorded in Table 12.

Table 12 Respondent agreement/disagreement with service users making own travel plans

Type of respondent	Do you think some people should make their own plans for transport?		
	Yes	No	Not sure
Service user	26	29	37
Carer/Family member	24	12	14
Other	14	7	4
Total	64 (38.3%)	48 (28.7%)	55 (32.9%)

Just over one third of all respondents were in agreement that some people should make their own plans for transport but around two thirds were either 'not sure' or answered 'no' to the question.

Respondents to the online survey were asked if they had any comments regarding this question. Themed responses are detailed in Table 13.

Table 13 Key themes for open question about some people should making their own plans for transport – online survey only

Description/theme	Example for illustration
Agreement – with caveats	<p><i>“Unless someone is totally alone or disabled they should make their own arrangements”</i></p> <p><i>“Obviously if people are able to they should meet their own travel costs they do with voluntary transport”</i></p>
Impacts negatively on carers/family members	<p><i>“While I agree with this, consideration must be given to carers. I would be concerned if the new policy increased the stress on carers, who often depend upon day service provision to give them a break from their caring role”</i></p> <p><i>“Disagree if it affects family members having to take them as this is not promoting independence for them when they relying on family”</i></p>
Impacts negatively on service users	<p><i>“I disagree if the condition of meeting a vulnerable adults needs makes them reliant on family members for support. In which case they are not independent and meeting their own needs, they are more reliant on others because removing assisted transport would remove their only chance of independence.”</i></p> <p><i>“If travel is difficult the person may not attempt to go out at all. Care should be taken that they are not unnecessarily isolated because they do not like to ask for help and no-one has asked them if help was needed or would make a difference”</i></p> <p><i>“People are often inclined to withdraw from activities, particularly when mentally ill of elderly. These draconian restrictions will certainly not</i></p>

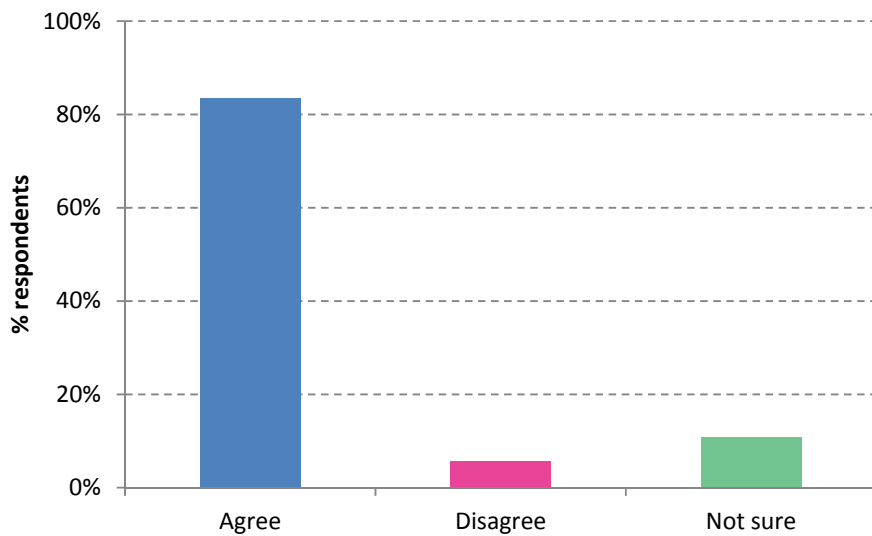


	<i>encourage that to change”</i>
Question too vague	<p><i>“What does 'meet their own travel needs mean'? Independently i.e. without any support at all? With appropriate support? By paying for their travel themselves? In which case is this taken into account as a disability related expense when calculating their contributions to DPs? Who determines whether this it is possible for them to meet their travel needs and on what basis? Who is expected to be available to help if they get on the wrong bus or get lost?”</i></p> <p><i>“It depends who defines 'possible'. There are many complex barriers to independent travel, and emotional well-being must be a factor in assessing suitability”</i></p>

Support/Escorts on journeys as part of individual assessment process

All respondents were asked if they thought the individual assessment and support planning processes should include whether the individual required support/an escort for their journeys to social care settings.

Figure 6 Should the need for support/escorts for journeys be included in assessments?



The majority (83.5%/132) of respondents agreed that the assessments should say if someone should have support on their journey. The online version of the survey also requested comments to clarify answers to this question and these are summarised in Table 14. Although the majority of respondents were in agreement that part of the assessment should include reference to whether someone should have support on their journey, most comments related to reservations with the assessment process itself.



Table 14 Key themes about whether the assessment process should include reference to support/escorts on journeys – online survey only

Description/theme	Example for illustration
Concern with adequacy of assessment process	<p><i>“These assessments are carried out too infrequently to allow for fluctuation or deterioration in a person's mobility/mental state”</i></p> <p><i>“This should be carefully assessed as the need for escorts is not always obvious on first contact with a client”</i></p> <p><i>“There are already question marks about such assessment processes, and I would be reluctant to see such decisions being made by processes where the tendency might be to lean towards refusal where the cost element of the decision making process could take priority over individual needs”</i></p>
Clarity of term ‘support’/‘escorts’	<p><i>“By escorts do you mean carers? If Family carers then these will need Carers Assessments which are generally only done if people request them. Carers Assessments often result in more support being needed for the person cared for so that the carer's needs can be properly met & Care Act well-being duties complied with”</i></p>

Eligibility Criteria

Criteria for where transport may be provided

The online version of the survey asked respondents to indicate the extent to which they agreed or disagreed with a series of statements relating the eligibility criteria in the proposed policy. The first set of statements relates to the eligibility criteria for where transport **may be** provided. These are detailed in Table 15.

Table 15 Level of agreement/disagreement with eligibility criteria for where transport *may be* provided – online survey only

Statement	Agree	Disagree	Neither agree/disagree
1. For specific health and safety reasons specialised transport arrangements may be necessary	25	4	0
2. A customer is unable to access services without supervision or support	23	6	0
3. Where applicable, the lower rate mobility element of Disability Living Allowance or Personal Independence Payment is being fully utilised to support the customer's transport needs to and from community activities, and the customer has re-applied for a higher rate of benefit entitlement where appropriate	10	10	6
4. A customers has no access to transport, either independently or with support, in line with this transport policy	19	7	2



5. A customer cannot attend their nearest community activity including college or a day opportunity because there is no placement available or their culturally specific need cannot be met and all other options have been explored and exhausted. This may be on a temporary basis until an appropriate place is found nearer to home	17	6	5
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Agreement scores for all of the statements were relatively high. Statement 3 recorded a lower level of agreement compared to other criteria. It should be noted that the number of responses to the online survey was quite low (29 responses) and therefore results need to be treated with a degree of caution.

Respondents were asked if they had further comments in relation to the statements listed. These are summarised by theme in Table 16 and are mostly related to potential problems with the application of the above criteria.

Table 16 Key themes regarding statements where eligibility criteria where transport *may be* provided – online survey only

Description/theme	Example for illustration
Matching to individual need Help is not always required consistently	<p><i>"I am concerned that somebody with a varying condition like Parkinson's if on a good time or day may not qualify"</i></p> <p><i>"For any individual there are likely to be many factors to consider - this is clearly a money saving policy but it is important to consider individual need"</i></p>
Impact negatively on carers	<p><i>"In the case of very elderly people who are cared for by their husband/wife who may well be very frail also the provision of transport for their loved one could be essential to access day centres, or carer's support networks which are not normally supplied by ambulance"</i></p>

Criteria where transport may NOT be provided

Respondents were also asked a series of statements relating to the eligibility criteria in the proposed policy which indicates where transport **may not** be provided. The statements and results are presented in Table 17.



Table 17 Level of agreement/disagreement with eligibility criteria for where transport *may not* be provided – online survey only

Statement	Agree	Disagree	Neither agree/disagree
1. <i>Where a customer is assessed as able to mobilise safely to their destination, with or without mobility aids, either independently or with support from family, friends, support worker, volunteer etc. to get to a local community activity. Where a customer can use public transport, voluntary transport, or similar services either independently or with support (family, friends, carer, support worker etc.) to get to and from community activities.</i>	15	5	9
2. <i>Where a customer receives the higher rate mobility element of Disability Living Allowance or Personal Independence Payment, the customer will be required to fully utilise the benefit to access transport options.</i>	11	6	12
3. <i>Where a customer has access to a private car, including a car leased through the Motability scheme, then they will be required to travel to the community activity independently using that vehicle.</i>	16	2	11
4. <i>Where a customer uses their own vehicle or Motability car, no petrol costs or other expenses will be considered for funding by the department.</i>	17	2	10
5. <i>Where a customer chooses to attend community, social or recreational, or education facilities which are not the nearest available recourse to meet their assessed need, the customer will be expected to travel independently or meet any additional cost of transport considered necessary.</i>	10	5	14

For statements 1, 3 and 4, just over half of respondents agreed with the statement. However, there were higher levels of disagreement for statements 2 and 5 where only around a third of respondents were in agreement.

Respondents were also asked if they had comments regarding the statements listed. Table 18 summarises key themes from these responses.



Table 18 Key themes regarding statements relating to eligibility criteria where transport *may not* be provided – online survey only

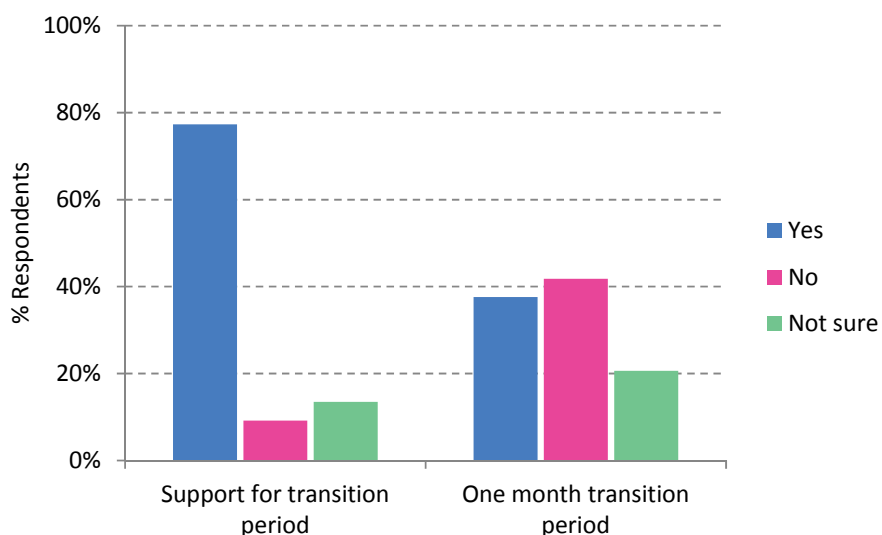
Description/theme	Example for illustration
Help is not always required consistently	<i>"A lot of conditions fluctuate and occasionally the availability of extra help may make all the difference between going out or having to stay at home"</i>
Individual need/system flexibility	<p><i>"In some cases, eligibility will not be clear cut, and will depend on individual circumstances and requirements. Each case would need to be considered on its' own merits"</i></p> <p><i>"This is a black and white question and there is no room for those who may have all the above but are unable to drive and his wife drives for him - and she is getting very infirm and unable to get him in and out of the car safely - he is a dead weight. The alternative is not to take him anywhere and then he gets depressed"</i></p> <p><i>"Again individual need is important not just a blanket policy"</i></p> <p><i>"In exceptional circumstances there needs to be the opportunity for discretion to be exercised by the Council"</i></p>
Loss of choice	<p><i>"Requiring people to attend provision chosen by someone else removes personal choice and independence. People should not be faced with the choice of attending somewhere that- for whatever reason- they do not feel comfortable or face a financial penalty. There may also be legitimate reasons why someone with a car does not want to use it for certain journeys, so this should be treated on a case by case basis rather than a blanket requirement"</i></p> <p><i>"the closest service might not be the most appropriate or the best for the client"</i></p>
Access to alternative transport Includes the practicalities of access to other transport and the assumption that family members can always help	<p><i>"There are big limitations on the availability of voluntary transport. Also often a long period of notice has to be given which is not always possible"</i></p> <p><i>"It may take some time to arrange a vehicle that can accommodate a wheelchair safely"</i></p> <p><i>"It is unreasonable to deny an adult services, especially for vulnerable adults, by insisting family members must be responsible for their transport needs"</i></p>

Transition period for customers no longer eligible for transport support

Questions about a ‘transition period’ for customers should they no longer be eligible for assisted transport was asked to all respondents. These included a question about whether there should be a transition period *per se* and whether a period of one month might be a suitable duration for such a transition period. Figure 7 illustrates the results for these questions.



Figure 7 Level of agreement/disagreement for a transition period and for a one month transition period for those customers no longer eligible for transport support



By a large majority (77%/126), respondents were in support of a transition period for customers who may no longer qualify for assisted transport. However, agreement levels were much lower for the proposed one month duration of that transition period. Around one third of respondents thought a one month period usually sufficient while around two thirds either disagreed or were not sure. Respondents were also asked for comments relating to these questions and the key themes from these are summarised in Table 19.

Table 19 Key themes for questions relating to a transition period for customers who no longer qualify for assisted transport

Description/theme	Example for illustration
Impact (negative) on service users' health and wellbeing	<p><i>"It may take a considerable longer time for someone i.e. with a learning difficulty to process this information & deal with the imposed changes"</i> (Easy read survey)</p> <p><i>"This can be frustrating - change can sometimes regress people with learning difficulties/autism"</i> (Easy read survey)</p> <p><i>"Routines take a long time to change to have a positive outcome"</i> (Easy read survey)</p>
Depends on individual circumstances	<p><i>"The transition period should be person centred, and not be withdrawn until safeguarding for each individual is in place. One month may not be necessary for some, but longer than one month may need to be planned for others"</i> (Online survey)</p> <p><i>"A longer period will be necessary in some cases"</i> (Online survey)</p> <p><i>"In some cases, it may take longer than a month to put alternative arrangements in place"</i> (Easy read survey)</p>



System/Practical concerns	<p><i>"It may take some time to arrange a vehicle that can accommodate a wheelchair safely" (Easy read survey)</i></p> <p><i>"Things look good on plans and policies, but these are not good in practice" (Easy read survey)</i></p> <p><i>"If you have ever tried to get support you would know the above questions are STUPID it can take months to replace support!!" (Easy read survey)</i></p>
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While some respondents did think the one month period 'about right', many had caveats to this time period for the reasons highlighted in Table 19.

Additional information

Respondents to both surveys were asked at the close of the survey if they had any further comments. These included general comments in relation to the proposed transport policy with many returning to issues raised earlier in the survey. In addition, comments from email responses and comments raised during face to face sessions with adult transport supervisors and social care practitioners have been added to the themes generated here.

Table 20 Key themes from 'any other comments' open text question

Key words	Key theme	Description	Example for illustration
Access to services	One size doesn't fit all	A one size model doesn't fit all and this approach could discourage people from accessing facilities leading to isolation. Needs to consider individual needs.	<p><i>"It does depend on the individual who needs these services and would like to see it means tested to that individual." (Easy Read Survey)</i></p> <p><i>"...one size doesn't fit all and this approach could discourage people from accessing facilities and being part of the whole community, leading to isolation. it could also cause significant financial hardship for those on even the higher level of benefits at a time when costs are increasing in all areas"</i></p> <p><i>"it shouldn't be a blanket policy – we have a quite wide ranging client group with lots of different needs" LD team meeting</i></p> <p><i>"it's important that there is still some wriggle room and not a blanket policy" (Adult Transport Supervisors)</i></p>
Access to services	Invaluable service – service users couldn't live without it	The service and staff are invaluable and service users advise they couldn't live without it. There will be a significant	<i>"I would not be able to go to the weekly community day centre sessions without transport so fear I will miss out going. The only place I go and meet friends once a week. Otherwise I</i>



		<p>impact on users' and their families should the service be taken away.</p> <p>Concern that any reduction or removal will result in social isolation.</p>	<p><i>am totally housebound." (Easy Read Survey)</i></p> <p><i>"I am an 88 year old stroke victim with severe mobility problems I would not be able to travel on public transport." (Easy Read Survey)</i></p>
Access to services	Opposition to proposals	<p>It is not fair to withdraw transport from vulnerable individuals and it is a safeguarding issue.</p> <p>The decision will be based on saving money.</p> <p>WCC have a duty of care for vulnerable individuals.</p> <p>Concern that WCC are adopting the role of judge and jury to make decisions about who should qualify to use the service. Any decision must be based on grounds of a physical and mental assessment. WCC do not have the relevant skills or qualified medical professionals to make the decision about who qualifies to use the service.</p>	<p><i>"I am against these proposals. I feel to withdraw transport from the vulnerable already assessed as needing it is a safeguarding issue and not a matter of fairness." (Easy Read Survey)</i></p> <p><i>"This decision will at the end be just based on saving money- instead of the concern and care for the individual- anything that puts the users at risk should not even be contemplated. I have not answered the questions re: travel training as I do not agree with it. 1 month is not long enough for people to make other plans- it should be much longer." (Easy Read Survey)</i></p> <p><i>"You have a duty of care for the vulnerable in your area. Budget should NOT be your main priority. This service is VITAL for service users and their families. The families and care givers are under enough strain as it is. Please reconsider very carefully the decision you are about to make!!"</i></p>
Access to services	That people in genuine need are getting the help and support that they need	That people in genuine need are getting the help and support that they need and that people who are exploiting the system are not receiving support.	<p><i>"I am happy that those genuinely in need get this help. This should not be extended to those who have the ability to help themselves but often find a way to exploit the system." (Online Survey)</i></p> <p><i>"Specialist transport should be a last option anyway – referral forms include a check as to whether social workers have checked first. However, it's not clear how much this is followed or whether practioners use transport as an 'easy option'" (Adult Transport Supervisors)</i></p>
Access to services	<p>Regular review of eligibility criteria</p> <p>That everyone can access affordable transport</p>	To review a person's eligibility criteria regularly, suggesting at least annually as part of their support plan review. A person requires regular review as conditions can improve or deteriorate - particularly relevant as more people are	<p><i>"People in any of the groups listed need regular re- appraisal as conditions can improve or deteriorate. This is especially relevant if more people are to be encouraged to be more independent for longer." (Online Survey)</i></p> <p><i>"Please ensure mental health is really</i></p>



		being encouraged to be more independent for longer. That mental health be considered within the assessments. That everyone should be able to access affordable transport as and when needed	<i>considered in these assessments." (Easy Read Survey)</i>
Access to services	Integration of new travel policy with other Local Authority services A more accessible and flexible Blue Badge system	Integration of new travel policy with other Local Authority services eg. disabled and other bus passes, Blue Badges, financial contribution payments to disabled persons. The Blue Badge system should be more accessible and flexible and subsidised travel considered for those supporting people in need.	<i>"Any new travel policy needs to be completely integrated with the LA's admin sections dealing with: Financial contributions to DPs Disabled and other bus passes Blue badge process" "Continue to offer free bus passes for disabled people will be a great help." "If people have to use own transport the blue badge system needs to be more accessible. Bus passes offered to a broader span of people, and support workers should be able to travel subsidised when supporting someone in need, the supportee may not be able to attend to pay people to travel with them on a regular basis."</i>
Access to services	Proposal for having a set amount for transport support	Proposal for having a set amount for transport support - will allow carers to make choices when they are working to a limited budget.	<i>"Rather than removing transport support surely a set amount could be allowed assisting the carer to make viable choices where they work to a limited budget. That way contributions are paid rather than if your on DLA high rate you lose it all on transport. DLA goes towards so many transport costs for social requirements that are vital to the health of the client. To use it all to get to & from day centres/colleges would have a negative impact on the client." (Easy Read Survey)</i>
Access to services	Concern over making it difficult to access appointments	It is already difficult for this group of people to access appointments and making it more difficult will likely result in more missed appointments which will impact on the NHS and it could also increase isolation, depression and potentially the risk of suicide.	<i>"It is already very hard for this group of people to access appointments etc. Making it harder will simply produce more DNAs which will be a waste on NHS resources and also increase isolation, depression and even possibly the suicide risk." (Online Survey)</i>
Access to services	Issues with the current service provided	Issues with the current service provided - users are treated poorly.	<i>"I feel that they way users of the Warwickshire transport are treated is poor. They are often picked up/dropped off late & they are just dumped in reception." (Easy Read Survey)</i>



Access to services	Financial	Option to purchase council transport Issues relating to the criteria	<p><i>"Would they still have the option of using council transport if they pay themselves? As it has much lower rates than public transport" (LD team meeting)</i></p> <p><i>"What about if a customer is deemed not eligible for transport, will they still be able to access our services if they pay privately – they could use PIP for this Our route may well go past their home anyway.."</i></p> <p><i>"for those customers that no longer qualify for supported transport can the council offer them transport at a cost?" (Older people social care and support team)</i></p> <p><i>"The criteria excludes people that are receiving disability benefit already – the mobility component will not cover transport costs...or petrol costs for a motability vehicle. Using that cost for that may cause a detriment to other parts of their life" (LD team meeting)</i></p>
Skills and resources	A reduction in the people with the skills and resources to help people in need Impact on people's health - increase in stress and ill health	A concern that Warwickshire County Council will not have the time and skills to deal with people in need and this will increase the stress for these individuals, possibly leading to further ill health.	<p><i>"I fear that WCC will not have the patience to deal properly with ill people and will make the experience very stressful. I think that a questionnaire would be a good idea. However, I fear that the whole exercise will be a waste of time and money." (Online Survey)</i></p>
Skills and resources	Increased demands on family carers	An increased demand on family carers could impact negatively on individual situations and further financially impact on families.	<p><i>"Family carers are already financially disadvantaged by their caring role. Further moves to reduce their working initially could be financially counter productive to the Council as families may no longer be able to cope." (Easy Read Survey)</i></p>
Skills and resources	Escort/support services		<p><i>"The escorts we use are very important for health and safety" (Adult transport supervisors)</i></p>
Community	Building relationships within the community	The service helps provide continued care for users and if people can travel to the same locations together they can form relationships, reduce costs and support each other.	<p><i>"If the council is paid by the transport recipient the transport should continue because it helps care with continuity and if people travel together it forms relationships/reduces costs/they can support each other." (East Read Survey)</i></p>
Community	Community support	Seeking support for people with disabilities from within the community needs to be well managed and coordinated.	<p><i>"You need to make sure that the agencies who are supposed to help funding support and social services know what you are expecting and that agencies come up with better ideas than putting cards around shops etc."</i></p>



			<i>advertising for support for people with disabilities!! Not much security there. People providing support including agencies are not interested in an odd couple of hours support here and there." (Easy Read Survey)</i>
Community	Social opportunities	The service facilitates a social opportunity for many - without it they would have little social interaction.	<i>"Transport is not only functional, but also a social opportunity for many. The loss of transport will also disrupt important routines." (Easy Read Survey)</i>
Advice and training	Training for service users	Recognition travel training not suitable for all.	<i>"I think transport should still be provided to people for whom travel training or independent travel would not be appropriate." (Easy Read Survey)</i> <i>"Travel training has been tried many times before in my time here, but effectiveness is always limited – it's only a very small proportion who would be able to use it effectively. (Adult transport supervisors)</i> <i>"Compared to the past, most people that currently use transport have higher level needs. Most people wouldn't be able to utilise travel training"(Adult transport supervisors)</i>
Advice and training	Training for service users Starting training early to enable steps to be made towards independence Understanding that travel and training is not suitable for all users	Travel training could be given to small groups of people located in the same area (or locality) and travelling to the same destination. Need to ensure that individuals are safe to travel after they have received the training. Everyone learns in different ways based on their abilities/disabilities and vulnerable people need to be protected as they may not fully comprehend the rules and be able to safely put their training into practice. Travel training needs to start at age 16 to enable steps to be made towards independence at age 25.	<i>"Where possible, small groups could receive travel training, if they are in the same locality and travelling to the same destination/s". (Online Survey)</i> <i>"It is all about the individuals capacity to be able to do travel training AND then be safe to undertake the traveling, and everyone learns in different ways based on their abilities/disabilities. There are young people with Autism who will show that they understand the rules i.e the highway code, but when left to put that in to practise are not able to apply the rules of the highway code in the right situation. My daughter knows how to cross a road when she is with someone to explain, but if left alone to cross a road, will cross without comprehending that she needs to check to cross it. These vulnerable persons have no sense of danger and need to be safeguarded." (Online Survey)</i>



			<i>"Travel training for vulnerable adults with a learning disability needs to start at 16 years old to enable small steps to be made towards independence which would hopefully be achieved by age 25. If WCC is only looking for a quick fix to reduce customer numbers this opportunity will be missed. Expecting LD adults to become more reliant on their families post 25 is not fostering independence." (Online Survey)</i>
Advice and training	Financial support and advice	Some service users will require training from professionals to help them manage their budgets. Some are used to their mobility payments supplementing their lifestyle and will likely suffer financial issues and hardship possibly leading to the non payment of rent and mortgages (with a risk of eviction).	<i>"People used to living on their mobility payments to supplement their life style needs will require budgeting training from money advice practitioners. I know several recipients of benefit who rely on mobility/care payments to pay for their mortgages/ second rooms etc. They will suffer considerable discomfort and possible hardship leading to non payment of rent/ mortgages and possible evictions." (Online Survey)</i>
Advice and training	Further training for professionals/staff/carers using the service	Further training for professionals/staff/carers using the service - safety issues with using the service.	<i>"More training should be given to the escort personnel regarding mounting/dismounting the vehicle & learning how to secure the passengers (seatbelts/harnesses etc! NOT LEAVE IT TO THE DRIVER!!"</i>
Issues with the survey	Issues with the wording and the questions used including loaded/biased questions and some too difficult for service users to complete	Issues with the wording used and the questions within the survey.	<i>"Yes, this is the most badly worded questionnaire I have ever encountered." (Easy Read Survey)</i> <i>"It's a thoroughly loaded & devious questionnaire which some people will have extreme difficulty to fill in to support their own needs." (Easy Read Survey)</i> <i>".....Do you think WCC should only offer travel training to people who need it? This questionnaire is leading and very biased towards you not providing transport. You are only asking the questions you want the answers to and only giving very limited answers to answer..... " (Easy Read Survey)</i> <i>"Do you think people who no longer have support with transport should have a short while to make other plans? Again, leading question.</i>



The online survey asked respondents to complete information regarding equality and diversity. The results are set out in table 21 below.

Table 21 Online respondent profile

Gender	Male (including trans man)	6
	Female (including trans woman)	21
	Other including non-binary	0
	Prefer not to say	1
Age in years	Under 18	0
	18-29	2
	30-44	2
	45-59	8
	60-74	9
	75+	9
	Prefer not to say	2
Long standing illness or disability	Yes	6
	No	21
	Prefer not to answer	1
Ethnicity	White- English/Welsh/Scottish/Northern Irish/ British	28
	White - Irish	0
	White - Gypsy or Irish Traveller	0
	White - Any other background please specify	0
	Mixed - White and Black Caribbean	0
	Mixed - White and Black African	0
	Mixed - White and Asian	0
	Mixed - Any other background please specify	0
	Arabic	0
	Asian or Asian British - Pakistani	0
	Asian or Asian British - Bangladeshi	0
	Asian or Asian British - Chinese	0
	Asian or Asian British - Indian	0
	Asian or Asian British - Any other background	0
	Black or Black British -African	0
	Black or Black British - Caribbean	0
Any other Ethnic group - Please specify	0	
Religion	Buddhist	0
	Christian	14
	Jewish	0
	Muslim	0
	Hindu	0
	Sikh	0



	Other – Please specify	0
	None	8
	Prefer not to say	7
Sexuality	Heterosexual or straight	22
	Gay or lesbian	1
	Bisexual	0
	Other	0
	Prefer not to answer	5





EQUALITY IMPACT ASSESSMENT/ ANALYSIS (EqIA)

Transport Policy for Adult Social Care Customers

Equality Impact Assessment/ Analysis (EqIA)

Group	People
Business Units/Service Area	Strategic Commissioning Social Care and Support
Plan/ Strategy/ Policy/ Service being assessed	The aim of the new policy is to introduce a fair and consistent way of offering transport and meeting the needs of those that need the service the most. By introducing eligibility criteria, the policy aims to empower customers and promote independence; this in turn will help contribute towards the savings associated with this service.
Is this is a new or existing policy/service? If existing policy/service please state date of last assessment	New policy

EqlA Review team – List of members	Musa Bhayat Jon Crowley
Date of this assessment	19/12/2017
Signature of completing officer (to be signed after the EqlA has been completed)	Sue Green
Are any of the outcomes from this assessment likely to result in complaints from existing services users and/ or members of the public? If yes please flag this with your Head of Service and the Customer Relations Team as soon as possible.	Yes. Once the proposed policy is implemented and existing customers are reviewed against it, it may result in some not meeting the eligibility criteria and therefore no longer eligible for the transport. This may generate complaints.
Name and signature of Head of Service (to be signed after the EqlA has been completed)	Chris Lewington
Signature of GLT Equalities Champion (to be signed after the EqlA is completed and signed by the completing officer)	Polly Sharma

A copy of this form including relevant data and information to be forwarded to the Group Equalities Champion and the Corporate Equalities & Diversity Team



Working for Warwickshire

There is currently no policy in Warwickshire that specifies the entitlement of adults who are eligible for support under the Care Act 2014 to access 'free' or subsidised transport. However, in practice transport has been offered to customers to enable them to access services without any criteria being adopted to manage this.

The underlying theme of the proposed policy is to ensure that people travel as independently and safely as possible. It seeks to promote independent travel through the use of commonly available transport, such as public transport and private or motability vehicle, and by encouraging walking, or mobilising with the use of aids, either independently or with support. This policy introduces a systematic approach to meeting the transport needs of eligible customers with the aim of moving away from the routine use of assisted transport.

During social care assessments and Care and Support planning, all relevant transport options will be considered and Assisted Transport will be offered as a last resort where appropriate to needs and circumstances. Through this assessment it may be deemed reasonable for the carer to take responsibility for transporting the customer.

The consultation highlighted the potential impact on the health and wellbeing of carers/family members because of changes in the way transport may be provided. The policy has been amended to include a statement under the eligibility criteria section to factor this in as part of the assessment process.

Form A2 – Details of Plan/ Strategy/ Service/ Policy

Stage 1 – Scoping and Defining

(1) What are the aims and objectives of Plan/Strategy/Service/Policy?

There is currently no policy in Warwickshire that specifies the entitlement of adults who are eligible under the Care Act 2014 to access 'free' or subsidised transport. However, in practice transport has been offered to customers to enable them to access services without any criteria being adopted to manage this.

The Policy will replace the Council's existing informal policies to provide transport routinely for customers who have been assessed as having certain social care needs which are eligible for funding from the Council, and will introduce eligibility criteria for transport which take account of the national social care eligibility criteria introduced by the Care Act 2014. The aim of the eligibility criteria is to introduce a fair and consistent way of offering transport, which at the same time will empower customers and promote independence. This will also contribute towards the savings target as specified within the One Organisational Plan.

It is intended to ensure that people travel as independently and safely as possible. It seeks to promote independent travel through the use of commonly available transport, such as public transport; private vehicle or a vehicle provided through the Motability Scheme; and by encouraging walking, or mobilising with the use of aids either independently or with support

This policy introduces a systematic approach to meeting the transport needs of eligible customers with the aim of moving away from the routine use of assisted transport. During social care assessments and Care and Support planning, all relevant transport options will be considered and assisted transport will be offered as a last resort where appropriate to needs and circumstances.

(2) How does it fit with Warwickshire County Council's wider objectives?

The proposed policy is aligned to the Adult Customer Journey Transformation Programme, which represents a refreshed approach to transforming social care in Warwickshire between now and 2020. The aim is to put people, customers, friends and relatives at the heart of improving the health, wellbeing and quality of life of Warwickshire residents by providing more relevant and community-based support that helps people live safe, healthy and independent lives.

One of the principles of the adult social care transformation is that a different conversation needs to be had with customers from their very first interaction, connecting people to local solutions that will work for them. The new proposed policy fosters this approach in that during an initial social care assessment and review, customer needs will be assessed against an eligibility criteria and a number of transport options will be considered.

The outcome of the transformation will be a Warwickshire where people are empowered to help themselves and each other, supported by a truly integrated health and care system that is proactive, co-operative and effective. The proposed policy also aims to deliver independence and empower customers.

It will support the Council's Core Purpose to *'develop and sustain a society that looks after its most vulnerable members, delivers appropriate, quality services at the right time, and seeks opportunities for economic growth and innovation'*.

The proposed policy will also fit with the Council's corporate objectives.

It will support the following connected outcomes:

- *'Our communities and individuals are safe and protected from harm and able to remain independent for longer.'*
- *'The health and wellbeing of all in Warwickshire is protected.'*
- *'Resources and services are targeted effectively, whether delivered by the local authority, commissioned or in partnership.'*

In addition it will also support the following People Group Outcomes:

People are independent:

- *'People, including those who are vulnerable, are able to live independently within their own homes and families, without the need for critical services to support them.'*
- *'People and communities are supported to develop social capital that enables them to help themselves and others.'*

<p>(3) What are the expected outcomes?</p>	<p>Assisted transport is accessed in a consistent manner and based on the needs of the individual. The new approach promotes independence; choice; control and empowers customers.</p> <p>A contribution towards the savings target as detailed within the OOP 2020.</p>
<p>(4) Which of the groups with protected characteristics is this intended to benefit? (see form A1 for list of protected groups)</p>	<p>People with disabilities and older people.</p>
<p><u>Stage 2 - Information Gathering</u></p>	
<p>(1) What type and range of evidence or information have you used to help you make a judgement about the plan/ strategy/ service/ policy?</p>	<p>In developing the proposed policy, all work to date on assisted transport has been considered and some research has been undertaken on the approach taken by other local authorities.</p> <p>The views of day care providers; social work and transport staff as well as customers through consultation sessions have been reflected within the policy.</p> <p>The policy has been developed within the current legislative framework.</p>

(2) Have you consulted on the plan/ strategy/ service/policy and if so with whom?

A public consultation on the policy took place between 20th September 2017 and 15th November 2017. The consultation focused on key components of the proposed policy to gather people's views to help shape the final draft version of the policy.

The consultation consisted of a variety of ways to engage with a wide range of people. These included:

- An online survey was placed on Ask Warwickshire.
- A paper based 'Easy read' version of the standard online survey was made available
- Surveys and policies were sent to all current users of Adult Transport.
- In addition, surveys were directly delivered to all 29 day centres currently served by specialist transport.
- Five face to face consultation events were held in different locations around the county.
- One of the day centres was specifically accessed by Asian elders and their first language was Punjabi so all transport documentation was translated in Punjabi.
- A dedicated email address was available for people to send written comments in relation to the proposed new policy.
- Sessions were completed at a range of staff meetings including: Transport supervisors, Learning Disability Team, Older People Social Care and Support Team and Independent Living Team Managers.

(3) Which of the groups with protected characteristics have you consulted with?

We consulted with the protected groups affected (Disability and Age).

Considerable effort was made to make the consultation as accessible and far reaching as possible. Some of the actions taken are as follows:

- Both hard copies and online versions were made available. The hard copies had been widely distributed with a pre-paid envelope to encourage participation.
- An easy read version of the policy and survey were made available as hard copy and as an online version.
- Consultations sessions were planned across the county to ease accessibility. The venues selected were those already being accessed by customer groups to ensure the facilities and staff were appropriate to meet customer needs.
- Grapevine attended all consultation sessions to ensure customers with communication or learning needs are supported as required to have their views heard.
- Transport documents were translated in the language appropriate to the audience at one of the day centres.

Stage 3 – Analysis of impact

The consultation revealed a strong feeling that the length of time allocated to the transition period for customers who were assessed as no longer eligible for Assisted Transport may not be sufficient for customers particularly with a learning disability. Given that a high proportion of the existing customers have a learning disability, the policy has been changed to increase the transitional period for up to three months and mitigate adverse impact on this customer group.

Through the consultation, comments received, highlighted the potential impact on the health and wellbeing of carers/family members resulting from change in transport. This was particularly geared around customers with a learning disability and elderly people. The policy has been amended to include a statement under the eligibility criteria section to take carer / family impact into consideration during the assessment process.

Feedback from the consultation clearly indicates the majority of respondents were in favour of travel training. There were, however, a number of factors to take into consideration when offering travel training such as: this should be delivered on a needs basis; should be practical, one to one support, subject to risk assessment. This feedback is consistent with the makeup of the customer group where a high proportion of customers have a learning disability. The suggested delivery option would best suit the needs of this customer group and therefore will be the preferred delivery option going forward.

Until the policy is agreed, Operational Teams and Resource Allocation Panels will need to take decisions on an individual basis regarding whether it is appropriate to fund transport arrangements where customers are in receipt of mobility allowances as part of their benefits and therefore have the means to fund their transport.

<p>(1) From your data and consultations is there any adverse or negative impact identified for any particular group which could amount to discrimination?</p> <p>If yes, identify the groups and how they are affected.</p>	<p>RACE</p> <p>N/A</p>	<p>DISABILITY</p> <p>Delivery of the savings plan may have adverse impacts for:</p> <ul style="list-style-type: none"> • Customers from the service changes • Communities because local services are likely to change 	<p>GENDER</p> <p>N/A</p>
	<p>MARRIAGE/CIVIL PARTNERSHIP</p> <p>N/A</p>	<p>AGE</p> <p>Delivery of the savings plan may have adverse impacts for:</p> <ul style="list-style-type: none"> • Customers from the service changes • Communities because local services are likely to change 	<p>GENDER REASSIGNMENT</p> <p>N/A</p>
	<p>RELIGION/BELIEF</p> <p>N/A</p>	<p>PREGNANCY MATERNITY</p> <p>N/A</p>	<p>SEXUAL ORIENTATION</p> <p>N/A</p>

<p>(2) If there is an adverse impact, can this be justified?</p>	<p>Customers with a disability and their carers may be affected where they have access to a mobility allowance and it is deemed this should be used to meet their transport needs. However, the policy has been amended to consider the impact on the carer / family member when assessing customer need for Assisted Transport.</p> <p>A customer who may have received transport in the past may no longer be eligible following a social work assessment once the policy is in place. The Social Worker will assess the needs of the individual through the social work assessment and this shall determine if whether the customer is eligible for transport. The social work assessment will incorporate the eligibility criteria specified within the proposed Adults Transport Policy. For existing customers that fail to meet the eligibility criteria the transition period has been extended from one to 3 months following feedback received.</p> <p>The adverse impact can be justified on the grounds that the decision will be based on a social worker assessment of the individual's needs and in accordance with a policy developed within the current legislative framework.</p>
<p>(3)What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.)</p>	<p>Development of a clear policy that has been subject to public consultation. Eligibility for transport will be based on an initial social care assessment and considered through the annual review. Each decision will reflect the individual's personal circumstances.</p> <p>All current transport users affected by the policy will be offered a transitional period of up to three month to support them to travel independently or to make use of alternative arrangements identified through their assessment.</p> <p>A clear communication with operational teams, customers, carers and families to ensure they understand the final policy arrangements that are introduced.</p>

<p>(4) How does the plan/strategy/service/policy contribute to promotion of equality? If not what can be done?</p>	<p>It will ensure that there is a consistent and fair offer to all customers and carers in Warwickshire that takes into account their personal circumstances.</p>
<p>(5) How does the plan/strategy/service/policy promote good relations between groups? If not what can be done?</p>	<p>The proposed policy aims to introduce a fair and consistent way of offering transport by introducing eligibility criteria. It aims to empower customers and promote independence.</p>
<p>(6) Are there any obvious barriers to accessing the service? If yes how can they be overcome?</p>	<p>No, the policy proposes that the service will be offered following a social care assessment. This will therefore take into account the personal circumstances of each individual customer.</p>
<p>(7) What are the likely positive and negative consequences for health and wellbeing as a result of this plan/strategy/service/policy?</p>	<p>The positive consequences are achievement of some of the key People Group outcomes as follows:</p> <ul style="list-style-type: none"> • People are independent • People are safe • People are cared for • People are healthy • People enjoy life

(8) What actions are going to be taken to reduce or eliminate negative or adverse impact on population health? (This should form part of your action plan under Stage 4.)	The assessment of customer need will take into consideration the potential impact of the decision on carer / family member.
(9) Will the plan/strategy/service/policy increase the number of people needing to access health services? If so, what steps can be put in place to mitigate this?	N/A
(10) Will the plan/strategy/service/policy reduce health inequalities? If so, how, what is the evidence?	The aim of the policy is to introduce a fair and consistent way of offering transport and meeting the needs of those that need the service the most.

<u>Stage 4 – Action Planning, Review & Monitoring</u>	
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If No Further Action is required then go to – Review & Monitoring

(1)Action Planning – Specify any changes or improvements which can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.

Equality Analysis Action Plan

Action	Lead Officer	Date for completion	Resource requirements	Comments
Consultation goes live.	Musa Bhayat	20/09/2017	Commissioner Strategic Consultation and Engagement Lead Insight Team	Access to consultation documents, draft policy and surveys made available through a variety of sources. Completed.
Consultation end.	Musa Bhayat	15/11/2017	Commissioner Strategic Consultation and Engagement Lead Insight Team	Completed.
Consultation: Address any actions required following consultation	Musa Bhayat	15/12/2017	Commissioner	Any changes to the policy following consultation will require reflecting within the EqIA. Completed.
Policy implementation	Musa Bhayat	01/04/2018	Commissioner	

Equality Analysis Action Plan

Action	Lead Officer	Date for completion	Resource requirements	Comments
Review and update EqIA following implementation of the Policy	Musa Bhayat	31/10/2018 (half year review) 30/04/2019 (full year review)	Commissioner Strategic Consultation and Engagement Lead Insight Team	To assess the impact of the policy at mid-year point and at year end point to identify any positive and adverse impact.

(2) Review and Monitoring
State how and when you will monitor policy and Action Plan

This EqIA will be updated on an ongoing basis as further work is undertaken to deliver the transport policy.

Please annotate your policy with the following statement:

'An Equality Impact Assessment/ Analysis on this policy was undertaken on 21/09/2017 and will be reviewed and updated on an ongoing basis as referenced above in Stage 4- Point 2

Cabinet

25 January 2018

Delivery of the Warwickshire Energy Plan: Establishing a Collective Fuel Switching Scheme

Recommendations

That Cabinet:

- 1) Authorises that for an initial two year trial period Warwickshire County Council work with iChoosr to deliver a collective fuel switching scheme to households (gas and electricity) across Warwickshire.
- 2) Authorises up to £55k p.a. of the County Energy Plan monies be allocated to cover costs to develop three promotional campaigns a year for two years aimed at enrolling and registering sufficient household gas and electricity accounts across Warwickshire to cover implementation costs. If any surplus were received this would go towards providing a registration & energy efficiency advice service for people needing assistance such as those without access to the internet, plus additional promotional activity for the next campaign.
- 3) Authorises the Joint Managing Director (Resources) to enter into:-
 - (i) any discussions which he considers necessary including investigating the delivery of the scheme in partnership with Coventry City Council and the Warwickshire District and Borough Councils.
 - (ii) any arrangements which he considers necessary (and on acceptable terms and conditions) to give effect to the scheme referred to above including any partnership arrangements.
- 4) Notes that a review will be carried out on the experience of each campaign and reported on at the end of the first year to determine the future life of the scheme.
- 5) Authorises the carry forward of the remainder of the Warwickshire Energy Plan monies to deliver three campaigns per year for the proposed 'Switch and Save' scheme. The end of year report will include recommendations for spending these and they will depend on the successful performance of the preceding campaigns.

1. Purpose of the report

- 1.1 To update Cabinet on the results of further detailed financial evaluation and stress testing regarding pursuing a white label energy supply partnership.
- 1.2 As a viable alternative to white label, seek approval for entering into a collective fuel switching scheme with iChoosr and any willing partners.

2. Background

- 2.1 At its meeting of 24th January 2017 Cabinet received a report on reducing energy consumption, energy storage, and providing cheaper energy for the people of Warwickshire whilst seeking the means of generating it in sustainable ways.
- 2.2 The setting up of a “White Label” not-for-profit energy supply service in partnership with a fully licensed energy supplier was approved subject to concluding agreements with the relevant District and Borough Councils and registered social landlords in relation to housing stock (particularly voids) necessary for this to be a viable proposition.
- 2.3 Cabinet delegated authority to the Joint Managing Director (Resources) to determine the scope of the White Label offering required.

3. White Label Cost & Income Modelling 2017 – 2021

- 3.1 The Joint Managing Director (Resources) commissioned consultants in the roles of Project Accountant and Project Manager to work with the Council to acquire the latest available information in this dynamic and rapidly changing area, refine the financial assessment and develop all the required project management and partnership documentation should the proposal to develop a white label energy supply partnership prove to be financially viable with manageable risks.
- 3.2 Additional new information became available from two main sources:
 - The first ‘white label’ energy supply service partnerships aimed at helping to address fuel poverty were being established with OFGEM licensed energy suppliers by other local authorities, and
 - OFGEM published information relating to unfair tariffs and numbers of customers switching suppliers.
- 3.3 Four OFGEM licensed suppliers with the potential for offering a not-for-profit white label partnership responded to a range of questions sent to them by the Council. This research showed that:
 - The number of cumulative customers required at the end of year five varied from 3,000 to 26,000.

- Adverse social and other media activities were perceived to be a high risk if insufficient customers were acquired to make a white label offer viable.
- 3.4 The additional information was used to give updated assumptions for a stress test of the financial model to provide best, worst and current scenarios.
 - 3.5 The stress test figures for income generation, though still theoretical, were not as optimistic as the initial modelling provided in the January 2017 Cabinet Report, when local authority 'white label' schemes were in their infancy.
 - 3.6 The financial modelling showed that for the current assessment (Warwickshire LA social housing + incumbent switchers) the first year in which break-even is achieved could be after year five, at which point there could be a cumulative deficit of £290k.
 - 3.7 The financial modelling showed that for the current assessment (Warwickshire LA social housing + Orbit Housing voids + incumbent switchers) the first year in which break-even is achieved could be after year three at which point there could be a cumulative deficit of £170k.
 - 3.8 There was insufficient evidence to suggest that securing the required customer volume was guaranteed by concluding agreements with Warwickshire District and Borough Councils and Registered Social Landlord's. Therefore officers have concluded that the financial and reputational risks are too high.

4. Collective Fuel Switching Schemes / Community Energy Buying

- 4.1 There are alternatives to establishing a white label energy supply service. Collective fuel switching carries less risk, with no minimum customer numbers required, though offers less reward to the Council, the comparison of which is included at the **Appendix**.
- 4.2 Several organisations now offer a service whereby people can join a 'consortium' of domestic energy buyers. This gives economies of scale and reverse auctions give all licensed suppliers the option to tender to provide the lowest price tariffs for electricity only, dual fuel and pre-payment meters.
- 4.3 Switching usually requires some access to the internet, meaning that it is typically more affluent households that do so regularly to take advantage of the cheapest tariffs available. Collective fuel switching scheme providers can provide support to people wishing to switch but unable to do so easily.

5. About iChoosr

- 5.1 One of the main UK providers of a collective fuel switching service is an organisation called iChoosr Ltd. They currently work with around 111 Local Authorities across Great Britain including Coventry City Council (CCC) who run their 'Switch and Save' scheme.
- 5.2 iChoosr hold three reverse auctions every year (February, May and October) to provide 12 month minimum fixed rate contracts. All UK registrants are put into one single group to maximise economies of scale, irrespective of local partnerships, groups or geographical source of registrations. 926,000 UK households have taken part in their collective switching schemes. £304 was the average amount saved by switchers in their last auction of 2016. In 2015 they helped residents save in excess of £13 million. In the May 2017 auction 57,000 people registered an interest with a 30% switching rate.
- 5.3 The potential savings for householders depends on the registrants' current tariff, payment method and their annual energy consumption. Registrants receive a personal offer from iChoosr to allow them to make a clear comparison between their estimated current and future spend.
- 5.4 At the end of their agreed tariff contract period the customer is automatically re-entered into the auction group to begin the process again, moving them to the supplier who wins the next auction providing the cheapest relevant tariff.
- 5.5 A £5.50 referral fee is paid by iChoosr to the Council per confirmed switch per fuel (one fee for every gas switch and one fee for every electric switch).
- 5.6 For those householders who cannot register on-line it is possible to sign up on paper. There is an administration cost for £3 payable per registration for these paper sign-ups. iChoosr bear half this registration cost and the other £1.50 would come out of the £5.50 referral fee which would have been paid to the Council by iChoosr if the registrant had instead completed the registration on-line through an appropriately branded web site.

6. Procurement of a Collective Fuel Switching Service

- 6.1 East Riding of Yorkshire Council (ERYC) has entered into a public services concession with iChoosr Ltd who were procured through a voluntary OJEU process. The process specifically provides for participation by a wide range of other public contracting authorities.
- 6.2 UK local government authorities can be added to the ERYC contract with iChoosr. CCC used the ERYC Memorandum of Understanding (MOU) to access iChoosr. If this Council were also to be added to the ERYC contract with iChoosr a MOU would need to be signed and sent to the Head of Infrastructure and Facilities at ERYC. There would be no cost attached to this. Officers are of the understanding that the MOU simply gives a participating authority access to the ERYC Framework Agreement and that WCC would

also need to enter into a call off contract with iChoosr (pursuant to the Framework Agreement), on terms and conditions acceptable to the Joint Managing Director (Resources).

- 6.3 If the ERYC Framework Agreement is not used then, on the basis that any such contract with iChoosr is expected to be substantially below EU thresholds for concession arrangements, the view could be taken that the Council could contract directly with iChoosr on suitable terms and conditions. State aid risks are low (in terms of the council contributions in kind) on the basis that as only UK registered energy suppliers can supply energy to the switching scheme participants, the switching market itself is likely to be a UK-only market.
- 6.4 The energy purchasers would be the domestic residents of the registered households, not the Council itself nor other public bodies. Once a resident decides to switch and take up the relevant tariff(s) offered by the reverse auction winner (s) they deal exclusively with the supplier(s) signing a contract with them directly. The winner could be one supplier for all three tariffs or up to three separate suppliers, i.e. one supplier for each of the three tariffs (electricity only, dual fuel and pre-payment).
- 6.5 It is understood that iChoosr define the parameters of what a Local Authority can or cannot do with the data on the confirmed registrants who give permission for their data to be shared through the scheme users accepting a Privacy Policy sent to them by iChoosr.
- 6.6 Detailed information from iChoosr can be used to target specific groups of people most in need of support in addressing fuel poverty.
- 6.7 It is understood that where a registrant has not given iChoosr specific permission for data sharing, relevant information is anonymised.
- 6.8 iChoosr set up a unique web landing page for each Local Authority participating in a reverse auction to record the number of registrants showing an interest and the number of those going through to a confirmed fuel switch for calculating payment of any referral fees. The Council would therefore receive referral fees for Warwickshire residents completing registration and switching fuel.

7. Resources Required for Working with iChoosr

- 7.1 In June 2017 East Dorset District Council (EDDC¹) reported to their Scrutiny and Policy Development Committee that the lead in time would include engagement with Members, internal communications teams, IT, finance, procurement, reception staff and external partners (For WCC it would include Act on Energy, CAB, Age UK etc.).

¹ <http://moderngoveddc.christchurchandeastdorset.gov.uk/documents/s16740/Fuel%20Switch-EDDC-Report.pdf>

- 7.2 EDDC reported that one of the seven Councils operating the scheme that they were in communication with allocated a budget of £12k p.a. for communications (radio, newspaper, flyers, Facebook) with an extra £500 being spent on additional twitter advertising. With an income (referral fee) of £5.50 received from iChoosr per confirmed switch per fuel their average annual income over three years of running the campaign had been £20k - £27k. The Councils surveyed by EDDC stated that their costs were covered by the income they received, that iChoosr had been completely supportive and no complaints had been received about their service.
- 7.3 If the Council were able to run a joint campaign with CCC, time could be saved on developing communications templates, advertising material and web page content.
- 7.4 CCC has run five 'Switch and Save' campaigns with iChoosr to date starting their first in 2013. In their first campaign 43% of registrants were in receipt of benefits, 46% had an income below £13,380, 21% were in receipt of Warm Homes Discount, 16% were on the Priority Services Register. Across all their campaigns, 70% of confirmed registrants had not switched before. Savings realised for first time switchers has been around an average of £224 p.a.
- 7.5 CCC set up their campaign and developed branding and advertising materials with £60k funding from DECC. They now fund all the campaigns themselves. CCC has no income target and work within set budgets. CCC state that the more you put into delivering the campaign, the more successful it is in recruiting switchers. Modelling of income within the business case suggests there will be a net cost of running the scheme in Warwickshire though programme costs will be monitored and expenditure scaled to reduce this impact. It is not a revenue generating exercise.
- 7.6 Information about the campaigns is distributed by CCC through Council Tax letters and other mail-outs to residents and an electronic display screen in the Council House.
- 7.7 The two CCC members of staff who participate in delivering the campaigns are core funded and deliver them as part of their roles as Domestic Energy Efficiency Officers.
- 7.8 A call service is offered by CCC only for the December campaign due to limited resources. A paper based registration service is offered by all local libraries.
- 7.9 Each campaign CCC runs starts ten weeks before the iChoosr auction and goes on for six weeks post auction once actual offer details are known.
- 7.10 WCC officer time required could be significant in the run up to each launch period then decrease once everything was up and running. A dedicated phone line for the launch period will be required for the initial three months of a campaign.

- 7.11 Public Health and the Warm and Well in Warwickshire Partnership would need to be engaged to promote the scheme.
- 7.12 Warwickshire Borough and District Councils would need to be engaged to promote the scheme with the Council providing promotional material to include in Council Tax mailings and other communication media.

8. The Case for a Warwickshire Fuel Switching Scheme

- 8.1 Officers have researched the potential for a fuel switching scheme in Warwickshire. In doing so, a number of councils have been engaged. In particular officers have met with CCC officers to inform the Council's business case.
- 8.2 The business case supports the recommendations of this report and is available on request.

9. Conclusion

- 9.1 There are residents in Warwickshire who could benefit from lower tariffs available through switching supplier but need support in order to switch suppliers.
- 9.2 There are a growing number of local authorities across England who have joined forces with organisations to promote collective fuel switching schemes to their residents as a means of supporting the most vulnerable in their communities.
- 9.3 In their last reverse auction of 2016 iChoosr helped residents who switched dual fuel with them save an average of £304 in the first year.
- 9.4 There is a referral fee of £5.50 paid to a local authority per confirmed switcher per fuel (£11 for dual fuel switchers) and this income can partially offset the cost of administering the scheme.
- 9.5 WCC should enter into arrangements with iChoosr Ltd for delivery of a collective energy switching scheme and investigate whether Coventry City Council would be willing to operate the scheme in partnership with the County Council and the Warwickshire District/Borough Councils.

10. Background papers

None

Supporting Papers (Available via the WCC website).

“Generating Income from Ground Mounted Solar and Other Stand-alone Renewable Energy Projects” – Cabinet Report 10/09/2015

“Delivery of the Warwickshire Energy Plan – Generation of Income from Energy Projects” - Cabinet report 24/01/2017

“Delivery of the Warwickshire Energy Plan – Addition of Ground Mounted Solar Projects Including Battery Storage to the Capital Programme” – Council Report 18/07/2017

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Portfolio Holders	Peter Butlin - Deputy Leader (Responsible for Finance and Property) Jeff Clarke, Portfolio Holder (Responsible for Transport and Environment)
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This report was circulated to the following members prior to publication:

Councillors Singh Birdi, Timms, Kaur, O'Rourke, Boad, Butlin and Clarke

Appendix: Comparison of the two options

White labelling is not the only option for the Council. Another option is collective fuel switching. The comparison table below is based on best estimate assumptions.

Comparison	Collective Switching Scheme / Switch and Save with iChoosr	WCC Only 'White Label' Energy Supply Service
Revenue budget provision required	£55,000 p.a. staff and communications & marketing costs (radio, newspaper, twitter, Facebook, flyers, advertising, Council tax mailings, home page, any literature sent / provided to staff or households, recycling information, twitter adverts etc.) for three campaigns per year.	£95,000 p.a. staff and communications & marketing costs (radio, newspaper, bus backs, twitter, Facebook, flyers, advertising). £92k p.a. subsequently.
Commission	£11.00 for dual fuel switchers, £5.50 referral fee per fuel per confirmed switch for registrants who sign up through a Warwickshire branded website. For every meter that switches iChoosr receive a commission from the energy supplier, and they would share a proportion of that commission back with the Council.	£13.50 for dual fuel switchers (assume 75% of customers) and £6.75 for single fuel switchers (assume 25% of customers).
Are costs covered by referral fee / commission generated?	Scheme expenditure will be monitored to reduce net impact after partial offset by referral fee income. Further information in the business case (available on request).	Possibly but not until after year five.
Void offering for RSLs	No	Possibly
Customer numbers	No minimum number required.	Need 6,000 – 7,000 per year. High risk of not attracting enough customers.
Switching times	Three reverse auctions per year. Customers would sign up to a 12 month contract with exit fees.	Residents could switch at any time of year. No exit fees.
Switching rates	Only three opportunities to switch per year.	Could be higher switching rates with shorter time scales compared to collective switching.
Business tariffs?	No – only domestic tariffs.	Possibly

Comparison	Collective Switching Scheme / Switch and Save with iChoosr	WCC Only 'White Label' Energy Supply Service
Opportunity to support local renewable energy generation?	No.	Possibly– through Power Purchase Agreements.
Procurement	<p>Access the Public services concession contract with ERYC possible at no cost by signing the MoU with ERYC and entering into a call off contract with iChoosr. The Council would have complete control of the scheme (marketing, admin, communications etc.)</p> <p>The alternative is to contract with iChoosr outside of the framework arrangements.</p> <p>In either case there is no direct purchase of energy by either the Council or other public sector bodies.</p>	<p>Tender exercise required for EU compliant procurement if any public body is to purchase energy (e.g. district and borough councils).</p> <p>No direct purchase of energy by the Council.</p>